



King County

## KING COUNTY

1200 King County Courthouse  
516 Third Avenue  
Seattle, WA 98104

### Signature Report

March 16, 2009

#### FCD Resolution

**Proposed No.** FCD2009-03.1

1 A RESOLUTION relating to the organization of the King  
2 County flood control zone district, authorizing the chair to  
3 enter into an agreement amending a contract for  
4 management services to the district.

5  
6 WHEREAS, the King County flood control zone district was formed by  
7 Ordinance 15728 of the King County council to control flooding in King County, and

8 WHEREAS, in May 2008 the board determined that the district would require  
9 ongoing daily management services during its formation period by authorizing a thirteen  
10 month contract under Resolution FCZD2008-07;

11 WHEREAS, the need for quick response to complex and evolving flood control  
12 issues over the subsequent period underscores the need for ongoing management  
13 services;

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

16 The chair of the King County flood control zone district is authorized to enter into  
17 an agreement with Lund Consulting to amend the contract authorized by Resolution

**FCD Resolution**

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18 FCZD2008-07 for management services to the district. The amendments to the  
19 agreement and scope of work are contained in Attachment A to this resolution.

20

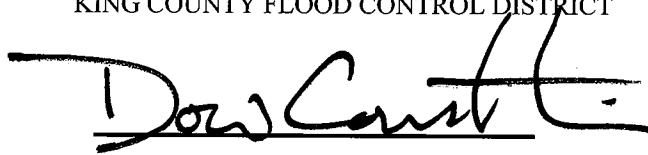
FCD Resolution was introduced on and passed by the King County Flood Control District on 3/16/2009, by the following vote:

Yes: 8 - Mr. Dunn, Mr. Constantine, Mr. Gossett, Ms. Lambert, Mr. Phillips, Ms. Patterson, Ms. Hague and Mr. von Reichbauer

No: 0

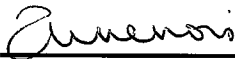
Excused: 1 - Mr. Ferguson

KING COUNTY COUNCIL  
KING COUNTY FLOOD CONTROL DISTRICT



Dow Constantine, Chair

ATTEST:



Anne Noris, Clerk of the District

**Attachments**      A. Amendment to Contract for Consultant Services and Scope of Work

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

This AMENDMENT amends sections 2 and 3 of the Contract for Consultant Services ("Contract") between the King County Flood Control Zone District, King County, Washington, a municipal corporation of the State of Washington ("District") and Lund Consulting, Inc. ("Consultant") as follows:

A. Amendment of Section 2. 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 Consultant according to the rates set forth in Sections I and II of Exhibit "A" to the Amendment and in total amounts as described in Exhibit "A" (dated February 23, 2009)~~;~~ provided, that the total amounts for the period February 1, 2009 through December 31, 2009 shall not exceed \$231,000. Consultant's authorization to perform work in total amount of more than \$231,000 is conditioned upon appropriation of additional funds by the District Board of Supervisors.

The Consultant shall complete and return to the District Exhibit "C," Tax Identification Number," prior to or along with the first billing invoice. The District shall pay the Consultant for services rendered within ten (10) days after Board voucher approval.

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

3. Duration of Agreement. This Agreement shall be in full force and effect for a period commencing on May 5, 2008 and ending March 31, 2010~~May 31, 2009~~, 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 Amendment on the dates written below:

KING COUNTY FLOOD CONTROL  
ZONE DISTRICT

By: \_\_\_\_\_

Title: Board Chair

Date: \_\_\_\_\_

CONSULTANT

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Exhibit A**  
**King County Flood Control Zone District**  
**Lund Consulting Inc. and Cocker Fennessy Contract for Professional Services**  
**2009 Scope of Services**

**Activities**

**Executive Director Services**

- Staff Board of Supervisors and Executive Committee meetings
- Provide leadership and policy options and recommendations
- Oversee budget development and implementation
- Oversee compliance
- Oversee accountability
- Oversee communications, accounting, legal, and other contractors
- Coordinate with personal and central staff to prepare agendas and meeting materials
- Coordinate with Board Clerk on agendas, resolutions, and records

**Monitor Performance**

- Set performance measures
- Review WLRD progress
- Consult with WLRD on emerging issues and approaches
- Audit performance
- Oversee implementation of interlocal agreements

**Spokesperson**

- Represent Board of Supervisors as requested with media, public, and other jurisdictions

