

AGREEMENT  
FOR PROFESSIONAL SERVICES  
BETWEEN  
THE CITY OF SALINAS AND  
CALIFORNIA PUBLIC RELATIONS &  
ADVOCACY



Contents

RECITALS ..... 4
TERMS ..... 4
1. Scope of Service. .... 4
2. Term; Completion Schedule. .... 4
3. Compensation. .... 4
4. Billing. .... 4
5. Meet & Confer. .... 5
6. Additional Copies..... 5
7. Responsibility of Consultant..... 5
8. Responsibility of City. .... 5
9. Acceptance of Work Not a Release. .... 6
10. Indemnification and Hold Harmless. .... 6
11. Insurance. .... 6
12. Access to Records. .... 6
13. Non-Assignability. .... 6
14. Changes to Scope of Work. .... 6
15. Ownership of Documents. .... 7
16. Termination..... 7
17. Compliance with Laws, Rules, and Regulations. .... 8
18. Exhibits Incorporated..... 8
19. Independent Contractor..... 8
20. Integration and Entire Agreement..... 8
21. Jurisdiction and Venue..... 8
22. Severability ..... 8
23. Notices. .... 9
24. Nondiscrimination..... 9
25. Conflict of Interest. .... 10
26. Headings. .... 10
27. Attorneys' Fees ..... 10
28. Non-Exclusive Agreement..... 10
29. Rights and Obligations Under Agreement..... 10
30. Licenses..... 10
31. Counterparts..... 10

32. Legal Representation ..... 10  
33. Joint Representation ..... 11  
34. Warranty of Authority..... 11  
35. No Waiver of Rights ..... 11  
Exhibit A- Insurance Requirements ..... 13  
Exhibit B- Scope of Service..... 16

**AGREEMENT FOR PROFESSIONAL SERVICES BETWEEN  
THE CITY OF SALINAS AND CALIFORNIA PUBLIC RELATINS & ADVOCACY**

This Agreement for Professional Services (the “Agreement” and/or “Contract”) is made and entered into this 9th day of January 2024, between the **City of Salinas**, a California Charter city and municipal corporation (hereinafter “City”), and **California Public Relations & Advocacy**, a limited liability company (hereinafter “Consultant”).

**RECITALS**

**WHEREAS**, Consultant represents that he, she, or it is specially trained, experienced, and competent to perform the special services which will be required by this Agreement; and

**WHEREAS**, Consultant is willing to render such professional services, as hereinafter defined, on the following terms and conditions.

**NOW, THEREFORE**, City and Consultant agree as follows:

**TERMS**

1. **Scope of Service.** The project contemplated and the scope of Consultant’s services are described in **Exhibit B**, attached hereto and incorporated herein by reference.
2. **Term; Completion Schedule.** This Agreement shall commence on 9 January 2024, and shall terminate on 9 January 2025, unless extended in writing by either party upon (30) days written notice. This Agreement may be extended only upon mutual written consent of the parties and may be terminated only pursuant to the terms of this Agreement.
3. **Compensation.** City hereby agrees to pay Consultant for services rendered the City pursuant to this Agreement on a time and materials basis according to the rates of compensation as set forth in **Exhibit B**. The total amount of compensation to be paid under this Agreement shall not exceed **One hundred forty thousand dollars (\$140,000)**.
4. **Billing.** Consultant shall submit to City an itemized invoice, prepared in a form satisfactory to City, describing its services and costs for the period covered by the invoice. Except as specifically authorized by City, Consultant shall not bill City for duplicate services performed by more than one person. Consultant’s bills shall include the following information to which such services cost or pertain:
  - (A) A brief description of services performed;
  - (B) The date the services were performed;
  - (C) The number of hours spent and by whom;
  - (D) A brief description of any costs incurred; and

- (E) The Consultant's signature.

Any such invoices shall be in full accord with any and all applicable provisions of this Agreement.

City shall make payment on each such invoice within thirty (30) days of receipt; provided, however, that if Consultant submits an invoice which is incorrect, incomplete, or not in accord with the provisions of this Agreement, City shall not be obligated to process any payment to Consultant until thirty (30) days after a correct and complying invoice has been submitted by Consultant. The City shall process undisputed portion immediately.

**5. Meet & Confer.** Consultant agrees to meet and confer with City or its agents or employees with regard to services as set forth herein as may be required by the City to ensure timely and adequate performance of the Agreement.

