

CONSULTANT SERVICE AGREEMENT

THIS AGREEMENT (hereinafter referred to as this "Agreement") is made and entered into effective the date last signed below (hereinafter referred to as the "Effective Date"), by and between the **CITY OF Clarkston** (hereinafter referred to as the "CITY OF CLARKSTON"), and **CLARKSTON COMMUNITY CENTER** (hereinafter referred to as the "Consultant").

WITNESSETH:

WHEREAS, CITY OF CLARKSTON desires that Consultant perform the Services described in Paragraph II below, and Consultant desires to perform said Services.

NOW THEREFORE, in consideration of the terms, covenants, and conditions set forth in this Agreement, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

I. DEFINITIONS

- A. "Services" is defined as those services to be provided by Consultant as described in Paragraph II below.

II. SERVICES TO BE PERFORMED

- A. Bicycle Education and Education Services. Attached hereto is a proposal dated April 3, 2015 describing the scope of Services which is incorporated into this Agreement as if fully set forth herein.
- B. The Consultant shall adhere to all requirements of the Atlanta Regional Commission ("ARC") and the CITY OF CLARKSTON, Georgia.

III. MATERIALS, SUPPLIES, AND WORKMANSHIP

- A. Consultant shall purchase and provide all materials and supplies and labor to timely complete the Services to CITY OF CLARKSTON's, and ARC's satisfaction.
- B. All Services provided by Consultant shall be performed in accordance with the professional skill and care ordinarily provided by similar professionals practicing in the same or similar locality under the same or similar circumstances.

IV. RELATIONSHIP OF THE PARTIES

- A. Consultant is retained by CITY OF CLARKSTON only for the purposes set forth in this Agreement, and its relation to CITY OF CLARKSTON shall be that of an independent contractor. All employees furnished by Consultant will be employees of Consultant, and will at all times be subject to the direct supervision and control of Consultant. Consultant will have the sole responsibility of paying the salaries, taxes (including, but not limited to, Federal and State income withholding, Federal Social Security Taxes, and Federal and State Unemployment Taxes) and all other expenses relating to each such employee of Consultant, and for paying all other costs incurred in performing the Services including any amounts due to its materialmen and sub consultants. Consultant shall employ only qualified personnel for the purpose of performing its obligations hereunder.

V. PERFORMANCE OF SERVICES BY CONSULTANT

- A. Consultant shall provide at all times during the performance of its duties under this Agreement, one person as the point of contact with the CITY OF CLARKSTON. This person shall be responsible for the direct supervision of the employees of Consultant (and sub consultants, if applicable) and shall be available as needed to report to and confer with the CITY OF CLARKSTON.
- B. CITY OF CLARKSTON shall have access to Consultant's work in progress on an as needed basis to determine the quality of the work along with determining the Services will be delivered on schedule. Neither the making, nor the failure to make, reviews nor the express or implied approval of the Services shall relieve Consultant of the responsibility to complete and guarantee the Services as specified in this Agreement. Any unsatisfactory Services shall be remedied by Consultant at its expense or, in the event Consultant fails to so remedy the Services immediately following no less than ten (10) days' notice of same, CITY OF CLARKSTON may have unsatisfactory Services remedied by a contractor other than Consultant at Consultant's expense.
- B. CITY OF CLARKSTON, and ARC shall have the unrestricted right to use, and to authorize others to use, the unaltered work product of the Services.

VI. COMPLIANCE WITH LAWS; SAFETY

- A. Consultant shall obtain and maintain current any and all licenses, certificates, registrations, and permits necessary to perform and complete the Services.
- B. Consultant shall be fully knowledgeable of and comply with all United States, State of Georgia, and CITY OF CLARKSTON laws, rules and regulations either currently in effect or as may be promulgated in the future, while performing the Services.

VII. INSURANCE AND INDEMNITY

- A. Consultant shall defend, indemnify and hold harmless CITY OF CLARKSTON, ARC, their officials, officers, directors, commissioners, agents, servants, and employees (collectively the "Indemnified Parties"), against all claims, loss, damage, charge, expense and liability of any nature whatsoever resulting from injury to or death of any persons, or any damage, destruction or injury to any property, to the extent arising out of Consultant's or its subcontractors' or subconsultants' officers, agents, servants, or employees performance of the Services under this Agreement, except for such injury or death as may be caused solely by the acts, willful misconduct or negligence of CITY OF CLARKSTON. Consultant shall, on request, defend, at its sole expense, any suit asserting a claim covered by this obligation to indemnify, expressly including claims brought or filed against CITY OF CLARKSTON and/or any Indemnified Parties, where such claim involves, in whole or in part, the subject of the indemnity contained herein, whether such claims or actions are rightfully or wrongfully brought or filed.
- B. Consultant shall procure and maintain in full force and effect, at all times during the term of this Agreement, the following insurance through companies with a minimum "A VIII" rating from Bests, authorized to conduct business in the State of Georgia and approved by CITY OF CLARKSTON:
- 1) Workmen's Compensation Insurance in accordance with the laws of the State of Georgia.
 - 2) Commercial General Liability Insurance including Bodily Injury and Property Damage in an amount of not less than Two Million Dollars (\$2,000,000) in the aggregate and One Million Dollars (\$1,000,000) per occurrence.
 - 3) Automobile Liability Insurance in an amount not less than Two Million Dollars (\$2,000,000) in the aggregate and One Million Dollars (\$1,000,000) per occurrence.
 - 4) Valuable Papers Insurance in an amount sufficient to assure the restoration of any plans, drawings, field notes, or other similar data relating to the Services.
 - 5) Professional Liability Insurance in the minimum of One Million Dollars (\$1,000,000) per claim and One Million Dollars (\$1,000,000) in the aggregate.
- C. Prior to initiating performance of Services, Consultant shall provide CITY OF CLARKSTON with valid certification of insurance confirming the purchase of said insurance, and the inclusion of CITY OF CLARKSTON, and ARC named as additional insured on all policies except for Professional Liability and Workman's Compensation. The certificate will further confirm that at least thirty (30) days' prior written notice will be furnished to CITY OF CLARKSTON by insurer before any material change, cancellation or non-renewal of policy, except 10 days' notice

