

## **EXHIBIT A: Scope of Work and Schedule**

**Project Title: Greenfield Bike Garage & Mobile Repair Workshops**

**Consultant Project Manager: José S. Sánchez**

### **Scope of Work**

#### Introduction

This project aims to fill a regional need for bicycle, skateboard and scooter repair in south Monterey County. Through this contract the City of Greenfield will establish the Greenfield Bike Garage at the Greenfield Community Science Workshop located at 45 El Camino Real and provide mobile repair workshops to communities in south county including Greenfield, Soledad, King City, Gonzales, San Lucas, and San Ardo. The programming will focus on teaching community members how to repair their own bicycles, skateboards, and scooters as well as encourage the use of active transportation.

#### Project Details

##### *Greenfield Bike Garage*

The Greenfield Bike Garage will be located at the Greenfield Community Science Workshop at 45 El Camino Real in Greenfield and provide weekly repair workshops to the community free of charge. During each repair workshop the trained bike mechanic instructor and the bike mechanic assistant will lead participants through basic repairs and maintenance. Each participant will be able to use the public tools to make repairs on their own equipment and will be provided necessary parts (such as bike tubes, chains, bike cables, cable housings, brake pads and pedals) free of charge.

The bike mechanic instructor and assistant will have their own set of professional mechanic tools to use as well as a bike stand. All bike mechanic staff will be trained at the Watsonville Bike Shack. Bike repair equipment and tools will be stored in the Bike Garage storage shed which will be locked when not in use.

In order to encourage participation in the bike repair workshops, community participants will be entered into a monthly drawing for a \$50 gift card.

### *Mobile Repair Workshops*

In addition to the weekly repair workshops provided at the Greenfield Bike Garage, staff will travel to other communities in south Monterey County to teach the public how to repair their own bicycles, skateboards and scooters. The mobile workshops will be much like the Bike Garage repair workshops in that all necessary tools will be available to the public for use and equipment necessary to complete the repairs will be provided free of charge. Transportation Agency staff and Safe Routes to School partners will help to promote and support these events.

Greenfield Bike Garage staff will conduct six (6) mobile workshops every calendar year in south county communities including Greenfield, Soledad, King City, Gonzales, San Lucas, and San Ardo. Staff will bring all the necessary equipment to conduct the repair workshops including tables, portable bike stands, parts and tool sets and will bring unsalvageable parts to the Salinas landfill.

### Project Stakeholders

The City of Greenfield will be responsible for developing and managing the Greenfield Bike Garage and Mobile Repair Workshops. They will purchase all the equipment needed for the program and train necessary staff to lead and support the workshops.

The Transportation Agency for Monterey County will work with other Safe Routes to School Program partners to spread the word about the Greenfield Bike Garage programming and mobile workshops. The Transportation Agency will also post information on the Safe Routes to School Program Website: [saferoutesmonterey.org](http://saferoutesmonterey.org) to increase program visibility.

The Greenfield project manager and TAMC Safe Routes to School program manager will check-in at least quarterly to ensure adequate coordination.

### Overall Project Objectives

- Encourage and support active transportation in south Monterey County
- Provide access to repair equipment and assistance in low-income communities
- Provide opportunities for youth to learn problem-solving and tinkering skills

Summary of Project Tasks

Project Management activities must be identified within the task they are occur.

**Task 1: Project Administration & Coordination**

TAMC and Greenfield will schedule and facilitate a project kick-off meeting to review the project scope of work, schedule and expectations for ongoing coordination.

Throughout the life of the grant, Greenfield will prepare and submit quarterly invoices and progress reports with all back-up documentation to TAMC.

Greenfield Bike Garage project manager and TAMC will hold quarterly coordination meetings throughout the life of the project to ensure good communication on upcoming tasks, project progress, schedule and budget as well as opportunities to enhance safe routes to school programming.

<b>Task Deliverables</b>
Kick-off meeting - Meeting Notes
Quarterly Invoices and Reports – invoices and back-up documentation, quarterly progress reports.
Quarterly Coordination Meetings

**Task 2: Program Equipment & Materials**

Greenfield staff will purchase all necessary equipment to start-up the Greenfield Bike Garage and Mobile Repair Workshops and replace equipment as needed.

Initial equipment includes:

Task Deliverables
Receipts for equipment purchases (to be included in quarterly invoices)

**Task 3: Mechanic Training**

All bike mechanic staff and assistants will be trained at the Watsonville Bike Shack or equivalent program before participating in repair workshops.

Task Deliverables
Proof of completion of training such as a training certificate or an authorized letter.

**Task 4: Bike Garage Programming**

*Create Curriculum*

Staff will develop a curriculum for weekly repair workshops based off the training the mechanics have received from the Watsonville Bike Shack or equivalent program. Lessons will be provided in Spanish and/or English depending on the needs of the participants in attendance.

*Conduct Weekly Repair Workshops*

Hold weekly repair workshops at the Greenfield Bike Garage. Admission and repair equipment will be free to all participants. Staff will track the level of participation each week with a sign-in sheet or equivalent tool.