**6. Additional Copies.** If City requires additional copies of reports, or any other material which Consultant is required to furnish as part of the services under this Agreement, Consultant shall provide such additional copies as are requested, and City shall compensate Consultant for the actual costs related to the production of such copies by Consultant.

**7. Responsibility of Consultant.** By executing this Agreement, Consultant agrees that the services to be provided and work to be performed under this Agreement shall be performed in a fully competent manner. By executing this Agreement, Consultant further agrees and represents to City that the Consultant possesses, or shall arrange to secure from others, all of the necessary professional capabilities, experience, resources, and facilities necessary to provide the City the services contemplated under this Agreement and that City relies upon the professional skills of Consultant to do and perform Consultant's work. Consultant further agrees and represents that Consultant shall follow the current, generally accepted practices in this area to the profession to make findings, render opinions, prepare factual presentations, and provide professional advice and recommendations regarding the projects for which the services are rendered under this Agreement.

**8. Responsibility of City.** To the extent appropriate to the projects to be completed by Consultant pursuant to this Agreement, City shall:

(A) Assist Consultant by placing at its disposal all available information pertinent to the projects, including but not limited to, previous reports and any other data relative to the projects. Nothing contained herein shall obligate City to incur any expense in connection with completion of studies or acquisition of information not otherwise in the possession of City.

(B) Examine all studies, reports, sketches, drawings, specifications, proposals, and other documents presented by Consultant, and render verbally or in writing as may be appropriate, decisions pertaining thereto within a reasonable time so as not to delay the services of Consultant.

(C) Jim Pia, Interim City Manager, or his designee, shall act as City's representative with respect to the work to be performed under this Agreement. Such person shall have the complete authority to transmit instructions, receive information, interpret and define City's policies and decisions with respect to materials, equipment, elements, and systems pertinent to Consultant's services. City may unilaterally change its representative upon notice to the Consultant.

(D) Give prompt written notice to Consultant whenever City observes or otherwise becomes aware of any defect in a project.

**9. Acceptance of Work Not a Release.** Acceptance by the City of the work to be performed under this Agreement does not operate as a release of Consultant from professional responsibility for the work performed.

**10. Indemnification and Hold Harmless.**

Consultant shall defend, indemnify, and hold harmless the City and its officers, officials, employees, volunteers, and agents from and against any and all liability, loss, damage, expense, costs (including without limitation costs and fees of litigation) of every nature arising out of or in connection with Consultant's performance of work hereunder, including the performance of work of any of Consultant's subcontractors or agents, or Consultant's failure to comply with any of its obligations contained in the agreement, except such loss or damage which was caused by the sole negligence or willful misconduct of the City.

**11. Insurance.** Consultant shall procure and maintain for the duration of this Agreement insurance meeting the requirements specified in **Exhibit A** hereto.

**12. Access to Records.** Consultant shall maintain all preparatory books, records, documents, accounting ledgers, and similar materials including but not limited to calculation and survey notes relating to work performed for the City under this Agreement on file for at least three (3) years following the date of final payment to Consultant by City. Any duly authorized representative(s) of City shall have access to such records for the purpose of inspection, audit, and copying at reasonable times during Consultant's usual and customary business hours. Consultant shall provide proper facilities to City's representative(s) for such access and inspection.

**13. Non-Assignability.** It is recognized by the parties hereto that a substantial inducement to City for entering into this Agreement was, and is, the professional reputation and competence of Consultant. This Agreement is personal to Consultant and shall not be assigned by it without express written approval of the City.

**14. Changes to Scope of Work.** City may at any time, and upon a minimum of ten (10) days written notice, seek to modify the scope of services to be provided for any project to be completed under this Agreement. Consultant shall, upon receipt of said notice, determine the impact on both time and compensation of such change in scope and notify City in writing. Upon agreement between City and Consultant as to the extent of said impacts to time and

compensation, an amendment to this Agreement shall be prepared describing such changes. Execution of the amendment by City and Consultant shall constitute the Consultant's notice to proceed with the changed scope.

**15. Ownership of Documents.** Title to all final documents, including drawings, specifications, data, reports, summaries, correspondence, photographs, computer software (if purchased on the City's behalf), video and audio tapes, software output, and any other materials with respect to work performed under this Agreement shall vest with City at such time as City has compensated Consultant, as provided herein, for the services rendered by Consultant in connection with which they were prepared. City agrees to hold harmless and indemnify the Consultant against all damages, claims, lawsuits, and losses of any kind including defense costs arising out of any use of said documents, drawings, and/or specifications on any other project without written authorization of the Consultant.

