

## **Downtown Long Beach Alliance (DLBA)**

### **Request for Proposal for Clean and Safe Programs 2023**

#### **Amendment 1**

The following updates have been updated on the Request for Proposal for Clean and Safe 2023. These new changes supersede previous information and spreadsheets. Please use the following information and spreadsheets when submitting proposal.

#### **Attachment Section 12a Ambassador and Safety Routes**

*Section 12- Ambassadors/Safety Routes Addend Addendum 7* section was updated to show Standard Area 1 map. In the original proposal, the Standard Area 1 map for Safety Ambassador was missing.

#### **Addendum 1a-Cost Analysis Standard Pay**

*Cost Analysis Standard Pay* worksheet was updated to reflect added positions and missing hours. Hours under Ambassador and Clean Team Porter were updated. Program lead position was updated to Team Lead Ambassador. There were three new positions added: Team Captain, ATLV and Special Projects Assistant Manager.

#### **Addendum 2a-Cost Analysis Holiday Pay**

*Cost Analysis Holiday Pay* worksheet was updated to reflect added positions and missing hours. Hours under Ambassador and Clean Team Porter were updated. Program lead position was updated to Team Lead Ambassador. There were three new positions added: Team Captain, ATLV and Special Projects Assistant Manager.

#### **Addendum 3a- Sample Ambassador Schedule**

The Lead Guide position was replaced by Team Captain and Team Lead Ambassador positions to match Cost Analysis Pay worksheet.

#### **Addendum 4a- Sample Clean Team Position**

ATLV and Assistant Special Projects Manager positions were added to the spreadsheet to match Cost Analysis Worksheet.

## **Positions Update**

**Special Projects Assistant Manager (SPAM)** - the Special Program Assistant Manager oversees the day-to-day operations of Pressure Washing, ATLV, Special Projects, Contract for Services, and Special Events. The position oversees the daily route selection for ATLV and Pressure washing, manages equipment, and processes reports. SPAM manager also assists with the coordination of special projects request and Special Events managed by DLBA.

**Team Captain** position oversees the Team Leads and Ambassadors. Team Captain reports to the Program Manager and Assistant Program Manager and assists in the day-to-day oversight of the Ambassadors.