



**KING COUNTY**

1200 King County Courthouse  
516 Third Avenue  
Seattle, WA 98104

**Signature Report**

**FCDEC Motion**

**Proposed No.** FCDECM2020-06.2

**Sponsors**

1                   A MOTION authorizing the chair to enter into an  
2                   amendment to the Contract for Flood Preparedness  
3                   Brochure Graphic Design and Project Management.

4                   WHEREAS, the King County Flood Control Zone District ("the District") has  
5 entered into a Contract for Flood Preparedness Brochure Graphic Design and Project  
6 Management with Cocker Fennessy, INC, and

7                   WHEREAS, the District desires to amend the contract as set forth in Attachment  
8 A to this motion;

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

11                   SECTION 1. The chair of the King County Flood Control Zone District is

FCDEC Motion

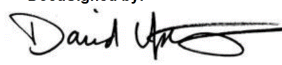
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12 authorized to enter into the "2020 Amendment to Contract for Flood Preparedness  
13 Brochure Graphic Design and Project Management," Attachment A to this motion.  
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FCDEC Motion was introduced on and passed by the King County Flood Control District Executive Committee on 8/19/2020, by the following vote:

Yes: 4 - Mr. Dunn, Ms. Lambert, Mr. Upthegrove and Mr. von Reichbauer

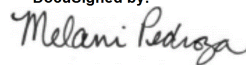
KING COUNTY FLOOD CONTROL ZONE  
DISTRICT  
KING COUNTY, WASHINGTON

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Dave Upthegrove, Chair

ATTEST:

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Melani Pedroza, Clerk of the Board

**Attachments:** A. 2020 Amendment to Contract for Flood Preparedness Brochure Graphic Design and Project Management dated 8/19/2020

Attachment A

**2020 AMENDMENT TO  
CONTRACT FOR FLOOD PREPAREDNESS BROCHURE  
GRAPHIC DESIGN AND PROJECT MANAGEMENT**

THIS AMENDMENT amends Sections 1, 2 and 3 of the Contract for Flood Preparedness Brochure Graphic Design and Project Management (“Contract”) between the King County Flood Control Zone District, King County, Washington, a municipal corporation of the State of Washington (“District”) and Cocker Fennessy, INC (“Consultant”), as follows:

A. Amendment of Section 1. Effective August 20, 2020, Section 1 of the Contract is further amended as follows:

1. Scope of Services to be Performed by Consultant. The Consultant shall perform the services described in Exhibit “A” to the 2020 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 August 20, 2020, Section 2 of the Contract is further 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 2020 Amendment. The total compensation for services performed in the calendar year 2020 shall not exceed \$32,350.

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 further amended as follows:

3. Duration of Agreement. This Agreement shall be in force and effect for a period commencing on August 20, 2020 and ending December 31, 2020, unless sooner terminated or extended under the provisions of this Agreement. Time is of the essence of this Agreement in each and all of its provisions in which performance is required.

Attachment A

IN WITNESS WHEREOF, the parties hereto have executed this 2020 Amendment on the dates written below:

COCKER FENNESSY, INC

DocuSigned by:  
*J Anne Fennessy*  
By: \_\_\_\_\_  
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CEO/Partner 8/25/2020  
Date: \_\_\_\_\_

KING COUNTY FLOOD CONTROL  
ZONE DISTRICT

DocuSigned by:  
*Dave Upthegrove*  
By: \_\_\_\_\_  
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Dave Upthegrove, Chair 8/21/2020  
Date: \_\_\_\_\_

Attachment A

## EXHIBIT A SCOPE OF SERVICES 2020 AMENDMENT

### 2020-2021 Be Flood Ready Brochure | Proposed Timeline & Budget

#### Introduction

The following provides a timeline and budget for a “refresh” of the 2020-2021 King County Flood Control District Be Flood Ready Brochure. The budget assumes:

- Developing this year’s brochure using last year’s template, only updating the Chair’s message, individual District articles and current flood season data.
- Preparing one general audience/countywide brochure and up to 5 district specific brochures.
- Does not include production/printing and mailing of the brochure (to be completed by Flood Control District or WLRD).

#### Timeline

The goal is to have brochures hit homes close to October 1.

<b>Date</b>	<b>Tasks</b>	<b>Lead</b>
Mon. Aug. 24	Provide project examples info, updated Flood Flow information and any other updated brochure content	WLRD/FCD
Mon. Aug. 31	Distribute 1 <sup>st</sup> draft (content) for Flood District review	Consultant
Fri. Sept. 4	Feedback on 1 <sup>st</sup> draft (content) from Flood District (includes WLRD SME review)	FCD
Mon. Sept. 7	Distribute final content draft for Flood District review	Consultant
Tues. Sept. 8	Final approval on content from Flood District	FCD
Mon. Sept. 14	Distribute draft (design) for Flood District review	Consultant
Wed. Sept. 16	Feedback on draft (design) from Flood District	FCD
Fri. Sept. 18	Distribute final draft (design) to Flood District for review	Consultant
Mon. Sept 21	Final approval from Flood District on final brochure	FCD
Wed. Sept. 23	Print ready files to FCD	Consultant
Thurs. Sept. 24	Send brochure files to printer (printed, folded, mailed, etc.)	FCD
Week of Oct. 12-16	Countywide brochures hit homes	
Brochures are translated	End-Oct	

#### Notes

- Timeline reflects Countywide brochure (district specific versions will be drafted in parallel to the extent possible)
- Assumes developing design colors and updating flood chart, etc. while drafting

#### Budget Estimate

Attachment A

The below not to exceed total estimate (including translations) of **\$32,350** is developed based on experience from previous brochures. Hours will be billed against the budget and if less time is needed for any tasks, the budget will be preserved.

Content, Project Management, etc.

- **\$11,000**
- Support development of projects to highlight
- Draft updated content – chair’s message, individual district articles and additional content revisions including flood flow information; manage approvals
- Coordinate design and translations of countywide brochure into 21 languages
- Project management including managing timelines, etc.

Design

- **\$6,000**
- Minimal design and development of county wide brochure plus design tweaks and development of 5 district versions.
- Preparation and delivery of final print files for each.

Translations

- **\$15,350** (this is last year’s total cost; there will likely be some savings as Dynamic Language will analyze new content against last years and any matches would be provided at a reduced rate)
- Translation, independent review, and graphic design of the full brochure from English into Amharic, Arabic, Burmese, Khmer, Simplified Chinese, Traditional Chinese, Farsi, Hindi, Japanese, Korean, Nepali, Oromo, Punjabi, Russian, Samoan, Somali, Spanish (Latin America), Tagalog, Tigrinya, Ukrainian, and Vietnamese: (total of 21 languages)