**16. Termination.**

(A) City shall have the authority to terminate this Agreement, upon ten days written notice to Consultant, as follows:

(1) If in the City's opinion the conduct of the Consultant is such that the interest of the City may be impaired or prejudiced, or

(2) For any reason whatsoever.

(B) Upon termination, Consultant shall be entitled to payment of such amount as fairly compensates Consultant for all work satisfactorily performed up to the date of termination based upon the Consultant's rates shown in **Exhibit B** and/or Section 3 of this Agreement, except that:

(1) In the event of termination by the City for Consultant's default, City shall deduct from the amount due Consultant the total amount of additional expenses incurred by City as a result of such default. Such deduction from amounts due Consultant are made to compensate City for its actual additional costs incurred in securing satisfactory performance of the terms of this Agreement, including but not limited to, costs of engaging another consultant(s) for such purposes. In the event that such additional expenses shall exceed amounts otherwise due and payable to Consultant hereunder, Consultant shall pay City the full amount of such expense.

(C) In the event that this Agreement is terminated by City for any reason, Consultant shall:

(1) Upon receipt of written notice of such termination promptly cease all services on this project, unless otherwise directed by City; and

(2) Deliver to City all documents, data, reports, summaries, correspondence, photographs, computer software output, video and audio tapes, and any other materials provided to Consultant or prepared by or for Consultant or the City in connection with this Agreement. Such material is to be delivered to City in completed form; however, notwithstanding the provisions of Section 15 herein, City may condition payment for services rendered to the date of termination upon Consultant's delivery to the City of such material.

(D) In the event that this Agreement is terminated by City for any reason, City is hereby expressly permitted to assume the projects and complete them by any means, including but not limited to, an agreement with another party.

(E) The rights and remedy of the City and Consultant provided under this Section are not exclusive and are in addition to any other rights and remedies provided by law or appearing in any other section of this Agreement.

**17. Compliance with Laws, Rules, and Regulations.** Services performed by Consultant pursuant to this Agreement shall be performed in accordance and full compliance with all applicable federal, state, and City laws and any rules or regulations promulgated thereunder.

**18. Exhibits Incorporated.** All exhibits referred to in this Agreement and attached to it are hereby incorporated in it by this reference. In the event there is a conflict between any of the terms of this Agreement and any of the terms of any exhibit to the Agreement, the terms of the Agreement shall control the respective duties and liabilities of the parties.

**19. Independent Contractor.** It is expressly understood and agreed by both parties that Consultant, while engaged in carrying out and complying with any of the terms and conditions of this Agreement, is an independent contractor and not an employee of the City. Consultant expressly warrants not to represent, at any time or in any manner, that Consultant is an employee or servant of the City.

**20. Integration and Entire Agreement.** This Agreement represents the entire understanding of City and Consultant as to those matters contained herein. No prior oral or written understanding shall be of any force or effect with respect to those matters contained herein. This Agreement may not be modified or altered except by amendment in writing signed by both parties.

**21. Jurisdiction and Venue.** This Agreement shall be governed by and construed in accordance with the laws of the State of California, County of Monterey, and City of Salinas. Jurisdiction of litigation arising from this Agreement shall be in the State of California, in the County of Monterey or in the appropriate federal court with jurisdiction over the matter.

**22. Severability.** If any part of this Agreement is found to be in conflict with applicable laws, such part shall be inoperative, null and void insofar as it is in conflict with said laws, but the remainder of the Agreement shall continue to be in full force and effect.



**23. Notices.**

(A) Written notices to the City hereunder shall, until further notice by City, be addressed to:

City Manager  
City of Salinas  
200 Lincoln Avenue  
Salinas, California 93901

With a copy to:

City Attorney  
City of Salinas  
200 Lincoln Avenue  
Salinas, California 93901

(B) Written notices to the Consultant shall, until further notice by the Consultant, be addressed to:

Ashley Martinez – Principal  
California Public Relations & Advocacy  
1180 Rosecrans Street, Ste 188  
San Diego, CA 92106  
(916) 212-1951  
ashley@californiaprad.com

(C) The execution of any such notices by the City Manager shall be effective as to Consultant as if it were by resolution or order of the City Council, and Consultant shall not question the authority of the City Manager to execute any such notice.