for non-payment of premiums. It is further agreed that any coverage extended by reason of this paragraph shall be primary and that any similar insurance maintained by CITY OF CLARKSTON for its own protection shall be secondary or excess and non-contributing insurance.

VIII. TERM AND PAYMENT

- A. The term of this Agreement shall commence the Effective Date and shall continue in full force and effect until Services are completed to CITY OF CLARKSTON's satisfaction, or until this Agreement is terminated by CITY OF CLARKSTON, whichever shall occur first.
- B. Total compensation to be paid by CITY OF CLARKSTON to Consultant for the Services provided herein is \$90,000.00. Upon proper and timely performance by Consultant, and subject to any other provisions of this Agreement, CITY OF CLARKSTON shall pay Consultant upon completion of Services. Said payment shall be made within thirty (30) days after receipt of the invoice and approval of the Services by the CITY OF CLARKSTON. Said invoice shall specify a description of the Services performed. Consultant is solely responsible for any fees and costs due to its sub consultant or materialmen and indemnifies the Indemnified Parties therefore as to any claims for services rendered by sub consultant, or nonpayment to sub consultant or any materialmen.
- C. CITY OF CLARKSTON may withhold from payments owed to Consultant and credit against its account with Consultant sufficient funds to satisfy liens, claims for services rendered by any sub consultant or materialmen, or to compensate CITY OF CLARKSTON for cost to correct Services rejected by CITY OF CLARKSTON and not remedied by Consultant pursuant to this Agreement.

IX. TERMINATION

- A. CITY OF CLARKSTON shall have the right to terminate this Agreement at any time and for no reason upon giving the Consultant at least ten (10) days' prior written notice of its intention to exercise its right of termination. In addition, CITY OF CLARKSTON shall have the right to terminate this Agreement "for cause" immediately upon giving written notice of its intention to exercise its right of termination and specifically notifying Consultant of its basis for termination. "For cause" shall be defined as a breach of a covenant or a failure to timely perform an obligation of this Agreement. In the event this Agreement is terminated by CITY OF CLARKSTON with or without cause or upon expiration, CITY OF CLARKSTON shall pay for Consultant Services rendered through the date of termination or expiration, subject to each party's rights in Articles VII, VIII, and X surviving, and CITY OF CLARKSTON shall have no further liability to Consultant. CITY OF CLARKSTON is not responsible for any anticipated profits for Services not performed.

- G. Consultant shall perform its Services as expeditiously as is consistent with professional skill and care and the orderly progress of the Services. The forgoing notwithstanding, any delays in or failure of performance by Consultant shall not constitute breach hereunder if and to the extent such delays or failures of performance are caused by occurrences beyond the reasonable control of Consultant. In the event that any event of force majeure occurs, Consultant shall be entitled to a reasonable extension of time for performance of its Services under this Agreement.
- H. Failure by CITY OF CLARKSTON to immediately enforce any breach by Consultant of any term, covenant or condition herein contained shall not be deemed a waiver of such term, covenant or condition or any subsequent breach of the same.
- I. The words "CITY OF CLARKSTON" and "Consultant", as herein used, shall include the plural as well as the singular. In the event there is more than one Consultant, the obligations to be performed shall be joint and several.
- J. Provided that Consultant has been paid for the Services performed, CITY OF CLARKSTON shall own and have the right to use the documents, maps, photographs, material and survey metrics from Consultant's performance of Services. Consultant shall have the right to retain copies of all such materials.
- K. This Agreement shall not create any rights or benefits to parties other than CITY OF CLARKSTON, ARC and Consultant.
- L. Should any provision in the attached proposal dated May 3, 2015 conflict with the terms of this Agreement, the terms of this Agreement shall govern.

IN WITNESS WHEREOF, the parties hereto have entered into this Agreement effective on the day and year first above written.

THIS AGREEMENT IS NOT VALID UNTIL EXECUTED BY ALL PARTIES INDICATED BELOW.

