



**KING COUNTY**

1200 King County Courthouse  
516 Third Avenue  
Seattle, WA 98104

**Signature Report**

**FCD Resolution FCD2022-10**

**Proposed No.** FCD2022-10.1

**Sponsors**

1                   A RESOLUTION authorizing the chair to enter into an  
2                   amendment to the agreement for professional services to  
3                   prepare a programmatic environmental impact statement  
4                   on the Lower Green River Corridor Plan.

5                   WHEREAS, King County Flood Control Zone District ("the District") Resolution  
6                   2016-05.2 expressed the District’s desire to move forward with a Lower Green River  
7                   Corridor Plan and State Environmental Policy Act programmatic environmental impact  
8                   statement, and

9                   WHEREAS, the District has contracted with Parametrix, Inc. for professional  
10                  environmental impact statement preparation services, and

11                  WHEREAS, the District desires to amend the agreement as set forth in  
12                  Attachment A to this resolution;

13                  NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF  
14                  SUPERVISORS OF THE KING COUNTY FLOOD CONTROL ZONE DISTRICT:

15                  SECTION 1. The chair of the King County Flood Control District is authorized to  
16                  enter into the Amendment to Contract for Consultation Services with Parametrix, Inc. for

FCD Resolution FCD2022-10

---

- 17 professional environmental impact statement preparation services to the District,
- 18 Attachment A to this resolution.

FCD Resolution FCD2022-10 was introduced on and passed by the King County Flood Control District on 9/13/2022, by the following vote:

Yes: 9 - Balducci, Dembowski, Dunn, Kohl-Welles, McDermott, Perry, Upthegrove, von Reichbauer and Zahilay

KING COUNTY FLOOD CONTROL DISTRICT  
KING COUNTY, WASHINGTON

DocuSigned by:  
  
E76CE01F07B14EF...

Dave Upthegrove, Chair

ATTEST:

DocuSigned by:  
  
C267B914088E4A0...

Angel Foss, Deputy Clerk of the District

**Attachments:** A. 2022 Amendment to Contract for Consultant Services

**2022 AMENDMENT TO  
CONTRACT FOR CONSULTANT SERVICES  
KING COUNTY FLOOD CONTROL ZONE DISTRICT**

THIS AMENDMENT amends Sections 1, 2 and 3 of the Contract for Lower Green River Corridor Plan and PEIS Project Manager Services (“Contract”) between the King County Flood Control Zone District, King County, Washington, a municipal corporation of the State of Washington (“District”) and Parametrix, Inc. (“Consultant”), as follows:

A. Amendment of Section 1. Effective September 1, 2022, Section 1 of the Contract is amended as follows:

1. Scope of Services to be Performed by Consultant. The Consultant shall perform the services described in Exhibit “A” to the 2022 Amendment. In performing the services, the Consultant shall comply with all federal, state and local laws and regulations applicable to the services. The Consultant shall perform the services diligently and completely and in accordance with professional standards of conduct and performance.

B. Amendment of Section 2. Effective September 1, 2022 Section 2 of the Contract is amended as follows:

2. Compensation and Method of Payment. The Consultant shall request payment for work performed using the billing invoice form at Exhibit “B.” The District shall pay the Consultant according to the rates set forth in Exhibit “A” to the 2022 Amendment.

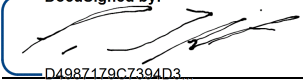
The Consultant shall complete and return to the District Exhibit “C,” Tax Identification Number,” prior to or along with the first billing invoice.

C. Amendment of Section 3. Section 3 of the Contract is amended as follows:

3. Duration of Contract. This Contract shall be in force and effect for a period commencing on November 6, 2019 and ending February 29, 2024, unless sooner terminated or extended under the provisions of this Contract. Time is of the essence of this Contract in each and all of its provisions in which performance is required.

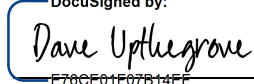
IN WITNESS WHEREOF, the parties hereto have executed this 2022 Amendment on the dates written below:

PARAMETRIX, INC.

