

Lund Consulting Inc. Contract Scope of Work and Budget (6-28-21)
Lower Green River Corridor Flood Hazard Management Plan and Programmatic Environmental Impact Statement Project Management Scope of Work

The Lower Green River Corridor Plan (LGRCP “Corridor Plan”) and Programmatic Environmental Impact Statement (PEIS) represent the largest and most challenging flood risk reduction and environmental mitigation investment program envisioned for the central Puget Sound area in our state’s history. The expected outcomes of the Corridor Plan and PEIS are:

- A shared vision and goals for the river corridor related to flood risk reduction and multi benefits.
- A draft programmatic environmental impact statement for public review.
- A final environmental impact statement and Lower Green River Flood Hazard Management Plan for adoption by the District Board of Supervisors.

Tasks

Oversee the Lower Green River programmatic environmental impact statement and flood hazard management plan to ensure a transparent, accountable, and equitable process.

Manage the contracts for the technical consulting team to ensure work products meet the quality standards of the District.

Oversee the technical consulting team contract to review invoices, manage budget, and keep deliverables on track.

Coordinate with King County Rivers and Floodplain Management staff to obtain technical support related to hydraulic modeling, project history, capital project plans, repairs, US Army Corps of Engineers agreements and projects, and other information needed to inform the PEIS and Plan.

Provide direction to the technical team as questions arise, following the Executive Director’s instructions, on contract tasks.

Provide review of draft documents on behalf of the District, coordinate review by District Executive Director and oversee revisions to draft documents for final publication.

Meet weekly with technical team and Executive Director.

Meet with technical subcontractors as required to provide direction and feedback.

Work with Executive Director and technical consultants to resolve best use of technology in support of project goals such as online community asset mapping application, on-line open house, and visualization tools.

Coordinate with team to support Executive Steering Committee.

Facilitate Advisory Committee meetings.

Maintain project records.

Schedule

Project Management services would begin July 1, 2021, when the current scope of services expires. The duration of the contract is through August 31, 2021.

Key milestones are:

- 2021 Q2/Q3: Develop revised alternatives with SEPA official
- 2021 Q3:
 - Work with SEPA Official to prepare draft legislation for Board of Supervisors, begin evaluating impacts.
 - Work with Parametrix to prepare scoping documents
 - Outreach activities with Advisory Committee and stakeholders

Deliverables

Milestone schedule – updates as needed

Project Management Plan - updates as needed

Monthly invoice packages in a format as specified by the District

Written notes from weekly strategy meetings or calls distributed to the project team for concurrence

Presentations and materials to support decisions by Executive Director and Board

Oversee and finalize work product from technical team including:

- Draft and final motion for Executive Director to obtain Board feedback on revised alternatives
- Draft and final materials for Executive Director consideration describing proposed revised alternatives
- Draft and final plan for Executive Director approval to conduct additional SEPA scoping and outreach
- Draft and final updated public engagement plan
- Draft and final technical report on hydraulic modeling of revised alternatives
- Draft and final impact analysis technical memos

Review of draft and final materials for Executive Steering Committee meetings

Logistics and materials for Lower Green Advisory Committee meetings

Tasks and Budget

Task	Assumptions	Deliverables	Monthly Estimated Hours
Assist Executive Director with contract management, negotiation of amendments, contract compliance, and budget management	Keep Executive Director informed of project cost and schedule issues, resolve with contractor and District	PEIS contract and amendments	4
Assist Executive Director to ensure overall project scope is achieved on time and within budget and flag any issues	Weekly calls	Action log	8
Ensure EIS consultant fulfills contract scope, public meetings, work product deadlines, and budget	Weekly calls	Meeting summaries and action log	10
Review and provide comments on written reports, plans, communications, and strategies	Review preliminary and revised documents. Facilitate review with Executive Director	PEIS and Plan documents	18
Coordinate with Rivers and Floodplain Management technical staff on technical issues	Monthly follow-up	Appendix A Hydraulic Model Technical assumptions for alternatives Document reviews	1
Monitor agency, jurisdictional, and stakeholder concerns to identify issues and work with Executive Director to resolve	Monthly check-ins	Executive Steering Committee support Public involvement materials Media monitoring	4
Written communication to update Advisory Committee	Semi-annual status updates	Email communication Meeting agendas and meeting materials	1
Support Executive Director with presentations to Executive Committee and Board	As requested by Executive Director	Written reports Presentations Meeting attendance	7
			53

Monthly fee: \$12,775 based on assumption of \$241.04 per hour ; not to exceed \$23,350
 (Direct expenses are not included and will be billed separately if approved by Executive Director.
 Examples include any direct mail, printing or copying, room rental, public meeting costs.)