 Witness:

CITY OF CLARKSTON
 By: _____
 Keith Barker
 City Manager
 Date: _____

CLARKSTON COMMUNITY CENTER

Witness:

By: _____

McKenzie Wren
Executive Director

Date: _____

Approved As to Form:

By: _____

Stephen Quinn
City Attorney

Date: _____

3.5.1
Bicycle Safety and Education Program
RFP # PLNG 15-01

Clarkston Community Center

McKenzie Wren
4/3/15

Submitted 4/1/15

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3.5.3 Letter of Transmittal

Clarkston Community Center

Mailing address:

POB 217

Clarkston, GA 30021

Physical address:

3701 College Ave

Clarkston, GA 30021

Office phone: 404-508-1050

Office fax: 404-508-3007

Contact info:

McKenzie Wren

Executive Director

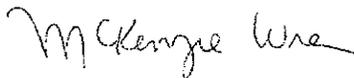
404-508-1050

Cell: 404-849-0109

To Whom It May Concern:

This letter serves as formal notice that all contractual responsibility for executing "Bicycle Safety and Education Program" rests solely with Clarkston Community Center (CCC). CCC takes any and all responsibility for administering, sub-contracting and managing all aspects of said program and that all necessary policies, procedures and resources are in place for successful execution.

Signed this 3 day of April, 2015



McKenzie Wren

Executive Director

3.5.4 Statement of Understanding

Clarkston Communicycle proposes to offer services to the surrounding community meeting three (3) objectives: Education and Enrichment; Infrastructure; and Sustainability.

Through expansion of the Clarkston Communicycle program, Clarkston Community Center will meet the goals of establishing a multi-faceted bicycle safety and education program that will assist under-served youth with understanding safe bicycle operation in an urban setting, while simultaneously offering training in tangible life-long skills related to bicycling.

Clarkston Communicycle (CC) was established by volunteers from Communicycle in 2012 and became a formal Clarkston Community Center (CCC) program in 2013. Traditionally offering one open shop day per week, Clarkston Communicycle uses volunteers to oversee our bike shop, fix bikes and teach participants how to fix bikes. Bikes are available for purchase at a flat rate or through an “earn a bike” program where participants learn how to build and/or fix a used bike with the help of shop volunteers. CC held open shop hours during Clarkston Farmers Market hours in 2013 and 2014. CC volunteers also provides education on safe cycling techniques to CCC after school programs.

Prior to the establishment of Communicycle, CCC participated in planning and executing safe biking events with the Clarkston Health Collaborative in conjunction with DeKalb County Board of Health (DCBOH).

CCC has also been an active member of Clarkston Active Living and instrumental in assisting with the bikeability and walkability studies conducted by DCBOH and other community partners.

Through the bicycle safety and education program, CC at CCC will build upon prior infrastructure and knowledge to expand services to meet stated goals of the program.

Currently open two hours per week, CCC will hire a CC Coordinator to staff shop hours for a total of 14 hours per week from spring through fall that includes two hours per day, two days per week; four hours on Saturday; and ten hours of mobile shop time at varying hours during summer months.

Education and enrichment

1. CC will work directly with youth at CCC and Friends of Refugee summer camp and CCC after school programs and teen programs as well as other local youth-serving community programs to provide both ongoing and stand-alone information on bicycle skills, bicycle safety and bicycles as part of

healthy living. Youth will have the opportunity to practice bike skills in the safe confines of the CCC activity field.

2. CCC is currently in conversation with Sopo Bike Collective about a job sharing position for the CC Coordinator and also in conversation about shared account for procurement of bike parts. Resource sharing with Sopo enable Clarkston youth to visit other parts of Atlanta and allows for more cultural exchange between disparate populations. This relationship also enhances number of volunteer possibilities.
3. CC mobile shop will travel by bike to local apartment complexes and along the Path to provide resources, information and quick fixes to residents. A mobile presence expands the reach and visibility of CC and provides linkages between onsite shop and mobile shop. Mobile shop will also provide important safety information and activities at each location. Mobile shop will also be present at local events such as National Night Out and other public gatherings. During summer months, mobile shop will be operative 10 hours per week in order to reach as many local youth as possible.
4. CC offers an Earn a Bike program wherein participants learn how to fix and maintain a used or new bike and to help others do so. Upon completion of 10 hours of time, which includes working on bikes, volunteering on other bikes and a safety information course, participants receive a bike. CC intends to expand the relationship with PWC for donations of new bicycles which people can earn through completion of safety curriculum and 15 hours of volunteer time at shop or other CCC activity.
5. CC will provide basic bike mechanic training to local teenagers who will have opportunity to work and earn money as shop techs after successful completion of training curriculum which includes bike safety, bike mechanics and financial and social literacy information pertinent to good work ethic, accountability, basic finances, budgeting and more.
6. In partnership with Atlanta Bicycle Coalition (ABC) CC will hold Streets Alive /Pathways to Education event in conjunction with local educational institutions; City of Clarkston and DeKalb County. Event will connect with City of Clarkston Streetscapes and Livable City Initiatives by bringing awareness and energy to City plans, providing bicycle and pedestrian safety information as well as showcasing local businesses and educational institutions along the Indian Creek and Market Street corridors. Our event will pair safe routes to school information along with providing back to school resources and information. Large public events provide necessary and important component to individual education in the realm of bicycle safety education. Streets Alive have historically brought awareness of bicycling options, necessity of safe routes and proper etiquette to cyclists and non-cyclists as well as providing opportunities for people to have fun in their local streets.

Infrastructure

1. Working with prior bikeability study as well as on-the-ground knowledge, CC will maintain relationship with City of Clarkston staff to provide insight and recommendations for safe crossings, road repair and other infrastructure improvements. CC Coordinator will also participate in relevant LCI and Streetscape activity to provide perspective from bicycle advocates and stakeholders.