By:  \_\_\_\_\_  
D4987179C7394D3  
CEO/Partner

Date: 9/16/2022 \_\_\_\_\_

KING COUNTY FLOOD CONTROL  
ZONE DISTRICT

By:  \_\_\_\_\_  
E76CE01F07B14EF...  
Dave Upthegrove, Board Chair

Date: 9/16/2022 \_\_\_\_\_

## SCOPE OF WORK

### King County Flood District Lower Green River Corridor Flood Hazard Management Plan Programmatic Environmental Impact Statement

#### SERVICES RELATING TO THE TIME EXTENSION

##### Task 3 – Draft PEIS

##### Task 3.1 – Project Management

The duration of project management services is extended by a period of 16 months from September 30, 2022 to January 31, 2024, commensurate with the duration of the contract extension. Consultant will:

- Update the schedule twice during this phase of services.
- Manage delivery of services, including subconsultant work, within approved budget and schedule.
- Prepare monthly invoices that include a progress letter summarizing completed and upcoming work and status of budget and schedule.
- Participate in an additional 100 meetings: 50 with the District’s Project Manager and 50 with the District’s Executive and the District’s Project Manager. Note that the contract duration is 70 weeks, meaning that each of these types of meetings will not occur every week – accounting for relatively quiet periods of the project and vacations. Additional consultant staff will participate in fewer meetings as shown in the table below.
- Maintain project records.

#### Number of Additional Meetings

Attendees:	Meetings with the District’s Project Manager	Meetings with the District’s Executive and the District’s Project Manager
Parametrix Project Manager	50	50
Parametrix SEPA Lead	40	40
Cascadia Policy Solutions Strategist	40	40
Lund-Faucett Outreach Lead	35	35

#### Assumptions

- Milestone schedule will be prepared using Microsoft Project.
- Strategy meetings will each be 90 minutes in duration. The project manager will spend an additional 30 minutes for notes and coordination for each meeting.

## SCOPE OF WORK (continued)

---

- Coordination with subconsultants and Parametrix staff will require an additional 2 hours per week for the project manager for the duration of the contract extension.

### Deliverables

- Draft and final milestone schedule
- 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

## NEW SERVICES

### Task 3.10 – Public Engagement and Communications

The Consultant will expand public engagement services to include:

- Sixteen (16) additional meetings and calls coordinating with the PEIS team in support of equity and social justice (ESJ) analyses.
- Twenty-five (25) additional meetings with community navigators to enhance project education and relationship building.
- Seventy (70) weekly emails, summarizing and reporting ongoing activities to District Executive.
- An additional 960 hours of compensation to community navigators to reflect the substantial expansion of the role of the community navigators.
- An additional 120 gift cards (\$30 value each) for community leader compensation.
- An additional publication for the advertisement of PEIS availability, including content development, coordination with the publication, and publication expense.
- Developing a District-specific presence on social media (e.g., Facebook page).
- Present / participate at District meetings and / or related committee meetings (advisory or executive steering committees (up to 4)

### Assumptions

- Each ESJ coordination meeting or call will be approximately 1.5 hours.
- Each meeting with the community navigators will require approximately two hours.
- Each District or committee meeting will require approximately two hours.

### Deliverables

- Draft and final notes for meetings pertaining to ESJ support and meetings with community navigators
- Weekly emails
- Accounting in monthly invoices of compensation paid to community leaders and navigators
- Social media materials

---

## SCOPE OF WORK (continued)

---

- Draft, revised draft, and final advertisement

### Task 3.11 – Additional Translation and Interpretation Services

The Consultant will expand translation services by translating up to 200 pages of PEIS materials in three additional languages.

Translation of “meetings in a box” materials provided to community navigators. The specific materials to be translated will be confirmed in future meetings with the navigators but are assumed to include basic project information and how to comment in the format recommended by the navigators. The materials will be translated into eight (8) languages.

#### Assumptions

- Translation services are based on general estimates. Specifics of the documents to be translated will be determined at a later date. A detailed scope and budget must be submitted to and approved by the District’s SEPA Responsible Official before any work commences under this task.