*Monthly Prize Drawing*

All workshop participants will be entered into a drawing each month to win a \$50 gift card. Winners will be selected at random. Staff will keep a log of winners.

*Program Promotion*

Greenfield Community Science Workshop will regularly promote the Bike Garage programming through their social media posts and online and share promotional materials with TAMC staff. The program will also be promoted at in-person community events such as Farmer’s Market and school events.

<b>Task Deliverables</b>
Workshop curriculum, sign-in sheet for weekly workshops, log of winners; social media posts and promotional materials

**Task 5: Mobile Repair Workshop Events**

*Secure Event Sites*

Work with partner agencies in Greenfield, Soledad, King City, Gonzales, San Ardo and San Lucas to secure free sites for the mobile repair workshop events.

*Event Promotion*

Develop event flyers and social media posts to promote the mobile repair workshop events. Share promotional materials with TAMC to share with Safe Routes to School partners and help spread the word.

*Conduct Mobile Repair Workshop Events*

Conduct six (6) mobile repair workshops each calendar year in the communities of Greenfield, Soledad, King City, Gonzales, San Ardo and San Lucas. Log the number of participants and include event information in quarterly progress reports to TAMC.

After each event dispose of unsalvageable parts at the Salinas landfill.

City of Greenfield vehicles will be used for travel to and from events and to the Salinas landfill after each event.

<b>Task Deliverables</b>
List of confirmed event site locations, event flyers and social media posts, log of participation at each event.

## PROJECT COST AND SCHEDULE

**Greenfield Bike Garage & Mobile Repair Workshops**  
**Contract Duration: Jan 2022 - Dec 2024**  
**WE 7100 Measure X SRTS**  
**City of Greenfield**

Task #	Task Title	Total Project Cost	FY 2021/22					FY 2022/23					FY 2023/24					FY 2024/25																										
			A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J							
1	Project Administration & Coordination	\$2,160																																										
2	Bike Garage Equipment & Materials	\$23,317																																										
3	Mechanic Training	\$3,660																																										
4	Bike Garage Programming	\$40,256																																										
5	Mobile Repair Workshop Events	\$28,594																																										
<b>Totals</b>		<b>\$97,987</b>																																										

KO Kick-Off Meeting  
 IR Invoice/Reports Due

**EXHIBIT B: Budget**

Task	Description	Cost	Notes
<b>1</b>	<b>PROJECT ADMINISTRATION &amp; COORDINATION</b>		
	Project Kick-Off	\$200	schedule and conduct meeting
	Quarterly Coordination Meetings	\$720	12 coordination meetings
	Invoice/Reporting	\$1,240	12 invoices/reports
	<b>TOTAL</b>	<b>\$2,160</b>	
<b>2</b>	<b>BIKE GARAGE EQUIPMENT &amp; MATERIALS</b>		
	Mechanic Tools	\$2,250	\$1,250 for initial set of tools and \$500 each year after for replacement tools
	Public Tools	\$1,000	3 sets of public tools in the first year; \$200 for replacement tools each year after
	Bike Materials	\$9,000	Bike tubes, bike chains, bike cables, cable housings, brake pads, pedals. \$3,000 each year
	Bike Repair Stand	\$850	One-time purchase
	Storage Shed	\$6,217	One-time purchase
	Bike Repair Incentive	\$1,800	\$600 per year
	<b>TOTAL</b>	<b>\$23,317</b>	
<b>3</b>	<b>MECHANIC TRAINING</b>		
	Mechanic Training	\$3,660	(\$20/hr X 6 hrs/training + \$70 transportation) X 12; (\$20/hr X 6 hrs/training + \$70 transportation) X 4; (\$20/hr X 6 hrs/training X 2 + \$70 transportation) X 2
	<b>TOTAL</b>	<b>\$3,660</b>	
<b>4</b>	<b>BIKE GARAGE PROGRAMMING</b>		
	Develop Curriculum	\$480	
	Bike Mechanic	\$29,600	\$20/hr X 10 hrs/week X 48 weeks; 4 hours of bike shop, 3 hours of bike repair, 3 hours parts gathering used bikes and retrieving spare parts; Mechanic Successor in year 2 (\$800)
	Bike Mechanic Assistant	\$7,776	\$18/hr X 3 hrs/week X 48 weeks; 3 hours of bike repair per week
	Program Promotion	\$2,400	develop flyers and social media posts
	<b>TOTAL</b>	<b>\$40,256</b>	
<b>5</b>	<b>MOBILE REPAIR WORKSHOP EVENTS</b>		
	Six Workshops per year	\$26,394	Gonzales, Soledad, King City, Gonzales, San Lucas and San Ardo
	Staff Tool Sets (Mobile Repair Workshops)	\$1,200	6 - sets at \$200 each
	Tables and portable bike stands (Mobile Repair Workshops)	\$1,000	6 tables, 2 portable bike stands
	<b>TOTAL</b>	<b>\$28,594</b>	
	<b>GRAND TOTAL (3 YEARS)</b>	<b>\$97,987</b>	