Sustainability

1. CC is a revenue-generating model wherein income is earned through sale of bicycle parts and bicycles. Traditionally, one open shop day has sustained payment of the shop manager. CCC anticipates that expansion of services will garner expanded revenue and that the program will become sustainable prior to end of project period. Additional income will be generated by mobile shop through the sale of related items such as drinks, snacks and small branded biking accessories. A portion of project budget will be used as seed funding to design and purchase these items that will then generate needed revenue for sustainability. Revenue earned through funded project time will be held in escrow to support continuation of program going forward in 2016.

Other items

1. CCC has robust relationships with multiple entities such as DeKalb County Board of Health, City of Clarkston, local non-profit agencies and service organizations, local faith-based, and local educational institutions, all of which position CCC to actively engage in meeting the goal of increasing bicycle safety and education through partnership and collaboration. CCC also hopes to collaborate with City of Clarkston and DeKalb County and local police in the Youth Minority Violence Prevention programs.
2. CCC understands the unique nature of Clarkston and the challenges posed by multiple different languages and cultures and has a history of numerous successful projects working to bridge these gaps and to generate deeper cross cultural understanding. The CCC Community Connector will work closely with CC to ensure that as many populations as possible are being reached and that it is being done in culturally competent and sensitive ways.

3.5.5 Project Team Organization, Qualifications and Availability

1. Physical location: 3701 College Ave, Clarkston, GA 30021.

The Clarkston Community Center is located in the heart of one of America's most diverse, international communities. We celebrate and support this diversity and honor and recognize how the richness and strengths of many different cultures can help build a sound and progressive city.

We are a gathering place for art, education, recreation and community building for Clarkston and Greater DeKalb County residents: long-time Georgians, transplanted Americans, established internationals and newly arriving refugees. In 2014, we served nearly 40,000 people who came over 75,000 times for a wide variety of programs, classes, sports, arts, recreation and special events. Our key programs include Art at the Center after school, teen programs and summer camp; Healthy Living which includes access to food through co-op, pantry, garden and Clarkston Community Market; Senior Refugee Program; Communicycle bike program; Start ME: Clarkston, a partnership of five agencies providing training to entrepreneurs; and a variety of programs that we host on behalf of partner agencies.

The Clarkston Community Center was established in 1994 in the historic former Clarkston High School. This classic style structure, constructed in 1924, was renovated throughout in 2007 with updated systems and reconfigured space to accommodate the needs of a thriving community center. At the same time, the renovation honored the history and maintained the character and beauty of the building that has been a landmark and important part of Clarkston for nearly nine decades.

In addition to the original classroom/auditorium building, the large complex includes an activity field containing a basketball court, green activity field for sports and other outdoor events, plus community gardens and a bike shop.

2. Clarkston Community Center has successfully handled multiple projects of similar complexity including establishment of the following:
 - a. Mixed income summer camp - 2014. Art at the Center summer camp is a comprehensive 8 week camp combining arts, education,

recreation and academics involving a combination of paid staff and volunteers. Project includes provision of free breakfast and lunch for low-income students, linkages with other programs such as community garden and Communicycle and engages children from Clarkston and the greater metro area. Students use a variety of CCC space and normal CCC activities are both integrated into camp or occur alongside camp. Initiating camp required complex arrangement of multiple partners as well as deliberate community engagement tools.

- b. Clarkston Community Market, formally Clarkston Farmers Market, begun 2011. CCM, now in its 4th year, has been a complex, evolving entity engaging multiple vendors and entertainers and reaching across income spectrums and audiences to bring together native-born and non-native-born populations around food, microenterprise, entertainment and art. Through wide-ranging partnerships including GA government, local board of health, food stamp providers plus local artisans and farmer, the market has successfully garnered a niche for itself. Weathering challenges such as weather, marketing, heat and more, CCM remains a vital and viable program in Clarkston that brings together people from disparate communities. In 2014, over 2674 people attended the local market.
- c. Care 4 Clarkston food pantry and food co-op, 2011. In partnership with two churches, Atlanta Community Food Bank, Hands on Atlanta, local educational institutions and local service providers, the food co-op and food pantry have been successfully serving over 1060 low-income people through the two food programs
- d. Communicycle bike shop 2012. Communicycle began in partnership with Communicycle in Chamblee GA with the work of dedicated volunteers. Communicycle volunteers and CCC staff built out a storage shed and supplied it with necessary bike shop tools. In 2103, CCC became the sole owner of Communicycle when founders opted to move in a different direction. Using only volunteers, Communicycle has had a presence at local markets and on the filed on a consistent basis ever since.
- e. Thriving rental and events process since 2010. Since 201, the CCC has created rental policies and procedures, pricing systems, upgrades in

software and hardware, resulting in over 16,520 individuals coming solely through the rental process.

3. All programs were built from ground up since 2010 with initiative and oversight from Executive Director, McKenzie Wren, who will act as Project Manager. McKenzie Wren has a wide range of experience in community building, and program creation and implementation. Since 2010 she has increased the CCC budget by 73%, increased staffing by 500%, increased number of visitors by 733% and successfully created and maintained numerous programs with varying degrees of complexity including ones with multiple partners. She has a wealth of knowledge in all aspects of community building, as well as experience working with international populations, including women's and children's health initiatives in Kenya and with Hispanic women and children in El Paso, Texas. Involved in a community land trust in Atlanta for more than ten years, she understands the many challenges of unifying diverse perspectives and the importance of balancing the public role of a community center with the private needs of the community in which it is located. McKenzie holds a BA in International Studies from American University in Washington DC and an Masters in Public Health from Rollins School of Public Health at Emory University in Atlanta.