#### Deliverables

- Up to 200 pages of PEIS materials translated in three additional languages
- Meeting materials translated in eight languages

### Task 3.13 – Executive Steering Committee

The Consultant will provide strategy, facilitation services, and supporting materials for an additional four (4) meetings with the Executive Steering Committee (ESC). The specific objectives for the additional meetings will be approved by District leadership and staff.

#### Assumptions

- The meeting facilitator will require up to ten (10) hours of preparation and debriefing in conjunction with each of the four (4) Executive Steering Committee meetings; while the PEIS team will collectively provide six (6) hours of preparation and debriefing for each meeting.
- This preparation time includes development or refinement of meeting materials, which will be kept to a minimum. Instead, the meetings will rely on materials developed as part of the PEIS development and associated public outreach.
- The ESC meetings will be two (2) hours in duration.

#### Deliverables

- Four (4) draft and final agendas for Executive Steering Committee meetings
- Four (4) annotated agendas for District Leadership use during Executive Steering Committee meetings
- Refined materials for the four (4) meetings, as described above
- Four (4) draft and final Executive Steering Committee meeting summaries

---

## SCOPE OF WORK (continued)

---

### Task 3.16 Draft PEIS Comment Summary Report

The Consultant will prepare a comment summary report that provides an overview of the planning process, a summary of the outreach efforts, and a summary of the comments received (attaching the comment catalog prepared under Task 3.12 in the original scope of work). The Consultant shall provide a preliminary draft report first for review by the District Project Manager and then by the SEPA Responsible Official. This report is separate from the responses to comments that will be included with the Final PEIS.

#### Assumptions:

- 1,000 individual comments will be received (each submittal may have multiple comments).
- The organization and content of the comment summary report will be similar to that of the scoping summary report finalized in March 2022.
- The report is not intended to include responses to comments

#### Deliverables

- Draft, revised draft, and final Draft PEIS Comment Summary Report

### Task 3.17 – Preliminary Responses to Comments and Next Steps Recommendations

The Consultant shall provide preliminary responses to the comments received during the Draft PEIS comment period. The Consultant will then prepare a technical memorandum that identifies options and recommends next steps to the SEPA Responsible Official, based on the substantive evaluation provided in the Draft PEIS and comments received on the Draft PEIS. Recommendations could pertain to the definition and selection of a preferred alternative that would be identified in the Final PEIS. The Consultant shall provide a preliminary draft technical memorandum with preliminary responses to comments attached first for review by the District Project Manager and then by the SEPA Responsible Official.

#### Assumptions

- The preliminary responses are intended to inform the District's decision-making process. Responses will need to be updated following the SEPA Responsible Official's determination of next steps and prior to publication in the Final PEIS. The updated responses will be included in a future amendment.
- Full definition of a preferred alternative, any updated analysis, and preparation of the Final PEIS will be included in a future amendment.
- Of the 1000 individual comments, 10 percent or 100 comments will require a unique response. The remaining 90 percent or 900 comments will be addressed through a common response. Up to 150 common responses are anticipated.

#### Deliverables

- Comments and draft and revised draft responses
- Notes for strategy meetings
- Draft, revised draft, and final technical memorandum recommending next steps



## SCOPE OF WORK (continued)

---

### MANAGEMENT RESERVE

The Management Reserve fund is replenished to:

- Include translation of additional PEIS materials, upon request
- Accommodate additional unforeseen needs

