

**3. Contract Amendment for Workplace Change HR Services**

This item will amend Contract 312962 for Workplace Change for City HR Embedded Services to increase the amount from \$145,000 to not to exceed \$220,000 and extend the contract term expiration from June 30, 2025 to September 30, 2025. Office of Governance and Management is the lead department.  
minutes



## PERSONAL SERVICES CONTRACT CONTRACT NO. 312962

This contract between the CITY OF GRESHAM, a municipal corporation of the State of Oregon (the "City") and **WORKPLACE CHANGE** (the "Consultant"). The City's Project Manager for this contract is **ERIC SCHMIDT**.

### THE PARTIES MUTUALLY AGREE AS FOLLOWS:

**1. Statement of Work.** The personal services required under this contract are **EMBEDDED HR PARTNERSHIP SERVICES AND HR DIRECTOR RECRUITMENT.**

The statement of work, including the deliverables and payment schedule for the work, is contained in Exhibit A (the "Statement of Work" or "Work").

**2. Effective Date and Duration.**

a. This contract is effective on **April 1, 2025.**

b. The Work required under this contract shall be completed, unless otherwise terminated or extended, on or before **June 30, 2025.** This contract may be extended with City approval.

**3. Consideration.** City agrees to pay Consultant for accomplishing the Statement of Work required by this contract (including allowable expenses), **not to exceed \$150,000.**

Any interim payments to Consultant shall be made only in accordance with the terms and conditions related to rates and costs, and payment schedule in Exhibit A.

**4. Standard Terms and Conditions.** This Contract is subject to the [Standard Terms and Conditions](https://www.greshamoregon.gov/globalassets/city-departments/budget-and-finance/standard-terms-and-conditions-for-public-contracts.pdf), which are incorporated into this contract by reference, and located at: <https://www.greshamoregon.gov/globalassets/city-departments/budget-and-finance/standard-terms-and-conditions-for-public-contracts.pdf>.

**5. Statutory Provisions.** This Contract is subject to [Oregon Statutory Provisions](https://www.greshamoregon.gov/globalassets/city-departments/budget-and-finance/standard-oregon-statutory-provisions-for-public-contracts.pdf), which are incorporated into this contract by reference, and are located at: <https://www.greshamoregon.gov/globalassets/city-departments/budget-and-finance/standard-oregon-statutory-provisions-for-public-contracts.pdf>.

**6.** The Standard Terms and Conditions and Statutory Provisions that apply to this contract are the ones in effect on the effective date unless modified by written amendment. These Terms and Conditions and Provisions control, supersede, and take precedence over any contrary term or condition that may be included in any Exhibit attached to this Contract.

**7. Exhibits.** The following exhibits are attached hereto and incorporated into this contract.

Exhibit A – Statement of Work, Deliverables, and Payment Schedule  
Exhibit B – Insurance Requirements  
Exhibit C- Consultant proposal

## CONSULTANT DATA, CERTIFICATION, AND SIGNATURE

Business Name (please print): Workplace Change

Contact Name: Serilda Summers-McGee Phone: 503-750-1491

Fax: \_\_\_\_\_ E-Mail: Serilda@workplacechanges.com

Address: PO Box 6448 Portland, OR 97228

Gresham Business Lic # \_\_\_\_\_ Federal Tax ID # 84-4146773 State Tax ID # \_\_\_\_\_

Business Designation (check one): ☐ Individual ☐ Partnership ☐ Corporation

☐ Government ☐ Nonprofit ☒ LLC ☐ Other \_\_\_\_\_

If not a citizen, check one: ☐ Lawful Permanent Resident ☐ Nonresident Alien

The above information must be provided prior to contract approval. Payment information will be reported to the Internal Revenue Service (IRS) under the name and taxpayer I.D. number provided above. (See IRS 1099 for additional instructions regarding taxpayer ID numbers.) Information not matching IRS records could subject you to 31 percent backup withholding.

Consultant understands that the Standard Terms and Conditions, Statutory Provisions, and Exhibits A and B are an integral part of this contract and agree to perform the work described in Exhibit A in accordance with the terms and conditions of this contract.

Consultant represents and warrants to City that: (a) Consultant has the power and authority to enter into and perform the Contract; (b) the Contract, when executed and delivered, shall be a valid and binding obligation of Consultant enforceable in accordance with its terms.

By its signature Consultant acknowledges it has read and understands this contract and agrees to be bound by its terms and conditions.