4. Project manager – McKenzie Wren 15% FTE
Clarkston Communicycle Coordinator (Position to be filled – job description attached next page) 50% FTE
Community Connector – Justine Okello 10% FTE

Clarkston Communicycle Coordinator

SCOPE OF WORK:

The **Clarkston Communicycle Coordinator** is a member of the Healthy Living team and is responsible for coordinating Communicycle bike program. This is a 25 hour, non-exempt position, reporting to the Executive Director.

ESSENTIAL JOB FUNCTIONS:

- Coordinate and expand Communicycle bike program
- Develop strong volunteer base for bike shop
- Work with Community Connector and other CCC staff to engage local youth with bicycle and safety education
- Coordinate and staff mobile shop activities
- Maintenance of all necessary records
- Attendance at bi-weekly staff meetings
- Coordinate with other CCC staff for complementary and related recreation activities.

Qualifications:

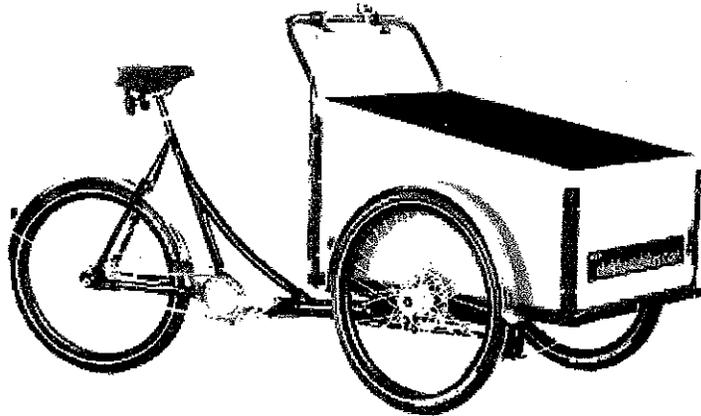
- Skilled bike mechanic
- Associate or Bachelors degree in related field or one (1) years bike/recreation/education experience in non-profit agencies
- Knowledgeable about bike safety and education basics
- Excellent people skills
- Experience in working with refugee population
- Problem solver
- Able to be calm in demanding situations.
- Excellent communication and follow up skills- both verbal and written
- Well organized; high attention to detail
- Enthusiasm about working in a multi-cultural setting
- Self direction and initiative to take the lead on projects when needed, and to follow through to completion
- Ability to prioritize and to juggle multiple tasks simultaneously in a fast paced environment
- Bi-lingual desirable (Arabic, Nepalese, French, any of Burmese languages)

3.5.6 Proposed schedule and budget

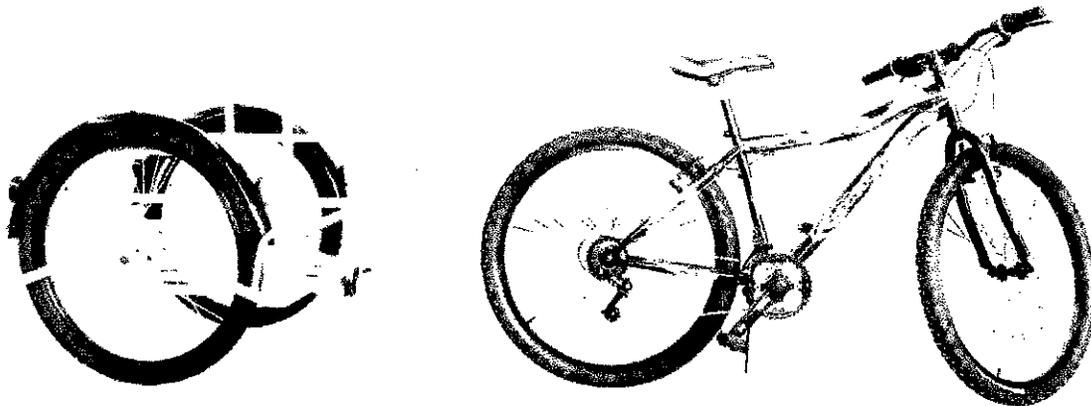
Ongoing: position posted for Recreation Coordinator to manage all field activity including basic Communicycle schedule of one day per week. Upon receipt of contract, expand position to 25 hours per week @ \$15 per hour.

Community Connector already in place. Upon receipt of contract, connector will begin working with coordinator 10 hours per week @ \$12 per hour.

Upon receipt of contract, identify best mobile shop solution - either Christiana bike (top) or bike with pulled trailer, retrofitted with box structure. Identification and implementations approximately 15 hours.



<http://rollingorangebikes.com/cargobikes/sale-bakfiets-nl/>



<http://www.cargobikesystem.com/>

June: Shop techs recruited from local youths, varying length of service/work. Two or three shop techs per day over course of 30 weeks, two hour shifts, @ \$20 per shift.

June-November: Shop hours open a total of 14 hours per week from spring through fall that includes two hours per day, two days per week; four hours on Saturday; and ten hours of mobile shop time at varying hours.