Budget Summary				Parametrix		Cascadia		Lund Faucett	
Task/ Subtask	Description	Labor Dollars	Labor Hours	Labor Dollars	Labor Hours	Labor Dollars	Labor Hours	Labor Dollars	Labor Hours
03	Draft PEIS								
<b>SERVICES RELATING TO TIME EXTENSION</b>									
3.1	<b>Project Management</b>	<b>\$243,424.78</b>	<b>862</b>	<b>\$148,624.78</b>	<b>550</b>	<b>\$69,075.00</b>	<b>207</b>	<b>\$25,725.00</b>	<b>105</b>
	Project Management - Parametrix	\$148,624.78	550	\$148,624.78	550	\$0.00	0	\$0.00	0
	Project Management - Cascadia	\$69,075.00	207	\$0.00	0	\$69,075.00	207	\$0.00	0
	Project Management - Lund Faucett	\$25,725.00	0	\$0.00	0	\$0.00	0	\$25,725.00	105
	Subtotal:	\$243,424.78	862	\$148,624.78	550	\$69,075.00	207	\$25,725.00	105
<b>EXPANDED AND NEW SERVICES</b>									
3.10	<b>Public Engagement and Communications</b>	<b>\$40,020.00</b>	<b>180</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$40,020.00</b>	<b>180</b>
	Public Engagement and Communications - Lund Faucett	\$40,020.00	180	\$0.00	0	\$0.00	0	\$40,020.00	180
3.11	<b>Translation Services - COVERED IN DIRECT EXPENSES FOR LUND FAUCETT</b>								
3.12	<b>Additional Translation and Interpretation Services</b>								
3.13	<b>Executive Steering Committee</b>	<b>\$36,521.64</b>	<b>112</b>	<b>\$14,121.64</b>	<b>48</b>	<b>\$22,400.00</b>	<b>64</b>	<b>\$0.00</b>	<b>0</b>
	Executive Steering Committee - Parametrix	\$14,121.64	48	\$14,121.64	48	\$0.00	0	\$0.00	0
	Executive Steering Committee - Cascadia	\$22,400.00	64	\$0.00	0	\$22,400.00	64	\$0.00	0
3.16	<b>Draft PEIS Comment Summary Report</b>	<b>\$30,573.17</b>	<b>187</b>	<b>\$30,573.17</b>	<b>187</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>
3.17	<b>Comment Catalog and Preliminary Review</b>	<b>\$546,809.64</b>	<b>2,844</b>	<b>\$546,809.64</b>	<b>2844</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>
	<b>MANAGEMENT RESERVES</b>	<b>\$247,382.18</b>							
	Direct Expenses	\$174,800.00		\$0.00		\$0.00		\$174,800.00	
	Subtotal:	\$1,076,106.63	3,323	\$591,504.45	3079	\$22,400.00	64	\$214,820.00	180
<b>Consultant Totals - Services Relating to Contract Extension + New/Expanded Svcs</b>		<b>\$1,319,531.41</b>	<b>4,185</b>	<b>\$740,129.23</b>	<b>3,629</b>	<b>\$91,475.00</b>	<b>271</b>	<b>\$240,545.00</b>	<b>285</b>

<b>Project Total:</b>	<b>\$1,319,531.41</b>
-----------------------	-----------------------

