



### Staff Report

<b>Agenda Item:</b>	8	<b>Name:</b>	Michelle Clark
<b>Proposed No.:</b>	FCDECM2023-03	<b>Date:</b>	August 16, 2023

#### **Proposed Motion FCDECM 2023-03: A motion authorizing the chair to enter into an agreement for Be Flood Ready Brochure.**

Proposed FCDEC Motion FCDECM2023-03 authorizes the chair to enter into a contract with Lund Faucett for the purpose of developing the 2023-2024 Be Flood Ready Brochure ("Brochure"). On July 19, 2023, the Chair exercised his authority under the District's operating rules and entered into a contract with Lund Faucett for \$10,000 so that the Brochure could be mailed to residents in the floodplain by the last week of September 2023. Both the contract for \$10,000 and the proposed contract comply with the King County Flood Control District's (District) procurement policy FCD2020-13.

Under the proposed contract, the consultant will:

1. Develop the 2023-2024 Be Flood Ready Brochure using the brochure from the prior year as the template, only updating the Chair's message, individual articles and current flood season data; and
2. Prepare one general audience/countywide brochure and up to 5 district specific brochures.

The proposed contract is for an amount not to exceed a total of \$50,000. Coupled with the \$10,000 contract mentioned above, the total cost to produce the Brochure \$60,000, a \$10,000 increase from last year. The District issued an RFP for the design and preparation of the Brochure and received three responses. One submission was non-response and another firm withdrew its submission. Lund Faucett's submission was responsive. Based on their submission and history designing prior Be Flood Ready brochures for the District, the selection committee recommends approval of the contract.