

**Professional Services Agreement
CHANGE ORDER #1**

This Change Order #1 to the Professional Services Agreement ("Agreement") is made effective 24th day of February, 2021, by and between City of Commerce, a municipal corporation ("City") and Nelson\Nygaard Consulting Associates, Inc., a California Corporation ("Consultant").

RECITALS:

- A. City and Consultant previously entered into an Agreement dated March 3, 2020 for services related to a Comprehensive Operations Analysis and amendments to that Agreement (if any), and
- B. By this Change Order #1, City and Consultant desire to amend the terms and conditions of the Agreement.

AGREEMENT:

NOW THEREFORE, City and Consultant agree as follows:

- 1. The scope and fee set forth in the Agreement is updated and expanded as set forth in Attachment A to this Change Order #1, which is attached and incorporated by reference.
- 2. The amount of \$99,668.00 as previously authorized in the Agreement (which is inclusive of any increases by prior Change Orders if any) is increased by an additional \$25,993 for a total amount not to exceed \$125,661 for the performance of the services of this Agreement including this Change Order #1.

No Further Modification: Except as set forth in this Change Order #1, all of the terms and provisions of the Agreement including prior Change Orders (if any) shall remain in full force and effect.

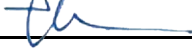
IN WITNESS WHEREOF, for good and valuable consideration, the receipt and sufficiency of which is acknowledge by both City and Consultant, City and Consultant have executed this Change Order #1 to the Agreement as of the date first above written.

City: City of Commerce

By: _____
Name:
Title: Mayor
Date:

City of Commerce City Clerk Attestation:
By: _____
Name:
Date:

Consultant: Nelson\Nygaard Consulting Associates, Inc.

By:  _____
Name: Tom Bacus
Title: Director of Operations
Date: February 24, 2021

Change Order #1 Attachment A

Nelson\Nygaard completed a Comprehensive Operational Analysis (COA), branded as *Commerce in Motion*, in January 2021. The City of Commerce is interested in continuing its partnership with Nelson\Nygaard by entering into an agreement for implementation assistance related to this service change. Specific tasks related to implementation assistance were discussed with the city and are identified below.

Produce materials and provide staffing assistance for public hearings

Nelson\Nygaard will design relevant handouts, poster boards, and other materials as required to help facilitate one public hearing about changes to the transit system. The city will be responsible for printing these materials ahead of the public hearing. Project team staff will also provide staffing assistance for a single public meeting to facilitate information sharing and education about system changes during public hearings.

Design and produce system maps

Building upon design work previously completed for *Commerce in Motion*, the project team will design and produce updated system maps reflecting the changes recommended in the plan. These maps will be available for print and uploading to the city website. The project team will also develop an updated rider guide for the system including schedule books for the new routes, which will also be available for print or upload to the city website.

Create animated explainer videos

To inform the public about changes to service and how to use the new routes, Nelson\Nygaard and Aloe by Olivia will develop one animated explainer video up to 90 seconds in length. In our experience, 90 seconds is an optimal length for both keeping viewers' attention and including enough information to be useful. This video may also be translated into Spanish to reach a wider audience within the city.

Develop advertisements and marketing materials

The project team will develop advertisements and marketing materials to inform the public about changes to the transit system, similar to those produced during previous phases of public outreach for *Commerce in Motion*. These materials include:

- On-board flyers and handouts
- Online advertisements for the city social media pages
- Handouts or business cards to be distributed at locations throughout the city, including food pickups and the library system

