



## KING COUNTY

1200 King County Courthouse  
516 Third Avenue  
Seattle, WA 98104

### Signature Report

#### FCDEC Motion FCDECM2022-03

**Proposed No.** FCDECM2022-03.1

**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 ("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 MOVED BY THE EXECUTIVE COMMITTEE OF  
10                  THE KING COUNTY FLOOD CONTROL ZONE DISTRICT:

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

FCDEC Motion FCDECM2022-03

---

- 13 authorized to enter into the "2022 Amendment to Contract for Flood Preparedness  
14 Graphic Design and Project Management," Attachment A to this motion.  
15

FCDEC Motion FCDECM2022-03 was introduced on and passed by the King County  
Flood Control District Executive Committee on 9/7/2022, by the following vote:

Yes: 3 - Dunn, Perry and Upthegrove  
Excused: 1 - von Reichbauer

KING COUNTY FLOOD CONTROL DISTRICT  
KING COUNTY, WASHINGTON

DocuSigned by:

*Dave Upthegrove*

E76CE01F07B14EF...

Dave Upthegrove, Chair

ATTEST:

DocuSigned by:

*Melani Pedroza*

8DE18B375AD3422...

Melani Pedroza, Clerk of the District

**Attachments:** A. 2022 Amendment to Contract for Flood Preparedness Brochure Graphic Design and  
Project Management

**2022 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 September 1, 2022, 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 September 1, 2022, 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 2022 Amendment. The total compensation for services performed in the calendar year 202 shall not exceed \$50,000.

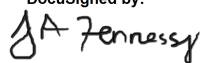
The Consultant shall complete and return to the District Exhibit “C,” Tax Identification Number,” prior to or along with the first billing invoice.

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 September 1, 2022 and ending December 31, 2022, 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.

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

COCKER FENNESSY, INC

DocuSigned by:  
  
By: E4204F0350ED4E3...  
CEO/Partner  
Date: 9/10/2022

KING COUNTY FLOOD CONTROL  
ZONE DISTRICT

DocuSigned by:  
  
By: E70CE01F07B14EF...  
Dave Upthegrove, Chair  
Date: 9/8/2022

## 2022-2023 Be Flood Ready Brochure Scope of Services

The following outlines a scope, budget, and timeline for a 'refresh' of the 2022-2023 King County Flood Control District Be Flood Ready Brochures. The budget assumes:

- Developing this year's brochures 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).

### Scope & Budget Estimate

The not to exceed total estimate (including translations) of \$50,000 is developed based on experience from previous brochures. Expenses will be billed at cost and hours will be billed against the budget and if less time is needed for any tasks, the budget will be preserved.

The following services are anticipated:

#### Content development and project management

- Support development of projects to be highlighted.
- Draft update content: chair's message, individual district articles (up to 5), and additional revisions to flood flow information, etc. and manage approvals.
- Coordinate design and translations of countywide brochure into 21 languages.
- Perform project management, including coordination with WLRD, updates to Flood Control District, managing timelines, etc.

#### Design

- Provide minimal design updates/tweaks and develop countywide brochure and up to 5 district versions.
- Prepare and deliver final print files for each brochure (up to 6).

#### Translations

- Translation, independent review, and graphic design of the full brochure from English into 21 languages: 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.

### Tasks & Timeline

The goal is to have brochures hit home close to the end of October.

The following tasks are for the countywide brochure. District specific versions will be drafted in parallel to the extent possible.

Task	Lead
Provide project examples information, updated Flood Flow information and any other updated brochure content	WLRD/FCD
Distribute 1 <sup>st</sup> draft content for Flood District review	Consultant (with WLRD support)

## Exhibit A

Provide feedback on 1 <sup>st</sup> draft content from Flood District (includes WLRD SME review)	FCD
Make edits and distribute final content draft for Flood District review	Consultant
Provide approval on content from Flood District	FCD
Distribute draft design for Flood District review	Consultant
Provide final approval on final brochure	FCD
Provide print ready files to FCD	Consultant
Send files to printer (for printing, folding, mailing, etc.)	WLRD/FCD
Coordinate translations	Consultant
Countywide brochures hit homes (timed with translations being completed)	

**Certificate Of Completion**

Envelope Id: CFFAC5D748BB4E4EAC96692BB671A360

Status: Completed

Subject: Please DocuSign: FCDECM2022-03 for signature.pdf

Source Envelope:

Document Pages: 6

Signatures: 4

Certificate Pages: 5

Initials: 0

AutoNav: Enabled

Envelope Stamping: Enabled

Time Zone: (UTC-08:00) Pacific Time (US &amp; Canada)

Envelope Originator:

Russell Pethel

401 5th Ave

Suite 100

Seattle, WA 98104

russell.pethel@kingcounty.gov

IP Address: 198.49.222.20

**Record Tracking**

Status: Original

9/8/2022 3:51:33 PM

Holder: Russell Pethel

russell.pethel@kingcounty.gov

Location: DocuSign

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: 9/8/2022 4:02:39 PM

Viewed: 9/8/2022 4:41:15 PM

Signed: 9/8/2022 4:41:26 PM

**Electronic Record and Signature Disclosure:**

Accepted: 9/8/2022 4:41:15 PM

ID: 75504b10-4108-4563-bde3-a65160d47893

Melani Pedroza

melani.pedroza@kingcounty.gov

Clerk of the Council

King County Council

Security Level: Email, Account Authentication  
(None)

DocuSigned by:



8DE1BB375AD3422...

Signature Adoption: Uploaded Signature Image

Using IP Address: 146.129.133.38

Sent: 9/8/2022 4:41:28 PM

Viewed: 9/9/2022 7:51:07 AM

Signed: 9/9/2022 7:51:13 AM

**Electronic Record and Signature Disclosure:**

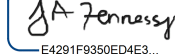
Not Offered via DocuSign

Anne Fennessy

fen@cofen.com

Security Level: Email, Account Authentication  
(None)

DocuSigned by:



E4291F9350ED4E3...

Signature Adoption: Drawn on Device

Using IP Address: 24.56.228.247

Sent: 9/9/2022 7:51:15 AM

Viewed: 9/10/2022 12:26:29 PM

Signed: 9/10/2022 12:26:54 PM

**Electronic Record and Signature Disclosure:**

Accepted: 9/10/2022 12:26:29 PM

ID: cf8badbf-f895-487e-bade-9b2f6ff9b38a

**In Person Signer Events****Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp**

Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	9/8/2022 4:02:39 PM
Certified Delivered	Security Checked	9/10/2022 12:26:29 PM
Signing Complete	Security Checked	9/10/2022 12:26:54 PM
Completed	Security Checked	9/10/2022 12:26:54 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

## **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.