**Government Coordination**

- Provide advice and recommendations related to regional roles
- Provide advice and recommendations related to federal and state issues

**Administrative Support**

- Ensure records are maintained
- Process paperwork such as business license, filings, insurance, invoices, warrants
- Prepare meeting packets

**Communications Management and Strategy**

- Coordinate implementation of communications plan
- Participate in project related meetings (Executive committee, Board, Staff, Water and Land Resources Division, Advisory Committee, etc.)
- Serve as liaison to the Water and Land Resources Division for communication related activities to ensure a coordinated and effective approach to communication

Exhibit A  
Lund Flood Contract  
February 23, 2009

#### Media Relations

- Serve as media contact
- Develop and implement a media plan for generating positive news stories
- Prepare news advisories, releases, opinion editorials, etc.
- Coordinate interviews and editorial boards if needed
- Coordinate with Water and Land Resources Division on media related activities
- Monitor blogs and provide information/update bloggers
- Monitor media coverage

#### Public Outreach

- Monitor Water and Land Resources Division project related outreach activities including community meetings, materials, messages etc. and provide strategic advice as needed

#### Materials

- Update and maintain existing materials
  - Produce additional materials and presentations as needed
- \*Does not include hard costs for production or materials

#### Website

- Maintain website including updating text and regularly adding materials and news articles

#### Budget Estimate

Lund Consulting, Inc and Cocker Fennessy anticipate a monthly rate of approximately \$13,000/month and \$7,500/month respectively for a total of \$147,200 and \$83,000 for February 1 – December 31, 2009.

For purposes of cost estimating we assumed an average hourly rate of \$175. Lund and CoFen have reduced their rates for King County and have also reduced billed hours in the interest in achieving high performance with a start-up enterprise.

Hourly billing rates are as follows:

<u>Rates for King County</u>		<u>Standard Rates</u>
Partner/Project Manager/Principal	\$195	\$245-\$250
Senior Manager	\$185	\$190
Senior Associates	\$150	\$188
Associates	\$125	\$135
Administrative support	\$60	\$63 - \$75

**2009 Projected Work Plan and Burn Rate**

Month	Task	CoFen Hours	Lund Hours*
February	<p style="text-align: center;"><b>End of Flood season</b></p> <ul style="list-style-type: none"> <li>• Staff Executive Committee Meeting</li> <li>• Prepare 2009 administrative requirements</li> <li>• Monitor WLRD activities</li> <li>• Coordinate on Army Corps issue management</li> <li>• Prepare 2009 contracts</li> <li>• Wrap-up activities including opinion editorial, news releases, coordination with WLRD, etc.</li> <li>• Howard Hanson Dam issue management and coordination with Army Corps, local jurisdictions</li> <li>• Committee of the Whole (COW)</li> <li>• Severe Weather meeting materials development, speaking points and support</li> <li>• Maintain/update website</li> <li>• Monitor media and respond to inquiries</li> <li>• Participate in project related meetings</li> </ul>	48	89
March	<p style="text-align: center;"><b>Post flood season</b></p> <ul style="list-style-type: none"> <li>• Staff Executive Committee</li> <li>• Staff Board of Supervisors Meeting</li> <li>• Organize Army Corps congressional outreach</li> <li>• Prepare performance measures</li> <li>• Work on revised CIP list</li> <li>• Develop emergency strategy for Board</li> <li>• Staff public briefing with Army Corps</li> <li>• Post flood season wrap-up activities</li> <li>• Howard Hanson Dam issue management, coordination and materials development</li> <li>• Update website with post flood season information</li> <li>• Monitor media and respond to inquiries</li> </ul>	40	89