Signed by Consultant:

Serilda Summers-McGee



Digitally signed by Serilda Summers-McGee  
Date: 2025.03.21 10:18:06 -07'00'

Signature/Title

Date

**NOTICE TO CONSULTANT:** *This contract does not bind the City of Gresham unless and until the City Manager or Designee has executed it.*

### CITY OF GRESHAM SIGNATURE

Approved: 	3/21/25
Project Manager	Date
Reviewed: _____	
City Attorney or Designee	Date
Approved: 	3/21/25
City Manager or Designee	Date

**EXHIBIT A**  
**STATEMENT OF WORK, DELIVERABLES, AND**  
**PAYMENT SCHEDULE**

**STATEMENT OF WORK** (proposal attached in Exhibit C)

- HR Business partners support/workload assistance.
- Conflict mediation, coaching and facilitation.
- Targeted HR and leadership coaching.
- Enhance/create awareness for HR policies & workflows.
- Day-to-day HR support and leadership.
- Executive Recruitment for Gresham Human Resources Director.

**DELIVERABLES (as needed to meet goals under the statement of work):**

- Provide day-to-day execution of HR tasks and strategic partnering.
- Provide regular check-ins with HR team members, supporting development and outcomes.
- Attend HR team meetings.
- Hold regular onsite or virtual office hours.
- Respond to employee inquiries, taking immediate action on questions and concerns in the queue.
- Act on areas of high-volume HR work, such as classification reviews, onboarding requests, ADA, and leave management.
- Prioritize, staff, and lead resolution or facilitation of sensitive and urgent HR matters.
- Partner and/or coach managers on conflict de-escalation or addressing other interpersonal challenges.
- Co-create regular communication to the workforce on relevant topics.
- Coach and support alignment across the management team.
- Create a trusted presence with employees and leaders in key spaces.
- Enhance and communicate enhanced HR processes and practices.
- Provide support for recruitment assistance as needed.
- For the HR Director Recruitment: Candidate profile and selection development, outreach, interviewing and assessing candidates to define competencies, design and facilitate an interview process, debriefs and completion by management through the extension of an offer and acceptance.

**CONSULTANT'S PERSONNEL:**

The Consultant shall assign specific personnel to do the work required under this contract as designated below. The Consultant shall not change personnel assignments without the prior written consent of the City.

<b>Name</b>	<b>Specified Duties or Role</b>
Serilda Summers-McGee	Principle & CEO
TBD	Workplace Change staff as needed

## **PAYMENT SCHEDULE**

City shall pay Consultant the consideration described in Paragraph 3:

- Consultant's professional fees and expenses for embedded HR partnership services will be based on ongoing services provided and invoiced monthly for the agreed upon rate of \$30,000/month for 3 months (\$90,000 total for this service).
- Consultant's professional fees and expenses for the HR Director Recruitment as agreed upon is \$55,000, including expenses. Incurred costs for this work shall be invoiced as a line item on the monthly invoices noted above.

Payment shall be made within thirty (30) calendar days after receipt of invoice and City approval of services rendered. The invoice shall state the contract number from page 1 of this contract and describe the work performed.

## **ACH Payments**

It is the City's policy to pay Consultant invoices via electronic funds transfers through the automated clearing house (ACH) network. To initiate payment of invoices, Consultant shall execute the City's standard ACH Vendor Payment Authorization Agreement.

Upon verification of the data provided, the Payment Authorization Agreement will authorize the City to deposit payment for services rendered directly into Consultant accounts with financial institutions. All payments shall be in United States currency.

## **EXHIBIT B**

### **PERSONAL SERVICES CONTRACT INSURANCE REQUIREMENTS**

Consultant shall maintain in force at its own expense all insurance and other documentation noted below:

**Workers' Compensation** insurance in compliance with ORS 656.017. All employers, including Consultant, that employ subject workers who work under this Contract in the State of Oregon shall comply with ORS 656.017 and provide the required Workers' Compensation coverage, unless such employers are exempt under ORS 656.126. Consultant shall ensure that each of its subcontractors complies with these requirements. Consultant shall submit:

- Proof of Workers Compensation, or
- Proof of exemption and Independent Contractor Certification

☒ **Professional Liability** (*Check Here if Required*) insurance with a combined single limit of not less than \$1,000,000 for each claim, incident, or occurrence. This is to cover damages caused by error, omission, or negligent acts related to the professional services to be provided under this contract. The coverage must remain in effect for two years after the contract is completed.