Parametrix				Jennifer A. Bailey	David S. Mattern	Jennifer Young	Alyssa M. Worsham	Rachel Durnham			Debra M. Fetherston	Cindy Oum
				Sr Consultant	Sr Consultant	Sr Consultant	Planner III	Planner III	Blended Rate for SMEs	Blended Rate SME Review	Publications Supervisor	Sr Project Coordinator
<b>Cost Rates:</b>				\$88.91	\$84.61	\$93.75	\$40.29	\$40.50	\$54.00	\$69.00	\$47.98	\$35.54
<b>Burdened Rates:</b>				\$288.96	\$274.98	\$304.69	\$130.94	\$131.63	\$175.50	\$224.25	\$155.94	\$115.51
Task/ Subtask	Description	Labor Dollars	Labor Hours									
<b>03</b>	<b>Draft PEIS</b>	\$740,129.23	3,629	478	100	171	148	148	1,800	700	24	60
<b>SERVICES RELATED TO TIME EXTENSION</b>												
3.01	Project Management	\$148,624.78	550	370	60	60	0	0	0	0	0	60
	Strategy meetings with Kjristine Lund (50 Jenny; 40 David/Jen)	\$46,285.85	160	100	30	30						
	50 strategy meeting with Michelle (50 Jenny; 40 David/Jen)	\$46,285.85	160	100	30	30						
	Monthly invoicing	\$15,599.03	90	30								60
	Team coordination	\$40,454.05	140	140								
<b>NEW OR EXPANDED SERVICES</b>												
3.10	Public Engagement and Communications	THIS WILL ENTIRELY BE LUND FAUCETT										
3.11	Additional Translation and Interpretation Services	THIS WILL ENTIRELY BE LUND FAUCETT										
3.13	Executive Steering Committee	\$14,121.64	48	32	0	16	0	0	0	0	0	0
	Strategy, preparation for, and debrief after meetings	\$10,591.23	36	24		12						
	Meetings (4)	\$3,530.41	12	8		4						
3.16	Draft PEIS Comment Summary Report	\$30,573.17	187	28	0	7	68	68	0	0	16	0
	Draft	\$18,215.99	112	16		4	40	40			12	
	Revised draft	\$8,796.13	54	8		2	20	20			4	
	Final	\$3,561.06	21	4		1	8	8				
3.17	Comment Catalog and Preliminary Review	\$546,809.64	2,844	48	40	88	80	80	1,800	700	8	0
	Develop responses to each comment	\$509,853.24	2,692	16	16	40	40	80	1,800	700		
	Additional strategy meetings	\$9,260.68	32	16	8	8						
	Develop recommended next steps (tech memo)	\$27,695.72	120	16	16	40					8	
<b>Labor Totals:</b>		<b>\$740,129.23</b>	<b>3,629</b>	<b>478</b>	<b>100</b>	<b>171</b>	<b>148</b>	<b>148</b>	<b>1,800</b>	<b>700</b>	<b>24</b>	<b>60</b>
<b>Totals:</b>		<b>\$740,129.23</b>	<b>3,629</b>	<b>\$138,121.69</b>	<b>\$27,498.25</b>	<b>\$52,101.56</b>	<b>\$19,379.49</b>	<b>\$19,480.50</b>	<b>\$315,900.00</b>	<b>\$156,975.00</b>	<b>\$3,742.44</b>	<b>\$6,930.30</b>

Direct Expenses	QTY	Rate
Mileage		\$0.585
Fares		\$1.00
<b>Direct Expenses Total:</b>		<b>\$0.00</b>

**Project Total: \$740,129.23**

Client: King County Flood Control District

Project: Lower Green River

Project No: 553-7543-002

Cascadia Policy Solutions				Jay Manning	Maia Bellon	Suzanne Powers	
				<b>Burdened Rates:</b>	\$350.00	\$350.00	\$125.00
Task/ Subtask	Description	Labor Dollars	Labor Hours				
<b>03</b>	<b>Draft PEIS</b>	<b>\$91,475.00</b>	<b>271</b>	<b>28</b>	<b>228</b>	<b>15</b>	
03.01	Project Management	\$69,075.00	207	12	180	15	
	Meetings (40 with Kjris; 40 with Michelle; 1.5 hours each; a little Jay)	\$46,200.00	132	12	120		
	Review of materials; correspondence; invoicing	\$22,875.00	75		60	15	
03.10	Public Engagement and Communications	\$0.00	0				
		\$0.00	0				
03.13	Executive Steering Committee	\$22,400.00	64	16	48	0	
	Preparation for and debrief from (10 hours each for 4 meetings)	\$16,800.00	48	8	40		
	Four meetings (2 hours each)	\$5,600.00	16	8	8		
<b>Labor Totals:</b>		<b>\$91,475.00</b>	<b>271</b>	<b>28</b>	<b>228</b>	<b>15</b>	
<b>Totals:</b>		<b>\$91,475.00</b>	271	<b>\$9,800.00</b>	<b>\$79,800.00</b>	<b>\$1,875.00</b>	

Direct Expenses	Quantity	Rate	Cost
Mileage		\$0.585	\$0.00
			\$0.00
			\$0.00
<b>Direct Expenses Total:</b>			<b>\$0.00</b>
<b>Project Total:</b>			<b>\$91,475.00</b>