(D) All such notices shall either be delivered personally to the other party's designee named above, or shall be deposited in the United States Mail, properly addressed as aforesaid, postage fully prepaid, and shall be effective the day following such deposit in the mail.

**24. Nondiscrimination.** During the performance of this Agreement, Consultant shall not discriminate against any employee or applicant for employment because of race, color, religion, ancestry, creed, sex, national origin, familial status, sexual orientation, age (over 40 years) or disability. Consultant shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, ancestry, creed, sex, national origin, familial status, sexual orientation, age (over 40 years) or disability.

**25. Conflict of Interest.** Consultant warrants and declares that it presently has no interest, and shall not acquire any interest, direct or indirect, financial or otherwise, in any manner or degree which will render the services required under the provisions of this Agreement a violation of any applicable local, state or federal law. Consultant further declares that, in the performance of this Agreement, no subcontractor or person having such an interest shall be employed. In the event that any conflict of interest should nevertheless hereinafter arise, Consultant shall promptly notify City of the existence of such conflict of interest so that City may determine whether to terminate this Agreement. Consultant further warrants its compliance with the Political Reform Act (Government Code section 81000 et seq.) and Salinas City Code Chapter 2A that apply to Consultant as the result of Consultant's performance of the work or services pursuant to the terms of this Agreement.

**26. Headings.** The section headings appearing herein shall not be deemed to govern, limit, modify, or in any manner affect the scope, meaning or intent of the provisions of this Agreement.

**27. Attorneys' Fees.** In case suit shall be brought to interpret or to enforce this Agreement, or because of the breach of any other covenant or provision herein contained, the prevailing party in such action shall be entitled to recover their reasonable attorneys' fees in addition to such costs as may be allowed by the Court. City's attorneys' fees, if awarded, shall be calculated at the market rate.

**28. Non-Exclusive Agreement.** This Agreement is non-exclusive and both City and Consultant expressly reserves the right to contract with other entities for the same or similar services.

**29. Rights and Obligations Under Agreement.** By entering into this Agreement, the parties do not intend to create any obligations express or implied other than those set out herein; further, this Agreement shall not create any rights in any party not a signatory hereto.

**30. Licenses.** If a license of any kind, which term is intended to include evidence of registration, is required of Consultant, its representatives, agents or subcontractors by federal, state or local law, Consultant warrants that such license has been obtained, is valid and in good standing, and that any applicable bond posted in accordance with applicable laws and regulations.

**31. Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute a single agreement.

**32. Legal Representation.** Each party affirms that it has been represented, if it so chose, by legal counsel of its own choosing regarding the preparation and the negotiation of this Agreement and the matters and claims set forth herein, and that each of them has read this Agreement and is fully aware of its contents and its legal effect. Neither party is relying on any statement of the other party outside the terms set forth in this Agreement as an inducement to enter into this Agreement.

**33. Joint Representation.** The language of all parts of this Agreement shall in all cases be construed as a whole, according to its fair meaning, and not strictly for or against any party. No presumptions or rules of interpretation based upon the identity of the party preparing or drafting the Agreement, or any part thereof, shall be applicable or invoked.

**34. Warranty of Authority.** Each party represents and warrants that it has the right, power, and authority to enter into this Agreement. Each party further represents and warrants that it has given any and all notices, and obtained any and all consents, powers, and authorities, necessary to permit it, and the persons entering into this Agreement for it, to enter into this Agreement.

**35. No Waiver of Rights.** Waiver of a breach or default under this Agreement shall not constitute a continuing waiver or a waiver of a subsequent breach of the same or any other provision of this Agreement. The failure to provide notice of any breach of this Agreement or failure to comply with any of the terms of this Agreement shall not constitute a waiver thereof. Failure on the part of either party to enforce any provision of this Agreement shall not be construed as a waiver of the right to compel enforcement of such provision or any other provision. A waiver by the City of any one or more of the conditions of performance under this Agreement shall not be construed as waiver(s) of any other condition of performance under this Agreement.

**IN WITNESS WHEREOF**, the parties hereto have made and executed this Agreement on the date first written above.

**CITY OF SALINAS**

---

Kimbley Craig, Mayor

APPROVED AS TO FORM:

---

Christopher A. Callihan, City Attorney, or  
 Rhonda Combs, Assistant City Attorney

**CONSULTANT**



A handwritten signature in black ink, appearing to read "Ashley Martinez", is written over a horizontal line.