**Commercial General Liability** insurance, on an occurrence basis, with a combined single limit of not less than \$1,000,000 for each occurrence of bodily injury, personal injury and property damage. It shall include coverage for broad form contractual liability; broad form property damage; personal and advertising injury; owners and contractor protective; premises/operations; and products/completed operations. Coverage shall not exclude excavation, collapse, underground, or explosion hazards.

**Commercial Automobile Liability** insurance with a combined single limit, or the equivalent of not less than \$1,000,000 for each accident for Bodily Injury and Property Damage, including coverage for owned, hired and non-owned vehicles. "Symbol One" coverage shall be designated.

**Notice of cancellation or change.** There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without 30 days written notice from the Consultant or its insurer(s) to the City.

**Additional Insured.** For general liability insurance and automobile liability insurance the City, and its elected officials, agents, officers, and employees will be Additional Insureds, but only with respect to Consultant's services to be provided under this contract. This coverage shall be by endorsement physically attached to the certificate of insurance.

**Certificates of Insurance.** Consultant shall furnish insurance certificates acceptable to City prior to commencing work. The certificate will include the deductible or retention level and required endorsements. Insuring companies or entities are subject to City approval. If requested, copies of insurance policies shall be provided to the City. Consultant shall be responsible for all deductibles, self-insured retention's, and/or self-insurance.

Comprehensive  
Embedded HR  
Partnership  
&  
Executive Search  
—  
Proposal

EXHIBIT C

CITY OF  
GRESHAM  
OREGON



What's  
Inside

**How we work**

**Comprehensive Embedded HR Partnership  
Executive Search** *(Human Resources Director)*

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# HOW WE WORK



City of Gresham Proposal

# Comprehensive Embedded HR Partnership

City of Gresham Proposal



## Comprehensive HR Partnership

City of Gresham stands at an critical juncture, poised for cultural growth, team expansion, and ambitious achievements that serve its mission. At the core of this transformation is Human Resources, essential to creating positive employee experiences and empowering the potential of people and teams. During periods of growth and change, HR is uniquely positioned to offer core support to employees and managers while also advancing strategic programs that lay the groundwork for City of Gresham's future. Yet, with increased needs arising from both employees and managers, balancing immediate support with proactive, transformative measures can be challenging.

This is where Workplace Change is ready to support City of Gresham as a collaborative partner. We bring a clear, actionable plan that addresses your workforce's evolving needs, seizes cultural development opportunities, and fortifies the HR function to support City of Gresham's goals effectively. Through these focus areas, City of Gresham can not only respond to current challenges but also weave leading people and culture practices into its foundational policies, setting the stage for a highly responsive HR team that appreciates and serves the diverse experiences of all employees.

Our approach is rooted in collaboration, drawing on our team's expertise and our intimate familiarity of the City of Gresham's unique strengths. Together, we can navigate the complexities of managing, hiring, and engaging an exceptional workforce. Recognizing the impact of culture transformation on everyone, Workplace Change incorporates transparency, inclusion, diversity, equity, and accessibility into each step, ensuring all team members feel included and invested in this shared journey.

## Comprehensive HR Partnership

### How Our Partnership with You Works

Workplace Change will work directly in City of Gresham's workplace, closely connected with its key stakeholders to expand the impact of HR highly skilled staff at every level. By staying tightly aligned with your HR team, we co-create focused initiatives that address immediate HR priorities while laying the groundwork for lasting, impactful change. This close partnership ensures HR and Gresham leadership are equipped to tackle today's challenges and build a stronger City of Gresham for the future. Workplace Change will not only partner to co-design HR's expanded services, we will also work alongside the HR team to tackle the day to day work as well. Nothing falls through the cracks as we enhance HR's customer service.