<b>Lund Faucett</b>	Kris Faucett	Vanessa Lund	Ellen Pepin-Cato
	Partner	Research Director	Senior Associate

		<b>Cost Rates:</b>				
		<b>Burdened Rates:</b>		\$245.00	\$188.00	\$165.00
<b>Task/ Subtask</b>	<b>Description</b>	<b>Labor Dollars</b>	<b>Labor Hours</b>			
<b>03</b>	<b>Draft PEIS</b>					
3.1	Project Management	<b>\$25,725.00</b>	<b>105</b>	<b>105</b>	<b>0</b>	<b>0</b>
	Strategy meetings with Kjrystine Lund (35)	\$12,862.50	53	52.5		
	Strategy meeting with Michelle (35)	\$12,862.50	53	52.5		
3.10	Public Engagement and Communications	<b>\$40,020.00</b>	<b>180</b>	<b>129</b>	<b>0</b>	<b>51</b>
	Sixteen calls re. ESJ Analysis (1.5 hours each)	\$5,160.00	24	15		9
	Twenty-five meetings (2 hours each)	\$10,650.00	50	30		20
	Seventy (70) weekly emails summarizing	\$17,150.00	70	70		
	Additional content development and coordination of advertisement placement; assumes 2 ad runs	\$1,810.00	10	2		8
	Develop and utilize District-specific social media presence (in addition to continued social via other channels)	\$3,290.00	18	4		14
	Present / participate in District or Committee mtgs (4 mtgs; 2 hrs)	\$1,960.00	8	8		
3.11	Translation services - COVERED IN DIRECT EXPENSES					
	<b>Labor Totals:</b>	<b>\$65,745.00</b>	<b>285</b>	<b>234</b>	<b>0</b>	<b>51</b>
	<b>Totals:</b>	<b>\$65,745.00</b>	<b>285</b>	<b>\$57,330.00</b>	<b>\$0.00</b>	<b>\$8,415.00</b>

<b>Direct Expenses</b>	<b>Quantity</b>	<b>Rate</b>	<b>Cost</b>
Mileage		\$0.58	
Translate "meetings in a box materials			\$24,000.00
Translate 200 pages in three languages			\$90,000.00
Compensate navigators (960 hours =8 navigators at 20 hours/month over 6 months at \$45/hour)			\$43,200.00
Compensate community members (increase \$30 gift cards from 30-150 (minus original budget))			\$3,600.00
Design, coordination and placement of one additional advertisement (assumes 2 runs)			\$14,000.00
	Total:		\$174,800.00
<b>Project Total:</b>			<b>\$240,545.00</b>

**Certificate Of Completion**

Envelope Id: 96F99E5FF2364FA8B638C089C79F79E6	Status: Completed
Subject: Please DocuSign: FCD2022-10 for signature.pdf	
Source Envelope:	
Document Pages: 13	Signatures: 4
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Russell Pethel
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	401 5th Ave
	Suite 100
	Seattle, WA 98104
	russell.pethel@kingcounty.gov
	IP Address: 198.49.222.20

**Record Tracking**

Status: Original	Holder: Russell Pethel	Location: DocuSign
9/16/2022 10:49:08 AM	russell.pethel@kingcounty.gov	
Security Appliance Status: Connected	Pool: FedRamp	
Storage Appliance Status: Connected	Pool: King County General (ITD)	Location: DocuSign

**Signer Events**

Dave Upthegrove  
dave.upthegrove@kingcounty.gov  
Chair  
Security Level: Email, Account Authentication (None)

**Signature**

DocuSigned by:  
  
E76CE01F07B14EF...  
Signature Adoption: Pre-selected Style  
Using IP Address: 67.160.80.216

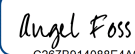
**Timestamp**

Sent: 9/16/2022 10:51:39 AM  
Viewed: 9/16/2022 1:05:30 PM  
Signed: 9/16/2022 1:05:40 PM

**Electronic Record and Signature Disclosure:**

Accepted: 9/16/2022 1:05:30 PM  
ID: 7c02770b-0663-48fc-a3ed-325f4f84bffa

Angel Foss  
angel.foss@kingcounty.gov  
Deputy Clerk of the Council  
King County Council  
Security Level: Email, Account Authentication (None)

