

EXHIBIT "A"

SCOPE OF SERVICES

Event Operations Management and Personnel

Scope of Service includes providing the following tasks:

- I. Bollard Installation Management – Under the supervision of the Special Events and Economic Development Manager or his/her designee and in coordination with Public Safety, the Service Provider is responsible for coordinating Bollard Operations including, but not limited to:
 - Providing a Vehicle to transport bollards on City Owned Storage Trailer from storage area to location of bollard locations;
 - Installation and removal of bollards, per event schedule and operations plan ([example plan](#));
 - Removal of bollards during an event for emergency or other event operational needs.
 - Removal of bollards after the event including properly placing them back on the trailer and taking them to the storage facility.
 - Having materials and tools to complete installation or removal of bollards with them at all times.
 - At least one Bollard installation personnel shall remain onsite for entirety of the event in the need of emergency removal per Public Safety;

- II. Pedestrian Management – Under the supervision of the Special Events and Economic Development Manager or his/her designee and in coordination with the Public Safety and Transportation Planning Departments the Service Provider is responsible for coordinating pedestrian management during events, including, but not limited to:
 - Pedestrian crossing guards at road crossings determined by each event operations plan.
 - Clear and respectful communication with pedestrians and/or passersby
 - Understanding of the positions role to help direct pedestrians safely across roadways, not control traffic or parking.
 - With salt that may be provided at crosswalks in the winter by the City, keep icy sidewalks in the winter salted.
 - If partnered with Public Safety, employees in the Pedestrian Management positions should follow officer's lead.

- III. Residential Management – Under the supervision of the Special Events and Economic Development Program Manager or his/her designee and in coordination with Public Safety, Transportation Planning and Parking Services Departments, the Service Provider is responsible for to the following:
 - Management of residential neighborhood transportation and traffic flow including restricting vehicles that do not display correct passes, while ensuring traffic continues to flow. Understanding of roadways and restrictions to direct traffic that is not allowed to other areas of town;
 - If these positions are supported by Park City Police Department, the employees should follow the lead of the PCPD.
 - Understanding of traffic directions, overall transportation and parking plans for the event or peak time period.

- IV. Parking Enforcement and Services - Under the supervision of the Special Events and Economic Development Program Manager and his/her designee and the Parking Department, the Service Provider is responsible for parking enforcement and services tasks, including, but not limited to:
 - Collection of parking fees;

- Coordinating parking area entrance checkpoints;
- Coordinating parking pass area checkpoints and enforcement;
- Managing the entering and exiting of parking areas;
- Monitoring and enforcing loading/unloading activities on designated roadways;

V. Taxi /Shuttle Management - Under the supervision of the Special Events and Economic Development Program Manager and his/her designee, Parking Services and Police Department , the service Provider is responsible for coordinating taxi management at special events, including, but not limited to:

- Managing taxi/shuttle drop and load zones per event operations plan;
- Managing and establishing permitted taxi/shuttle entrance checkpoints;
- Ensuring that those that are not allowed to park in the designated taxi/shuttle areas know how to get to where they can park.