#### Initiatives in Partnership With City of Gresham

HR Business Partners  
Support/ Workload  
Assistance

Conflict Mediation  
Coaching and Facilitation

Targeted HR and  
Leadership Coaching

Enhance / Create  
Awareness for HR Policies  
& Workflows

Day to Day Human  
Resources Support and  
Leadership

## Our Approach

Workplace Change provides high touch support to the City of Gresham HR team as you look to execute enhancements to your HR service delivery. We show up for your HR and broader workforce in the following ways:

- Provide day-to-day execution of HR tasks and strategic partnering.
- Provide regular check-ins with HR team members, supporting development and outcomes.
- Attend HR team meetings.
- Hold regular onsite or virtual office hours.
- Respond to employee inquiries, taking immediate action on questions and concerns in the queue.
- Act on areas of high volume HR work, such as classification reviews, onboarding requests, ADA, and leave management.
- Prioritize, staff, and lead resolution or facilitation of sensitive and urgent HR matters.
- Partner and/or coach managers on conflict de-escalation or addressing other interpersonal challenges.
- Co-create regular communication to the workforce on relevant topics.
- Coach and support alignment across the management team.
- Create a trusted presence with employees and leaders in key spaces.
- Enhance and communicate enhanced HR processes and practices.

## Our Impact

The impact of our team will be experienced by City of Gresham in the following ways :

HR leadership has increased capacity to develop long-range HR strategies and plans and focus on relationship-building.

Apply HR resources to priority areas while using an equity lens.

Begin re-establishing relationships between the workforce and HR through consistent delivery of HR services.

Challenges are dealt with more promptly before they are able to further escalate and spread.

More awareness for the executive leadership of current and emerging people and culture challenges and opportunities.

An HR team that models an inclusive, engaged culture for the workforce.

## Our Focus Areas

In addition to operating like a member of your HR team, Workplace Change brings people and culture strategy, leading industry practices, and a change management mindset to both your daily HR work and most complex challenges. Your team will immediately feel a difference in the way the work is done and in HR's responsiveness to needs. HR's partnerships with leaders and the workforce will be put on a new track. We will support the elevation your HR function, strengthening your team after we leave.

### Alignment

Supporting the alignment of HR service delivery with employee needs, leadership expectations, and the values and goals of the organization.

### Process Improvement

Ensuring process and policies are updated. Enhancing practices with the principles of DEI and an examination of biases are infused to minimize potential harm.

### Business Partnership

Providing partnership to senior leaders and positioning the HR team to provide partnership to managers that is tailored to team cultures, priorities, challenges, and needs.

### Responsiveness

Ensuring inquiries, requests, and concerns are responded to promptly, clearly, and consistently. Creating interactions that are positive and model organizational values.



**Cost: \$30,000 per month for Workplace Change to provide interim HR services for 3 months with a not to exceed of \$90,000.**  
**We provide 1 executive team member to carryout comprehensive coverage and Serilda will participate in executive coaching, and predetermined HR and Executive team meetings.**

# Executive Search

## *Human Resources Director*

City of Gresham Proposal





## Executive Search

### Premier People & Culture Search Firm

At Workplace Change, we used to recruit for any and all positions, because we are expert Talent Acquisition professionals and could find the most talented people in any discipline. However, in 2024 we decided to become laser focused on the People & Culture discipline because the Workplace Change team spends the bulk of our time interfacing with Human Resource professionals, we are thought leaders at HR conferences, and we have cultivated a list of thousands of highly diverse and skilled HR professionals at different phases of their careers. In short, we know what high quality HR leadership looks and feels like and how HR leadership must evolve to meet the expectations of today's organizations and workforces—you can't pretend with us.

Workplace Change specializes in recruiting for People & Culture, Human Resources, and Diversity, Equity, and Inclusion roles. The people you hire into these roles directly influence the experience of your employees, your culture and talent brand, and the capacity of your talented workforce to achieve your mission.

Workplace Change provides a premium experience for candidates and your hiring committee. We are the go-to firm for finding your top talent for People & Culture positions, bringing a laser focus on identifying talent to meet your needs while leveraging our extensive network of professionals and best-in-class strategies for leading inclusive search efforts.

### Our Partnership with You

As your partner in Executive Recruitment, we will create a consultative recruitment and onboarding process specific to your requirements and timelines. We will meet with you to start the search and get to know City of Gresham.

We will establish a cadence for communication, keeping you informed at every step of the search, and ensuring ample opportunity for your feedback. Each stage offers opportunities for full input and engagement from the discovery conversations, review of the position profile, sharing of the profile with your networks, consistent updates by WPC, participation in the final interview stage, to candidate selection.

## Executive Search



### Candidate Profile Development

We will work in concert with City of Gresham's Leadership to develop a candidate profile and selection criteria that reflect the true nature of the position, culture of the organization, and qualities for success. The basis of the profile will be drawn from the job description and intake meeting with City of Gresham's key team members. The profile will capture the required interpersonal skills, in addition to the candidate's technical ability.