By Ashley Martinez  
Its Principal

## Exhibit A- Insurance Requirements

### Insurance Requirements

Consultant shall procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Consultant, his agents, representatives, employees, or subcontractors. With respect to General Liability and Professional Liability, coverage should be maintained for a minimum of five (5) years after Agreement completion.

#### MINIMUM SCOPE AND LIMIT OF INSURANCE

Coverage shall be at least as broad as:

- (A) **Commercial General Liability** (“CGL”): Insurance Services Office Form (“ISO”) CG 00 01 covering CGL on an occurrence basis, including products and completed operations, property damage, bodily injury, and personal & advertising injury with limits no less than **\$1,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
- (B) **Automobile Liability**: ISO Form CA 0001 covering any auto, or if Consultant has no owned autos, hired and non-owned, with limits no less than **\$1,000,000** per accident for bodily injury and property damage.
- (C) **Workers’ Compensation** insurance as required by the State of California, with Statutory Limits, and Employer’s Liability Insurance with a limit of no less than **\$1,000,000** per accident for bodily injury or disease.
- (D) **Professional Liability** (also known as Errors and Omissions) insurance appropriate to the work being performed, with limits no less than **\$1,000,000** per occurrence or claim, **\$2,000,000** aggregate per policy period of one year.

If the Consultant maintains broader coverage and/or higher limits than the minimums shown above, the City of Salinas requires and shall be entitled to the broader coverage and/or higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

#### OTHER INSURANCE PROVISIONS

**The insurance policies are to contain, or be endorsed to contain, the following provisions:**

##### *Additional Insured Status*

**The City of Salinas, its officers, officials, employees, and volunteers are to be covered as additional insureds** on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Consultant including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Consultant’s insurance (at least as broad as ISO Form CG 20 10, CG 11 85, or **both** CG 20 10, CG 20 26, CG 20 33, or CG 20 38; **and** CG 20 37 forms if later revisions used).

### ***Primary Coverage***

For any claims related to this Agreement or the project described within this Agreement, the **Consultant's insurance coverage shall be primary coverage** at least as broad as ISO Form CG 20 01 04 13 as respects the City, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

### ***Notice of Cancellation***

Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the City.

### ***Waiver of Subrogation***

Consultant hereby grants to City a waiver of any right to subrogation which any insurer of said Consultant may acquire against the City by virtue of the payment of any loss under such insurance. Consultant agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City has received a waiver of subrogation endorsement from the insurer.

The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the City of Salinas for all work performed by the Consultant, its employees, agents, and subcontractors.

### ***Self-Insured Retentions***

Self-insured retentions must be declared by Consultant to and approved by the City. At the option of the City, Consultant shall provide coverage to reduce or eliminate such self-insured retentions as respects the City, its officers, officials, employees, and volunteers; or the consultant shall provide evidence satisfactory to the City guaranteeing payment of losses and related investigations, claim administrations, and defense expenses. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or City.

### ***Acceptability of Insurers***

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the City.

### ***Claims Made Policies***

If any of the required policies provide coverage on a claims-made basis:

1. The Retroactive Date must be shown and must be before the date of this Agreement or the beginning of Agreement work.
2. Insurance must be maintained and evidence of insurance must be provided ***for at least five (5) years after completion of the Agreement of work.***
3. If coverage is canceled or non-renewed, and not ***replaced with another claims-made policy form with a Retroactive Date*** prior to the Agreement effective date, the Consultant must purchase "extended reporting" coverage for a minimum of ***five (5) years*** after completion of Agreement work.
4. A copy of the claims reporting requirements must be submitted to the City for review.

***Verification of Coverage***

Consultant shall furnish the City with original certificates and amendatory endorsements or copies of the applicable insurance language effecting coverage required by this Agreement. All certificates and endorsements are to be received and approved by the City before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

***Subcontractors***

Consultant shall require and verify that all sub-consultants and/or subcontractors maintain insurance meeting all the requirements stated herein, and Consultant shall ensure that Entity is an additional insured on insurance required from such sub-consultants and/or subcontractors.

***Special Risks or Circumstances***

City reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

***Maintenance of Insurance***

Maintenance of insurance by Consultant as specified shall in no way be interpreted as relieving Consultant of its indemnification obligations or any responsibility whatsoever and the Consultant may carry, at its own expense, such additional insurance as it deems necessary.