June 9 – July 3: Education programs offered for summer camp children attending both CCC and Friends of Refugee summer camp as well as providing education to other local summer camps.

June-November: Mobile shop opens with ten hours each week of education and outreach in local apartment complexes, along the Path and other Clarkston locations as identified by local team.

Late July or early August: Pathways to Education/Streets Alive! event held along appropriate roads, ideally N. Indian Creek to CCC; CCC to College Ave; College to Rowland; Rowland to Market, concluding wither at Thriftown parking lot or looping down Market back to CCC. Exact route TBD. Planning approximately 5 hours per week.

3.5.6 Budget

See sealed envelope

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3.5.7 Appendix

McKenzie Wren

1838 New York Ave.

Atlanta, GA 30307

(404) 849-0109

Email: director@clarkstoncommunitycenter.org

Qualifications Summary: A seasoned professional with diverse experience in program development and expansion, communications, community building and in public health. Proven, highly developed written and verbal skills. Highly organized, independent worker. Excellent team player.

Experience:

Clarkston Community Center

Executive Director

June 2010 - present

Managing daily activities of multicultural community center including oversight of 10,000 square foot building, activity field and grounds

Setting vision and direction of activities including oversight and execution of strategic plan

Outreach and marketing through networking both locally in Clarkston and in greater Atlanta

All aspects of program development including visioning, executing, expanding, funding, staffing and integrating into overall vision of CCC

Budget creation and management

Managing communications

Refugee Women's Network Decatur, GA

Health Promoter Program Coordinator

August 2008 – December 2009

Teaching and training multicultural health promoters on wide variety of health topics.

Presenting pertinent and timely health information to refugee audiences.

Designing and conducting national training of trainers in health promotion programs.

Designing communications campaigns on TB for Amharic, Vietnamese and Swahili populations.

Writing training manual for multicultural health promoters based on participatory education methods.

Coordinating national conference for refugee and immigrant women.

Acting as liaison between social service agencies and refugee women.

Conducting evaluations and writing reports for grantors.

Managing interns and volunteers.

International Community School Avondale, GA

Teacher

August 2007 – May 2008

Designing, developing and implementing *Art for Health* – a guidance and character education program rooted in the performing and creative arts for 5th and 6th grade children using evidence-based mental health techniques for stress reduction, increasing coping capacity and fostering resilience. Stimulating discussion and role play on conflict

resolution, global citizenship, depression, environmental awareness and other topic pertinent to the age group.
Instructing eight classes weekly – five *Art for Health* and three drama classes.
Ensuring compliance with GA performance standards as well as International Baccalaureate standards.

Independent, Atlanta, GA
Variety Entertainer and Arts and Crafts Specialist 1998 - current

Women's Health Specialist, Atlanta, GA
Independent practitioner January 1996 – May 2001

Freelance Writer 1988 - 2002

Planned Parenthood, El Paso, TX
Education Outreach Coordinator November 1993 - December 1994

Maternidad la Luz, El Paso, TX
Staff Midwife March 1991 - November 1993

Feminist Women's Health Centers Atlanta, GA & Portland, OR
Healthworker January 1990 - June 1991; 1988 - 1989

Education:

Master of Public Health, Health Education August 2007
Rollins School of Public Health, Emory University, Atlanta, GA

Herbalist July 1996
Living with Herbs, Atlanta, GA.

Licensed Midwife September 1990
Maternidad la Luz, Midwifery Training Program, El Paso, TX

Bachelor of Arts - International Service May 1987
The American University, Washington DC

Languages: Spanish, Danish, French

Justine Okello 1507 Lively Ridge Road NE, Atlanta, GA 30329 Cell Phone: 404-513-5452 | Email: justineokello@gmail.com

PROFESSIONAL SUMMARY

I am a dynamic, results-driven professional with over 5 years of experience in non-profit program implementation, IT training and services, and community-based research. I am a team player with a wide range of skills including development of training tools, project management, community organizing, and data collection and entry. I have a passion for working with communities and using access to technology as a tool for empowerment. I possess a high level of self-discipline with the ability to work with minimum supervision, and I always ensure that quality solutions meet organizational objectives.

EDUCATIONAL BACKGROUND

Bachelor of Science in Information and Communication Technology (ICT)
Gulu University | Gulu, Uganda (2010)

PROFESSIONAL EXPERIENCE

Freelance IT Professional 2010 – Present

- Train individuals and organizational staff on computer and technical skills, ranging from basic document creation to database management.
- Design websites and database systems for small business enterprises.
- Offer trainings on record-keeping and financial literacy to associations and community groups.
- Provide on-call computer troubleshooting and repair services as well as mobile computer training.
- Diagnose software malfunctions, clean up malicious programs, and install new software updates.

Acholi Education Initiative, Gulu, Uganda

Project Officer (Socioeconomic Empowerment) November 2011 - October 2014

- Executed and managed all of the socioeconomic empowerment project activities to vulnerable children and family members in the project area, which was formally recognized and visited by the US Ambassador to Uganda.
- Led a novel mobile data collection program for USAID's SCORE project where we carried out vulnerability assessments to identify and select over 400 households that best qualified for the project SCORE (Sustainable Comprehensive Responses to vulnerable children and their families).
- Provided oversight to over 20 community groups and 6 field-based support staff.
- Trained youth and adults on financial education, management, book-keeping, financial literacy, income generating activities, and leadership development.
- Carried out regular follow up of project activities and performed annual assessments to measure the impact of the project activities.
- Maintained a database for the project and managed the organization's IT infrastructure while providing technical support for the employees in the organization.