Workplace Change will review related documents such as strategic plans, marketing and communications collateral, budget documents, goals, and more to fully understand what you need in your positions. A salary survey will be completed and, if relevant, a salary recommendation will be provided. We will create a comprehensive position profile that celebrates City of Gresham and addresses the scope of the position, including priorities, responsibilities, operational issues, education, training, competencies, and other factors relevant to the position. Based on the position profile, a recruitment communications plan will be created.



### Outreach Tactics

Our outreach tactics will integrate all possible social media options utilizing both City of Gresham and Workplace Change resources to facilitate nation-wide outreach and visibility to a targeted and diverse candidate pool. We will focus on identifying and cultivating diverse, highly qualified candidates. We actively engage in outreach to the community through a variety of social networking methods; these resources include active website postings and SEO management strategies as well as professional LinkedIn, Facebook, and Twitter presence.

#### Executive Search

The outreach phase is done in-house by our team once we have a position profile as our agreed-upon road map and evaluation criteria. We find outsourcing research and sourcing is ineffective; they are removed from those involved in the day-to-day of your search and lack understanding of the sector. We will engage with potential candidates proactively, frequently, and personally to share City of Gresham's compelling narrative using the agreed upon communications plan.

We recognize that City of Gresham staff may surface potential candidates in the course of the recruitment process and our team will be the primary vetting vehicle for these additional applications and referrals. Any candidates generated through this process of nomination and/or recommendation will be included in the overall mix of candidates, assessed on their merit, and evaluated in comparison to the entire candidate pool.



#### Interviewing and Assessing Candidates to Define Competencies

The most qualified and interested candidates, external as well as internal, will be interviewed personally by your Workplace Change consultants to obtain a realistic understanding of their accomplishments, capabilities and potential before presenting them for Search Committee consideration.



#### Client Selection Process

The **Final Selection Phase** has significant involvement from the Search Committee as well as the staff, stakeholder groups, and community partners we engaged in the client discovery and role definition phase. We will design and facilitate an interview process that is inclusive and transparent. We will also facilitate productive debriefs in order to make decisions and maintain momentum in the search. We drive completion by ensuring excellent project management through the extension of an offer and acceptance.

Through our screening process we will develop a small candidate pool (the size to be determined during the selection criteria discussion) comprised of candidates acutely meeting the selection criteria for initial interviews. We use behavior-based interview techniques; we look for demonstrated performance in previous roles and predictive behaviors for future success. We ask hard questions but do so with respect. The recommended pool is 5 vetted individuals that demonstrate the skill and approach needed for this role.

Executive Search - Draft Project Timeline

Activity	Client Participation
Phase 1: Weeks 1-3	
Kick-Off and Begin Discovery	
Review timeline and scope of work	✓
Background discussions with stakeholders as identified by City of Gresham	✓
Source photos and logos for use in position profile and communications plan	✓
Carry Out Discovery, Deliver Position Profile, Design Recruitment Strategy	
Write and deliver draft position profile	
Develop research and visibility campaign strategy	

Executive Search - Draft Project Timeline

Activity		Client Participation
Phase 2: Weeks 4-12		
Launch Recruitment & Visibility Campaign		
Review and final approval of position profile		✓
Launch national visibility and outreach campaign		
Active Recruitment & Outreach (Continuous)		
Targeted recruitment and outreach; networking and sourcing for referrals with a focus on creating a diverse pool of candidates		
Begin screening and interviewing potential candidates		
Conducting regular check-in calls with City of Gresham to discuss progress		

## Executive Search - Draft Project Timeline

Activity	Client Participation
<b>Phase 2: Weeks 4-12</b>	
<b>Mid-point Status Report and Dashboards</b>	
Deliver first dashboard report to City of Gresham	
Weekly dashboard reports delivered to City of Gresham until formal candidate presentation	
Continued screening and interviewing of potential candidates	✓
<b>Target Date for Candidate Materials</b>	
Complete active recruitment phase; interested candidates to provide cover letter and resume by this time	
Screening and interviewing still in progress	
<b>Phase 3: Week 13</b>	
<b>Candidate Presentation and Shortlist Selection</b>	
Deliver high potential candidate materials for City of Gresham before presentation	✓
Meet with City of Gresham to discuss high potential candidates and determine which will proceed to next stage	✓

## Executive Search - Draft Project Timeline

Activity	Client Participation
<b>Phase 4: Weeks 14-18</b>	
<b>Semi-Final Interviews (if applicable)</b>	
Phone screening; panel interviews; and debriefings	✓
Select candidates for final interviews	✓
WPC conducts references on selected final candidates	
<b>Final Interviews</b>	
Panel interviews, tours, and debriefings with relevant stakeholders	✓
Additional references conducted as necessary	
<b>Offer, Negotiations, Acceptance</b>	
Successful candidate selection	✓
WPC assists with offer and negotiations as needed	✓
WPC notifies unsuccessful candidates	

## Executive Search

### Executive Search Fees and Terms

#### Professional Services Fee

Workplace Change's professional services fee is the industry standard of 30% of the starting salary.