## **Exhibit B- Scope of Service**



## PHASE II Scope of Work

PHASE II of the Community Education and Outreach program addressing “No Parking” street sweeping signage will include the following:

- Direct Community Outreach and Engagement. In Phase II, Consultant will continue to coordinate with community-based organizations (CBOs), non-profit organizations, trade associations, and elected officials to host informational sessions and conduct direct outreach to their constituents throughout the implementation of the program. Consultant will also partner with City staff and CBOs to conduct door-to-door visits at homes and commercial offices located in medium and high-priority neighborhoods. Consultant will partner with City Councilmembers to host town halls in each district as major milestones of the signage program rollout. Consultant will document and develop a model community engagement strategy to be incorporated into other City engagement efforts.
- Translation into Multiple Languages. In Phase I (current phase) of the outreach and education program, City staff and Consultant have identified a need to translate educational material into multiple languages, including but not limited to Spanish, Triqui, Mixtec, Zapotec, Mandarin, Vietnamese, Tagalog, Korean, and more. Consultant will coordinate with City staff, community-based organizations, and translation service providers to translate digital and print collateral into multiple languages to enhance the reach and educational value of the City’s documents.
- Paid Radio, Social Media, and Sign Advertising. In Phase II, Consultant will manage a comprehensive paid advertising strategy to educate and communicate developments of the street-sweeping signage program.
  - Radio stations include but are not limited to Radio Lazer, La Mejor, La Mexicana.
  - Social media channels include, but are not limited to, WhatsApp, Facebook, Instagram, and Nextdoor.
  - Sign advertising opportunities include but are not limited to bus advertisements via Monterey-Salinas Transit.
- Earned Media Efforts. Consultant will continue to develop media relationships and pitch local and regional media outlets to secure coverage of the City’s street sweeping signage program to build awareness and communicate important information to the public. Consultant will develop relationships and pitch English and non-English publications to reach the widest possible audience across the City.
- Ongoing Education via the City’s Social Media Channels and Website. Consultant will continue to develop inclusive and educational content for the City’s digital media channels. Content includes developing four to six social media posts per month. Content development includes creating graphics, photographs, and videography, and developing bilingual post descriptions for written posts and voiceovers for videos. Consultant will assist in the development of long-form content, including blog posts, newsletters, informational brochures, and website copy, as requested by the City.

- Reporting and Analytics. Consultant will continue to track and report data associated with the outreach and educational efforts and provide regular reports as requested by City staff. Consultant will assist City staff in the preparation of reports and presentations outlining the results of the outreach and education campaign.
- Final Report with Recommendations. Consultant will provide a final report, with recommendations for the City's consideration. Topics include a debrief of the "No Parking" street sweeping campaign, and considerations for future engagement.

## Phase II Timeline

Action Steps	Timeline	Deliverables
Kick-Off Meeting, Update Work Plan	Month 1	<ul style="list-style-type: none"> <li>Phase II kick-off meeting with City staff.</li> <li>Identify key issues, questions, and choices to be addressed as part of Phase II.</li> <li>Finalize a written update to the “No Parking” Signage Community Education and Outreach Plan.</li> </ul>
Update Strategic Messaging	Months 1-2	<ul style="list-style-type: none"> <li>Update messaging on key concerns and opportunities.</li> <li>Formalize messaging by stakeholder segments.</li> <li>Iterate and revise messages based on stakeholder feedback.</li> </ul>
Schedule and Facilitate Meetings and Special Events (In-person or Virtual)	Months 3-12	<ul style="list-style-type: none"> <li>Schedule language-appropriate in-person or virtual meetings and special events to present project goals and benefits.</li> <li>Develop traditional or digital assets and ads to promote meetings or workshops and increase attendance.</li> <li>Facilitate and support community meetings.</li> <li>Develop presentation and collateral materials, including digital and print.</li> <li>Provide Spanish, ASL, and multi-language interpreters as needed.</li> </ul>
Develop Materials and Collateral	Months 3-12	<ul style="list-style-type: none"> <li>Create a content production calendar.</li> <li>Develop as-needed materials and assets to support the community education and outreach plan efforts.</li> <li>Develop graphics, photography, and videography for social media content.</li> </ul>
Develop Digital Media and Multimedia Collateral	Months 3-12	<ul style="list-style-type: none"> <li>Work with the City to develop or update the website with new background information about the project, a library of resources, frequently asked questions, photos and videos, and any social media links.</li> </ul>
Implement Community Education and Outreach Plan	Months 3-12	<ul style="list-style-type: none"> <li>Team up with community-based organizations to increase awareness and engagement.</li> <li>Conduct in-person community canvassing and virtual or interactive online engagement.</li> <li>Develop partnerships with neighborhood groups, environmental organizations, and other stakeholders.</li> <li>Develop traditional and digital materials and assets.</li> <li>Develop non-traditional outreach strategies such as contests, prize giveaways, or profile spotlight.</li> </ul>
Develop General and Ethnic Earned Media Outreach and Media Relations	Months 3-12	<ul style="list-style-type: none"> <li>Develop language-appropriate press kits, press releases, op-ed articles, byline articles, and letters to the editor.</li> <li>Develop relationships with English and non-English media.</li> <li>Targeted media pitching to increase awareness of the “No Parking” campaign.</li> <li>Plan and assist with language-appropriate press conferences and related media tasks.</li> </ul>
Monitor and Evaluate Project Results and Develop Final Report	Months 11-12	<ul style="list-style-type: none"> <li>Collect, store, analyze, and transform data into strategic information and make informed decisions for program management and improvements.</li> <li>Evaluate outcomes, results, and benchmarks to assess campaign effectiveness.</li> <li>Provide final reports and evaluations of the campaign.</li> <li>Incorporate a lessons-learned evaluation to create a model for implementing effective community education and outreach tactics across the City.</li> </ul>

