



KING COUNTY

1200 King County Courthouse
516 Third Avenue
Seattle, WA 98104

Signature Report

FCDEC Motion FCDECM2021-07

Proposed No. FCDECM2021-07.1

Sponsors

1 A MOTION authorizing the chair to enter into an
2 amendment to the Contract for Flood Preparedness
3 Brochure.

4 WHEREAS, the King County Flood Control Zone District (“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 MOVED BY THE BOARD OF SUPERVISORS
10 OF THE KING COUNTY FLOOD CONTROL ZONE DISTRICT:

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

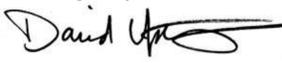
FCDEC Motion FCDECM2021-07

- 12 authorized to enter into the "2021 Amendment to Contract for Flood Preparedness
- 13 Graphic Design and Project Management," Attachment A to this motion.

FCDEC Motion FCDECM2021-07 was introduced on and passed by the King County Flood Control District Executive Committee on 8/18/2021, by the following vote:

Yes: 3 - Mr. Dunn, Ms. Lambert and Mr. Upthegrove
Excused: 1 - Mr. von Reichbauer

KING COUNTY FLOOD CONTROL ZONE
DISTRICT
KING COUNTY, WASHINGTON

DocuSigned by:

E76CE01F07B14EE...

Dave Upthegrove, Chair

ATTEST:

DocuSigned by:

C267B914088E4A0...

Melani Pedroza, Clerk of the District

Attachments: A. 2021 Amendment to Contract for Flood Preparedness Brochure Graphic Design and Project Management

Attachment A

**2021 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 18, 2021, 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 2021 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 18, 2021, 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 2021 Amendment. The total compensation for services performed in the calendar year 2021 shall not exceed \$40,000.

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 18, 2021 and ending December 31, 2021, 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 2021 Amendment on the dates written below:

COCKER FENNESSY, INC

DocuSigned by:
By: J A Fennessy
4D5104310751455...
CEO/Partner
Date: 9/10/2021

KING COUNTY FLOOD CONTROL
ZONE DISTRICT

DocuSigned by:
By: Dave Upthegrove
E70CE01F07B14EF...
Dave Upthegrove, Chair
Date: 8/19/2021

Attachment A

EXHIBIT A SCOPE OF SERVICES 2021 AMENDMENT

2021-2022 Be Flood Ready Brochure | Proposed Timeline & Budget

Introduction

The following provides a timeline and budget for a “refresh” of the 2021-2022 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.

Tasks	Lead
Provide project examples info, updated Flood Flow information and any other updated brochure content	WLRD/FCD
Distribute 1 st draft (content) for Flood District review	Consultant
Feedback on 1 st draft (content) from Flood District (includes WLRD SME review)	FCD
Distribute final content draft for Flood District review	Consultant
Final approval on content from Flood District	FCD
Distribute draft (design) for Flood District review	Consultant
Feedback on draft (design) from Flood District	FCD
Distribute final draft (design) to Flood District for review	Consultant
Final approval from Flood District on final brochure	FCD
Print ready files to FCD	Consultant
Send brochure files to printer (printed, folded, mailed, etc.)	FCD
Countywide brochures hit homes	
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

The below not to exceed total estimate (including translations) of **\$40,000** 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.

Attachment A

Content, Project Management, etc.

- 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

- 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

- 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)

Certificate Of Completion

Envelope Id: 4FFE3A12774F42779F18F437FB47D7CE	Status: Completed
Subject: Please DocuSign: FCDECM2021-07 For Signature.pdf	
Source Envelope:	
Document Pages: 6	Signatures: 4
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelope 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

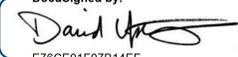
Record Tracking

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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:

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Using IP Address: 198.49.222.20

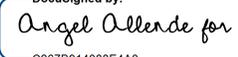
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Signed: 8/19/2021 4:50:37 PM

Electronic Record and Signature Disclosure:

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

DocuSigned by:

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Signature Adoption: Pre-selected Style
Using IP Address: 198.49.222.20

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Viewed: 8/20/2021 9:19:24 AM
Signed: 8/20/2021 9:19:39 AM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

J A Fennessy
kris@lundfaucett.com
Security Level: Email, Account Authentication (None)

DocuSigned by:

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Signature Adoption: Pre-selected Style
Using IP Address: 24.56.232.39

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In Person Signer Events

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Editor Delivery Events

Status

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Agent Delivery Events

Status

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Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Signing Complete	Security Checked	9/10/2021 2:38:19 PM
Completed	Security Checked	9/10/2021 2:38:19 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

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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.

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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

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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

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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..

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- 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
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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.

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