

EXHIBIT A

SCOPE OF WORK PER SITE

Security presence at each of these four sites is a new addition to services and as such needs may adjust as site operations adapt. These scopes of work are written based on expectations as of October 2021 and are subject to adaptations, which may be made without formal amendment only if agreed upon by City and Contractor and only if they do not increase the total budget expectation.

A. Services specific to Cedar and Hawthorne Streets, and neighborhood adjacent to the Poverello Center Main Shelter to include:

- i. Security services to begin on October 16, 2021 and continue indefinitely.
- ii. Contractor will provide one officer for twenty-four hours a day on all days of the week, Sunday through Saturday, assigned for the benefit of the City of Missoula to ensure safe operations at the congregate shelter located at 1110 West Broadway Street, Missoula, MT 59802 and to ensure safe access to the public right of way (sidewalks) on adjacent streets. If Contractor is not available or is required to leave during these hours, notification shall be made to Poverello Center staff (Jill Bonny or Kristen Patton).
- iii. Contractor will advise any individuals attempting to camp on the site or directly in public right of way adjacent to the site, either in a tent, on the ground, or in a vehicle, that camping is prohibited, and they must move.
- iv. Contractor is to monitor the entire property, adjacent public right of way, and other private property in the direct vicinity as identified, to include a perimeter survey at least every two hours; Contractor services shall pertain only to the outside of the building and surrounding perimeter. Contractor is permitted to enter the building to provide support inside in the event of an altercation only at the request of Poverello Center staff.
- v. Contractor is welcome to access and utilize the Poverello building for breaks and bathroom needs as long as firearm is removed and stored prior to entry. Every attempt to provide heating / cooling and wifi will be made by the Poverello Center; and

B. Services specific seasonal Emergency Winter Shelter to include:

- i. Security services to begin on November 1, 2021 and continue through April 2022 as needs dictate based on weather and capacity.
- ii. Contractor will provide one officer for twenty-four hours a day on all days of the week, Sunday through Saturday, assigned for the benefit of the City of Missoula to ensure safe operations at the congregate Emergency Winter Shelter located at 1919 North Avenue West, Missoula, MT 59801. If Contractor is not available or is required to leave during these hours, notification shall be made to Poverello Center staff (Jill Bonny or Kristen Patton, or other designated personnel). Contractor services shall not pertain to activities inside the building.
 - a. Contractor should focus patrol duties on the entire 1919 North Avenue West property and building perimeter between 5:00pm-8:00am on Monday through

- Friday, and at all hours on Saturday and Sunday; to include in addition periodic patrol of nearby adjacent public right of way, and other private property in the direct vicinity as identified;
- b. Contractor should focus patrol duties on the following areas between 8:00am and 5:00pm Monday through Friday, with periodic patrol of the 1919 North Avenue West property and building perimeter:
 - 1. Montana RailLink Park
 - 2. Bitterroot Trail, particularly before school start time and after school end time, as well as throughout the 24-hour day
 - 3. McLeod Park
 - 4. Morning and evening walk-throughs at the above-mentioned parks and trails
 - 5. Neighborhood streets near Franklin Elementary School
 - 6. Neighborhood streets near Jefferson School
 - 7. Businesses in the immediate 5-block vicinity around 1919 North Ave West
 - iii. Contractor is permitted to enter the building to provide support inside in the event of an altercation only at the request of Poverello Center staff.
 - iv. Contractor will advise any individuals attempting to camp on the site or directly in public right of way adjacent to the site, either in a tent, on the ground, or in a vehicle, that camping is prohibited, and they must move.
 - v. Contractor is welcome to access and utilize the Johnson Street Community Center building for breaks and bathroom needs as long as firearm is removed and stored prior to entry. Every attempt to provide heating / cooling and wifi will be made by the Poverello Center; and

C. Services specific to Authorized Camping Area to include:

- i. Security services to begin upon site opening, predicted for December 2021 and subject to change; services to continue indefinitely.
- ii. Contractor will provide one officer for twenty-four hours a day on all days of the week, Sunday through Saturday, assigned for the benefit of the City of Missoula to ensure safe operations at the authorized camping area located at 3690 Clark Fork Lane, Missoula, MT 59808. If Contractor is not available or is required to leave during these hours, notification shall be made to the assigned facility liaison.
- iii. Contractor will advise any individuals attempting to camp outside the site or directly in public right of way adjacent to the site, either in a tent, on the ground, or in a vehicle, that camping is prohibited, and they must move into the site or move on.
- iv. Contractor is to monitor the entire property, adjacent public right of way, and other private property in the direct vicinity as identified, to include a perimeter survey at least every two hours.

D. Services specific to Temporary Safe Outdoor Space to include:

- i. Services already in place through contract with Hope Rescue Mission.
- ii. Contractor will provide one officer for from 12:00am through 8:00am on Monday through Friday and 24 hours a day on Saturday and Sunday, assigned for the benefit of the City of Missoula to ensure safe operations at the temporary safe outdoor space located at 4285 Highway 93 South, Missoula, MT 59803 and anticipated to move to a new site location

within the next 12 months. If Contractor is not available or is required to leave during these hours, notification shall be made to Hope Rescue Mission staff (April Seat, Ashley Corbally, or other HRM designated personnel).

- iii. Contractor will advise any individuals attempting to camp on the site or directly in public right of way adjacent to the site, either in a tent, on the ground, or in a vehicle, that camping is prohibited, and they must move.
- iv. Contractor is to monitor the entire property, adjacent public right of way, and other private property in the direct vicinity as identified, to include a perimeter survey at least every two hours.
- v. Contractor will assist in escorting all non-compliant individuals off the property, when possible, or aid in the contacting of the necessary authorities to have them removed. In the event of a needed removal situation the contractor will supervise that individual until the arrival of law enforcements.
- vi. Contractor will be provided a designated securable space to temporarily store security equipment on site in between shifts.
- vii. Contractor will conduct a pre-shift brief internally between security personnel on shifts that are contiguous. In the event of a non-contiguous shift HRM site staff will be made available to provide a short shift brief to on-coming security personnel to ensure a proper level and continuity of information is maintained. At a minimum, this brief will include number of occupants on site (occupants, staff, case workers, etc.), anticipated departures and new arrivals, anticipated visitors, and any other specific information deemed necessary to the maintenance of a positive and secure site environment.