



**KING COUNTY
FLOOD CONTROL
DISTRICT**

KING COUNTY FLOOD CONTROL DISTRICT

King County Courthouse
516 Third Avenue
Room 1200
Seattle, WA 98104

Signature Report

FCDEC Motion FCDECM2024-02

Proposed No. FCDECM2024-02.1

Sponsors

1 A MOTION authorizing the chair to enter into the 2024 -
2 2025 Amendment to Contract for Flood Preparedness
3 Brochure Graphic Design and Project Management.

4 WHEREAS, by FCDEC Motion FCDECM2023-03, the King County Flood
5 Control Zone District ("the District") entered into a Contract for Professional Services
6 with Lund Faucett, LLC, for the preparation and distribution of the King County Be
7 Flood Ready Brochure, and

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

10 NOW, THEREFORE, BE IT MOVED BY THE EXECUTIVE COMMITTEE OF
11 THE KING COUNTY FLOOD CONTROL ZONE DISTRICT:

12 SECTION 1. The chair of the King County Flood Control Zone District
13 Executive Committee is authorized to enter into the "2024 - 2025 Amendment to
14 Contract for

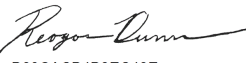
FCDEC Motion FCDECM2024-02

- 15 Flood Preparedness Brochure Graphic Design and Project Management," Attachment A
16 to this motion.

FCDEC Motion FCDECM2024-02 was introduced on 4/3/2024 and passed by the King County Flood Control District Executive Committee on 4/3/2024, by the following vote:

Yes: 4 - Dunn, Perry, Upthegrove and von Reichbauer

KING COUNTY FLOOD CONTROL DISTRICT
KING COUNTY, WASHINGTON

DocuSigned by:

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Reagan Dunn, Chair

ATTEST:

DocuSigned by:

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Russell Pethel, Clerk of the District

Attachments: A. 2024 - 2025 Amendment to Contract for Flood Preparedness Brochure Graphic Design and Project Management

**2024 - 2025 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 Lund Faucett, LLC ("Consultant"), as follows:

A. Amendment of Section 1. Effective July 1, 2024, 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 2023 - 2024 Contract. 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 July 1, 2024, Section 2 of the Contract is further amended as follows:

1. 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 2024 - 2025 Contract. The total compensation for services performed shall not exceed \$45,000.

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:

1. Duration of Agreement. This Agreement shall be in force and effect for a period commencing on July 1, 2024, and ending June 30, 2025, 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 2024 - 2025 Amendment on the dates written below:

LUND FAUCETT, LLC

DocuSigned by:
Kris Faucett
By: _____
4D5164310751455
CEO/Partner

KING COUNTY FLOOD CONTROL
ZONE DISTRICT

DocuSigned by:
Reagan Dunn
By: _____
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Reagan Dunn, Chair

LUND FAUCETT

Date: March 25, 2024
To: Michelle Clark, King County Flood Control District
From: Kris Faucett
Subject: 2024-25 Be Flood Ready Brochures

Lund Faucett is pleased to offer this scope and budget to assist the King County Flood Control District (District) produce the 2024-25 Flood Preparedness Brochures. We have been honored to support the District in developing these important informational materials over the last eight years to ensure King County communities have practical, up-to-date information about how to prepare for and address flooding. We will partner with Tom Clauson and his firm, TCi Design + Branding to develop compelling, attractive, clear publications.

SCOPE OF WORK

We propose the following plan to complete the brochures before the rainy season begins, by end of August 2024. This timeline assumes the contract will be executed by the end of April 2024.

During the project kick-off meeting, we will refine this schedule and establish communication protocols to ensure the project stays on track. We will be efficient in the scheduling and facilitation of meetings to ensure the project stays on time and on budget.

Project Phase	Key Tasks	Deliverables	Timing
Project Kickoff	<ul style="list-style-type: none"> Confirm expectations, guidelines, desired results and timeline Structure internal project communications, reporting and invoicing 	<ul style="list-style-type: none"> Detailed project scope and timeline 	End April
Develop Content	<ul style="list-style-type: none"> Hold initial meeting(s) with District/WLRD staff to discuss and confirm Chair's message and project highlights for general and district-specific content Get edits/changes to last year's brochure (from WLRD) Confirm translation vendor and timeline Confirm print/mailing plan and timeline (with WLRD) Draft brochure(s) content and circulate for review Incorporate feedback and gain approval on final brochure(s) content from District and WLRD 	<ul style="list-style-type: none"> Meeting agendas/summaries, tasks, review cycles Translation plan/timeline First draft of brochure(s) content (Word files) Final brochure content 	May - June
Design Layout	<ul style="list-style-type: none"> Develop brochure(s) layout/design Present draft of brochure(s) content and layout Coordinate with District and WLRD staff as needed to refine brochure(s) layout 	<ul style="list-style-type: none"> First draft of brochure(s) layout/design (PDF) 	July

Project Phase	Key Tasks	Deliverables	Timing
Finalize, Translate, Print, Distribute	<ul style="list-style-type: none"> Meet/coordinate with District and WLRD staff as needed to finalize brochure(s) layout Incorporate feedback and gain approval on finalize brochure(s) layout Coordinate with translation vendor to complete 21 translations (timed to be completed when brochures are mailed - end Oct.) Provide print files for all brochures to WLRD and District WLRD will manage mailing and printing (distributed end Oct.) 	<ul style="list-style-type: none"> Final draft of brochure(s) layout (PDF) Final brochure(s) files (PDF/native/web compatible) 22 translated versions (PDFs, web versions) 	<ul style="list-style-type: none"> -Design Finalized (early August) -Printed (end August) -Translations completed (end August) -Mailed (September)

BILLING POLICY, HOURLY RATES & BUDGET

Lund Faucett bills research projects based on time and materials.

We will provide a not-to-exceed budget with detailed assumptions prior to commencing work.

We track our time using hourly rates in 15-minute increments at the rates listed below. Routine office expenses and local travel are included in our hourly rates. Expenses are billed at cost with no markup.

Payment is due 30 days after the invoice date.

Hourly rates

Staff	Position	Rate
Kris Faucett	Partner	\$285
Vanessa Lund	Partner	\$285
Ellen Pepin Cato	Senior Associate	\$220
Calvin Rogers	Associate	\$155
Tom Clauson	Art Director	\$175
Asher Koch	Lead Designer	\$150

Hourly rates

Based on our experience completing this project and the proposed scope of work, we suggest a not-to-exceed budget of \$45,000. This includes content development and project management, design and translations (does not include printing and distribution).

We look forward to discussing this information with you. Thank you for the opportunity to support the District in this important endeavor!