<b>Staff Hours</b>	January	February	March	April	May	June	July	August	September	October	November	December	Est. Hours	Hourly Rate	Total Cost
Ashley Martinez, Principal	5	5	5	5	8	8	8	8	8	8	8	8	84	\$ 150	\$ 12,600
Gabriella Rodriguez, Principal	10	10	10	12	12	12	16	16	16	16	16	16	162	\$ 150	\$ 24,300
Susana Franco, Media Specialist	12	12	12	14	14	14	14	14	14	14	14	14	162	\$ 125	\$ 20,250
Leo Lopez, Graphic Design	10	10	10	10	10	10	10	10	10	10	10	10	120	\$ 65	\$ 7,800
<b>Total</b>	<b>37</b>	<b>37</b>	<b>37</b>	<b>41</b>	<b>44</b>	<b>44</b>	<b>48</b>	<b>48</b>	<b>48</b>	<b>48</b>	<b>48</b>	<b>48</b>	<b>528</b>	<b>\$ 490</b>	<b>\$ 64,950</b>
<b>Outreach and Advertising</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>Total</b>		
CBO Outreach Assistance	\$ -	\$ -	\$ -	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$ 1,500	\$1,500	\$ 1,500	\$ 1,500	\$ 13,500		
Paid Radio/TV Ads	\$ -	\$ -	\$ -	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$ 2,000	\$2,000	\$ 2,000	\$ 2,000	\$ 18,000		
Paid Social Media Ads (includes ad management fee of 1	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$1,200	\$1,200	\$ 1,200	\$1,200	\$ 1,200	\$ 1,200	\$ 10,800		
Paid Bus Ads	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$1,500	\$1,500	\$ 1,500	\$1,500	\$ 1,500	\$ 1,500	\$ 9,000		
Translation Fees	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 6,000		
Travel Expenses	\$ -	\$ -	\$2,500	\$ -	\$ -	\$2,500	\$ -	\$ -	\$ 2,500	\$ -	\$ -	\$ 2,500	\$ 10,000		
<b>Total</b>	<b>\$ 1,100</b>	<b>\$ 1,100</b>	<b>\$3,600</b>	<b>\$4,600</b>	<b>\$4,600</b>	<b>\$7,100</b>	<b>\$6,700</b>	<b>\$6,700</b>	<b>\$ 9,200</b>	<b>\$6,700</b>	<b>\$ 6,700</b>	<b>\$ 9,200</b>	<b>\$ 67,300</b>		
<b>Total Staff Hours</b>	<b>\$ 64,950</b>														
<b>Total Outreach and Advertising Spend</b>	<b>\$ 67,300</b>														
<b>Total Costs</b>	<b>\$132,250</b>														
<b>Budget Cushion for Unanticipated Costs (5%)</b>	<b>\$ 6,613</b>														
<b>Total</b>	<b>\$138,863</b>														
<b>Total Not-to-Exceed Amount:</b>	<b>\$140,000</b>														