Lamaco White House Hotel, Gulu, Uganda

Manager May 2010 - October 2011

- Managed daily operations including finances, human resources, customer service, and marketing.
- Managed stock control for the hotel restaurant, bar, and cleaning supplies.
- Signed, managed and organized contracts for both in house services and outside catering.
- Developed regular reports to the Director regarding operations and other plans
- Designed and developed an automated data management system for information storage.

Prime Technology Associates Ltd, Gulu, Uganda

Computer Technician Jan 2009- April 2010

- Engaged in the planning, design and upgrade of the Gulu University website.
- Trained individuals on computer literacy and data entry skills using Microsoft Office applications.
- Performed on-site repairs, preventive maintenance, and installation of hardware and software on personal computers for clients.
- Handled computer security issues like malware, antivirus programs, and data recovery.

Multiple Organizations

Research Assistant September 2008 - July 2009

I was a short term contracted research assistant for multiple non-profit organizations in Gulu, Uganda during the post-war era to help assess the challenges of recovery and project performance, including:

- End of project evaluation of child resilience and protection project, (*Save the Children*)
- An annual performance assessment of the Community-Based Care for Orphans and vulnerable children (CBCO) project (*Concerned Parents Association - CPA*)
- Data collection and entry for a project titled “Elucidation of challenges of return in Acholi: Learning from lived realities”, which was funded by the Ford foundation of East Africa. (*Human Rights Focus - HURIFO*)

ADDITIONAL SKILLS AND STRENGTHS

- Community organization and mobilization, especially among youth and women.
- Experience in forming and managing community groups and non-profit partnerships
- Strong background in administrative, clerical procedures, managing files and records, transcription, designing forms, and other office procedures including a number of software applications like Microsoft Office (Word, Excel, PowerPoint, and Access), Epi-Info, and Windows SQL Server 2008.
- Ensure proper translation and accurate input of information into a database management system.
- Ability to troubleshoot both Personal Computer hardware and software defects as well as installing and maintaining a strong security system and antivirus protection.
- Maintain high level of confidentiality, with comprehensive understanding of data protection.
- Attention to detail and able to work with deadlines while ensuring accuracy and efficiency.
- Capable of working in a manner conducive with the production of high quality data.



Office of the Quality Enhancement Plan

Academic Affairs

555 N. Indian Creek Drive
Clarkston, GA 30021
p: 678-891-2305
f: 678-891-3041

Alpharetta Center
3705 Brookside Parkway
Alpharetta, GA 30022
678-240-6000

Clarkston Campus
555 N. Indian Creek Drive
Clarkston, GA 30021
678-891-3200

Decatur Campus
3251 Panthersville Road
Decatur, GA 30034
678-891-2300

Dunwoody Campus
2101 Womack Road
Dunwoody, GA 30338
770-274-5000

Newton Campus
239 Cedar Lane
Covington, GA 30014
770-278-1200

GPC Online
555 N. Indian Creek Drive
Clarkston, GA 30021
678-891-2805
www.gpc.edu/online

March 30, 2015

City of Clarkston
1055 Rowland Street
Clarkston, Georgia 30021

RE: Bicycle Safety and Education Program, RFP # PLNG 15-01

Dear City of Clarkston officials,

This letter is in support of the application to expand Communicycle and address bicycle safety and education submitted by McKenzie Wren, Executive Director of the Clarkston Community Center, P.O. Box 217, Clarkston, GA 30021.

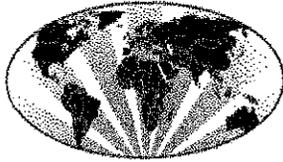
As Community-Based Learning Coordinator at Georgia Perimeter College (GPC), I have experienced first-hand the high level of professionalism and passion for community engagement exhibited by the Clarkston Community Center staff. Their ability to simultaneously consider community needs and think through the details of multiple, complex projects while building relationships makes the CCC both an effective community resource and a safe space for community members to gather, learn, and grow.

Over the past four years alone, our organizations have partnered to: implement service learning projects through which GPC students learn their curriculum by helping address community-identified needs, host a GPC student as an AmeriCorps Health Promoter to educate our community members about healthy living, and provide opportunities for GPC students and Clarkston residents to engage each other and strengthen our community during MLK Day of Service.

In short, the City of Clarkston is not likely to find a more knowledgeable, dedicated, or enthusiastic recipient to establish a bicycle safety and education program. If you have any questions, please feel free to contact me via email at maryelizabeth.tylerboucebc@gmail.com or phone at 678-891-3174.

Sincerely,

Mary Elizabeth Tyler Boucebc
Community-Based Learning Coordinator



Friends of Refugees

"Refugees Experiencing Abundant Life in Flourishing Communities"

3/28/15

To whom it may concern:

This letter is to provide a reference for the Clarkston Community Center (CCC), as a partner and community collaborator with our organization, Friends of Refugees (FOR). Specifically, that entity lead by McKenzie Wren, Executive Director (POB 217, Clarkston GA 30021).