#### Expenses

Costs incurred by Workplace Change, LLC in the course of conducting the search are at the expense of City of Gresham. Workplace Change will pre-approve expenditures over \$1,500 and maintain accurate records at all times. Relevant expenses include, but may not be limited to:

- Candidate travel (regardless of amount, all candidate travel will be pre-approved)
- Search consultant travel (regardless of amount, all search consultant travel will be pre-approved)
- Position postings for visibility
- Comprehensive background checks (conducted externally)

**\*\*We will apply a not to exceed in the amount of \$55,000 for this recruitment, including expenses noted above.**

#### Invoicing

Professional fees are invoiced in three equal installments during the course of the search. The initial installment is invoiced at the time Workplace Change is engaged and a contract is signed. The second installment is invoiced following the Candidate Presentation stage. The final installment is invoiced at the conclusion of the search when the selected candidate accepts the position and a signed offer is in place.

Expenses may be billed monthly. All invoices are due upon receipt by the client

#### Early Termination

You have the right to cancel the search at any time, with 15 days notice to allow for an orderly disengagement. Your only obligation to Workplace Change would be the fees incurred pro-rata and expenses actually incurred through the search termination date. The fee is prorated over a 90-day schedule for these purposes. Cancellation must be in writing; via email is acceptable.

#### First-Year Support and Follow-Up

Workplace Change continues its involvement throughout the first year following the completion of the search by conducting check-in calls with you and the candidate at the three-month, six-month, and one year marks.

#### Guarantee

Workplace Change guarantees placement of a qualified candidate. If presented candidates do not meet the agreed upon specifications, Workplace Change will continue recruiting at no extra charge until a qualified candidate is selected. In the event that, within the three (3) months after the start date, the successful candidate leaves the organization for any reason other than death or disability, or separation initiated by the client without cause, Workplace Change will conduct a replacement search for the position without charging a Professional Services



Thank you for considering our proposal.  
We look forward to discussing next steps.



Workplace Change, LLC  
PO Box 6448  
Portland, Oregon 97228  
E. [serilda@workplacechanges.com](mailto:serilda@workplacechanges.com)  
W. [workplacechanges.com](http://workplacechanges.com)



**CONTRACT AMENDMENT NO. 1**  
**CONTRACT NO. 312962**

This Amendment is entered into by and between the City of Gresham, a municipal corporation of the State of Oregon ("City") and **Workplace Change** ("Contractor") and amends that contract on file with the Gresham City Recorder with the above referenced contract number (the "Contract"). The project manager for this contract amendment is **Eric Schmidt**.

**RECITALS**

Whereas, the purpose of this Contract is for **EMBEDDED HR PARTNERSHIP SERVICES AND HR DIRECTOR** and;

Whereas the City and Contractor desire to amend the Contract for the following reasons: **Increase the contract amount and extend contract length.**

**AGREEMENT**

Now, therefore, it is hereby agreed that the Contract is amended as follows:

Section **2b** is added / revised as follows:

**2. Effective Date and Duration.**

- a. This contract is effective on April 1, 2025.
- b. The Work required under this contract shall be completed, unless otherwise terminated or extended, on or before **September 30, 2025**. This contract may be extended with City approval.

Section **3** is added / revised as follows:

- 3. Consideration.** City agrees to pay Consultant for accomplishing the Statement of Work required by this contract (including allowable expenses), not to exceed **\$220,000**.

In all other respects, the Contract shall remain in full force and effect.

CITY OF GRESHAM

CONTRACTOR

\_\_\_\_\_  
Project Manager

Date: \_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

Date: \_\_\_\_\_

\_\_\_\_\_  
City Manager or Designee

Date: \_\_\_\_\_

APPROVED AS TO FORM

\_\_\_\_\_  
City Attorney or designee