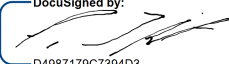
DocuSigned by:  
  
C267B914088E4A0...  
Signature Adoption: Pre-selected Style  
Using IP Address: 198.49.222.20

Sent: 9/16/2022 1:05:42 PM  
Viewed: 9/16/2022 1:06:13 PM  
Signed: 9/16/2022 1:06:40 PM

**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

Roger Flint  
rflint@parametrix.com  
Chief Operating Officer  
Parametrix Inc.  
Security Level: Email, Account Authentication (None)

DocuSigned by:  
  
D4987179C7394D3...  
Signature Adoption: Uploaded Signature Image  
Using IP Address: 174.204.217.73  
Signed using mobile

Sent: 9/16/2022 1:06:42 PM  
Viewed: 9/16/2022 5:04:48 PM  
Signed: 9/16/2022 5:04:58 PM

**Electronic Record and Signature Disclosure:**

Accepted: 9/16/2022 5:04:48 PM  
ID: ed857363-21e8-4acf-b9cb-67e209a04926

**In Person Signer Events**

**Signature**

**Timestamp**

**Editor Delivery Events**

**Status**

**Timestamp**

**Agent Delivery Events**

**Status**

**Timestamp**

**Intermediary Delivery Events**

**Status**

**Timestamp**

<b>Certified Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
----------------------------------	---------------	------------------

<b>Carbon Copy Events</b>	<b>Status</b>	<b>Timestamp</b>
---------------------------	---------------	------------------

<b>Witness Events</b>	<b>Signature</b>	<b>Timestamp</b>
-----------------------	------------------	------------------

<b>Notary Events</b>	<b>Signature</b>	<b>Timestamp</b>
----------------------	------------------	------------------

<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
--------------------------------	---------------	-------------------

Envelope Sent	Hashed/Encrypted	9/16/2022 10:51:40 AM
Certified Delivered	Security Checked	9/16/2022 5:04:48 PM
Signing Complete	Security Checked	9/16/2022 5:04:58 PM
Completed	Security Checked	9/16/2022 5:04:58 PM

<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
-----------------------	---------------	-------------------

<b>Electronic Record and Signature Disclosure</b>
---

## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, Carahsoft OBO King County ITD (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign, Inc. (DocuSign) electronic signing system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after signing session and, if you elect to create a DocuSign signer account, you may access them for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of a DocuSign envelope instead of signing it. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.



**How to contact Carahsoft OBO King County ITD:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: bob.johnson@kingcounty.gov

**To advise Carahsoft OBO King County ITD of your new e-mail address**

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at bob.johnson@kingcounty.gov and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc. to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in the DocuSign system.

**To request paper copies from Carahsoft OBO King County ITD**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to bob.johnson@kingcounty.gov and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

**To withdraw your consent with Carahsoft OBO King County ITD**

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to bob.johnson@kingcounty.gov and in the body of such request you must state your e-mail, full name, US Postal Address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

**Required hardware and software**

Operating Systems:	Windows® 2000, Windows® XP, Windows Vista®; Mac OS® X
Browsers:	Final release versions of Internet Explorer® 6.0 or above (Windows only); Mozilla Firefox 2.0 or above (Windows and Mac); Safari™ 3.0 or above (Mac only)
PDF Reader:	Acrobat® or similar software may be required to view and print PDF files
Screen Resolution:	800 x 600 minimum

Enabled Security Settings:	Allow per session cookies
----------------------------	---------------------------

\*\* These minimum requirements are subject to change. If these requirements change, you will be asked to re-accept the disclosure. Pre-release (e.g. beta) versions of operating systems and browsers are not supported.

**Acknowledging your access and consent to receive materials electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

By checking the 'I agree' box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC RECORD AND SIGNATURE DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify Carahsoft OBO King County ITD as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by Carahsoft OBO King County ITD during the course of my relationship with you.