We have heard that the CCC is submitting a proposal to the City of Clarkston (Bicycle safety and Education Program, **RFP # PLNG 15-01**) to expand Communicycle and continue to address bike safety and education within the community our organization calls home. We hope the city will find the CCC to be the ideal entity to complete such a complex project with complete excellence. **We at FOR believe there could be no better means by which to engage this challenge than with the CCC, which possesses the singular credibility, visibility and history to succeed in this undertaking.**

For nearly a decade the CCC has repeatedly proven itself an organized and reliable partner in executing projects and initiatives of various scales. Our summer camp program has partnered with them extensively, including under cooperative agreements with state and county government. Our community garden program on South Jolly Avenue and our entrepreneurship program, the Refugee Sewing Society, have relied on CCC's capacities to grow our impact and effect in the community. Indeed, I myself have been the fortunate recipient of the services offered by Communicycle there, and would be delighted to see this program grow to impact the safety and knowledge of our entire community.

Please do not hesitate to contact me if I may be of any further assistance in this, or any other, matter.

Sincerely,

Brian Bollinger
Executive Director
Friends of Refugees

brian@friendsofrefugees.com
678-404-0278

PO Box 548
Clarkston, Ga 30021

PO Box 548 Clarkston, GA 30021

Phone: 404-292-8818 Email: brian@friendsofrefugees.com Website: www.friendsofrefugees.com



404.736.6602 | 404.500.3621 (fax)
3700 Market Street, Suite B | Clarkston, Georgia 30021
www.cdfaction.org

March 30, 2015

The City of Clarkston
3921 Church Street
Clarkston, GA 30021

Regarding: Bicycle Safety and Education Program, RFP # PLNG 15-01

In Support of: McKenzie Wren, Clarkston Community Center, Executive Director, POB 217,
Clarkston, GA 30021

To whom it may concern:

CDF Action works to connect and engage the diverse residents of Clarkston, GA by helping residents recognize and develop their assets and assist them in creating activities and services that benefit the community.

CDF and the Clarkston Community Center (CCC) have a long history of positive collaboration on numerous projects including planning and implementing Focus On Connection community conference; StartME: the Clarkston business accelerator program; MLK Day of service as well as many other collaborative events.

We fully support CCC's vision to expand access to bicycles and bike safety and education in Clarkston through expanding the offerings of Clarkston Communicycle. We believe them to have the requisite skills and resources necessary to successfully implement the project.

We look forward to seeing the expansion of what has already been a successful program for three years.

Sincerely,

Jeremy Lewis
Executive Director
Clarkston Development Foundation

EXHIBIT A

CONFLICT OF INTEREST CERTIFICATION

(ccc)

I, McKenzie Wren, as the legal representative of Clarkston Community Center do certify that this proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the Proposal is genuine and not collusive or sham; that CCC has not directly or indirectly colluded, conspired, connived, or agreed with anyone else to put in a sham proposal, or that anyone shall refrain from proposing; that CCC has not in any manner, directly or indirectly sought by agreement, communication or conference with anyone to fix the proposal price, or to secure any advantage against or with the public or private body awarding the contract of anyone interested in the proposed contract; that all statements contained in the proposal are true; and further, that CCC has not, directly or indirectly, submitted his/her price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay any fee to any corporation, partnership, company, association, organization, or to any member or agent thereof, to effectuate a collusive or sham proposal. If applicable, CCC shall disclose all public and private sector clients, including authorities, which may exist within incorporated City of Clarkston, Georgia at the time the Contract is executed. In addition, CCC will be required for the duration of the Contract to continue this disclosure throughout the project duration, and if any conflict or potential conflict of interest occurs during the project duration, CCC shall disclose conflict or potential conflict as soon as it is known. No gift, gratuity or monetary contribution has been provided to any City of Clarkston government employee, any member of the City of Clarkston City Council or consultant under contract with the city to provide Educational/Training & Planning Services on this project from McKenzie Wren as a corporate entity or employee of Clarkston Community Center

Name: McKenzie Wren

Title: Executive Director

Date: 4/3/15

EXHIBIT B
ACCEPTANCE FORM

Sealed technical proposals, plainly marked "City of Clarkston – LCI Study: Major Update" on the outside of the envelope, shall be addressed to the Finance Department, City of Clarkston, 1055 Rowland Street, Clarkston, Georgia 30021. Proposals will be accepted until 3:00 PM on April 11, 2014. Proposals received after this day and time will not be accepted for evaluation and will not be returned to the proposer. The selection process for this solicitation will be Qualification-Based (QBS). An Evaluation Committee will review the submitted proposals and identify the short-listed firms. These firms will be required to attend an interview, demonstrate their understanding of the project and the services requested, and answer any questions rendered by the Evaluation Committee members

In compliance with this Request for Proposal dated March 13, 2014, which includes the Table of Contents and all provisions, appendices and exhibits attached and referenced therein, and subject to all the terms and conditions set forth herein, the undersigned offers and agrees to furnish the services described in the RFP cited above and submit this signed technical proposal which includes this completed and signed page and other data as required by the RFP. It is understood that this proposal and the scope of services may be modified, by mutual agreement in subsequent negotiations if short-listed and identified to be the highest ranked firm.

NAME AND ADDRESS OF FIRM:

Clarkston Community Center

P.O. B. 217

Clarkston, GA 30021

EIN: 58-2127610

DATE: 4/3/15

By: 
(signature)

McKenzie Wren
(print)

Title: Executive Director

Phone: 404-508-1050