Exhibit A  
Lund Flood Contract  
February 23, 2009

Month	Task	CoFen Hours	Lund Hours
April	<p style="text-align: center;"><b>Construction season planning</b></p> <ul style="list-style-type: none"> <li>• Staff Executive Committee</li> <li>• Coordinate with WLRD to identify potential media activities to highlight construction projects and Flood District</li> <li>• Howard Hanson Dam issue management and coordination</li> <li>• Update project materials</li> <li>• Update website with information regarding construction season</li> <li>• Monitor media and respond to inquiries</li> <li>• Participate in project related meetings</li> </ul>	32	84
May	<p style="text-align: center;"><b>Construction season preparation</b></p> <ul style="list-style-type: none"> <li>• Staff Executive Committee</li> <li>• Staff Board of Supervisors meeting</li> <li>• Plan/coordinate construction season kickoff event; coordinate with WLRD</li> <li>• Distribute e-newsletter outlining construction season activities</li> <li>• Maintain/update website</li> <li>• Monitor media and respond to inquiries</li> <li>• Participate in project related meetings</li> </ul>	32	79
June	<p style="text-align: center;"><b>Construction season</b></p> <ul style="list-style-type: none"> <li>• Staff Executive Committee</li> <li>• Participate in Advisory Committee 2010 planning</li> <li>• Implement construction season kickoff event, including coordination, materials, news advisory and release, etc.</li> <li>• Maintain/update website</li> <li>• Monitor media and respond to inquiries</li> <li>• Participate in project related meetings</li> </ul>	45	72



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February 23, 2009

Month		CoFen Hours	Lund Hours
July	<p><b>Construction season</b></p> <ul style="list-style-type: none"> <li>• Staff Executive Committee meeting</li> <li>• Participate in Advisory Committee 2010 planning</li> <li>• Media activities including news releases, etc.</li> <li>• Maintain/update website</li> <li>• Monitor media and respond to inquiries</li> <li>• Participate in project related meetings</li> </ul>	32	60
August	<p><b>Construction season</b></p> <ul style="list-style-type: none"> <li>• Coordinate with WLRD on construction project updates</li> <li>• Maintain/update website</li> <li>• Monitor media and respond to inquiries</li> <li>• Participate in project related meetings</li> <li>•</li> </ul>	35	60
September	<p><b>End construction season Preparing/planning for flood season</b></p> <ul style="list-style-type: none"> <li>• Staff Executive Committee</li> <li>• Review 2010 budget objectives and strategies</li> <li>• Coordinate with WLRD on post construction activities i.e., ribbon cutting, news releases about projects completed, opinion editorials</li> <li>• Distribute e-newsletter construction wrap-up</li> <li>• Update website construction season wrap-up</li> <li>• Coordinate on flood awareness month</li> <li>• Howard Hanson Dam issue management and coordination if needed</li> <li>• Maintain/update website</li> <li>• Monitor media and respond to inquiries</li> <li>• Participate in project related meetings</li> </ul>	40	60

Exhibit A  
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February 23, 2009

Month	Task	CoFen Hours	Lund Hours
October	<p><b>Flood Awareness month</b></p> <ul style="list-style-type: none"> <li>• Staff Executive Committee meeting</li> <li>• Prepare budget analysis</li> <li>• Coordinate with WLRD on flood awareness month outreach activities including information, meetings, media activities</li> <li>• Howard Hanson Dam information coordination if needed</li> <li>• Distribute e-newsletter preparing for flood season</li> <li>• Update website with Flood Awareness month information</li> <li>• Update project materials</li> <li>• Monitor media and respond to inquiries</li> <li>• Participate in Executive Committee meeting and other project related meetings</li> </ul>	60	83
November	<p><b>Flood season</b></p> <ul style="list-style-type: none"> <li>• Staff Executive Committee meeting(s)</li> <li>• Staff public hearing on budget</li> <li>• Staff Board of Supervisors on budget</li> <li>• Emergency coordination on Howard Hanson Dam if needed</li> <li>• Storm event coordination with WLRD including news releases, information dissemination, public outreach, meetings, etc.</li> <li>• Update website regularly with resource information</li> <li>• Monitor media and respond to inquiries</li> <li>• Participate in Executive Committee and Board meeting, and other project related meetings</li> </ul>	55	83

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February 23, 2009

Month	Task	CoFen Hours	Lund Hours
December	<p style="text-align: center;"><b>Flood season</b></p> <ul style="list-style-type: none"> <li>• Staff Executive Committee</li> <li>• Prepare levy documents</li> <li>• Prepare year-end materials</li> <li>• Storm event coordination with WLRD including news releases, information dissemination, public outreach, meetings, etc.</li> <li>• Distribute e-newsletter with flood season information</li> <li>• Update website regularly with resource information</li> <li>• Monitor media and respond to inquiries</li> <li>• Participate in Executive Committee meeting and other project related meetings</li> </ul>	55	83
<b>Total Hours</b>		<b>474</b>	<b>842</b>

\*Lund hours include management of consultants and on-going coordination with staff, team, and members