

**2025 - 2026 AMENDMENT TO
CONTRACT FOR FLOOD PREPAREDNESS BROCHURE
GRAPHIC DESIGN AND PROJECT MANAGEMENT**

THIS AMENDMENT amends Sections 1, 2, and 4 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, 2025, 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 2025 - 2026 Contract 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 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 2025 - 2026 Contract. The total compensation for services performed shall not exceed \$90,200.

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 4. Section 4 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, 2025, and ending June 30, 2026, 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 2025 - 2026 Amendment on the dates written below:

LUND FAUCETT, LLC

KING COUNTY FLOOD CONTROL
ZONE DISTRICT

By: _____
CEO/Partner

By: _____
Reagan Dunn, Chair

Date: _____

Date: _____

LUND FAUCETT

Date: February 26, 2025
To: Michelle Clark & Steven Schauer, King County Flood Control District
From: Kris Faucett
Subject: 2025-26 Be Flood Ready Brochures

Lund Faucett is pleased to offer this scope and budget to assist the King County Flood Control District (District) in producing the 2025-26 Flood Preparedness Brochures along with additional Be Flood Ready materials. We have been honored to support the District in developing these important informational materials for nearly a decade to ensure King County communities have practical, up-to-date information about how to prepare for and address flooding. We will again 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 redesigned brochures before the rainy season begins (Sept. 2025). The new tasks of coordinating with Community Navigators on the development and distribution of brochures and developing new postcard materials with Be Flood Ready messaging will follow.

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 	Mid-March
Develop Content	<ul style="list-style-type: none"> Hold meeting(s) with District/WLRD staff to discuss and confirm content which may include Chair’s message and project highlights for general and district-specific content Get edits/changes to last year’s brochure (from WLRD) 	<ul style="list-style-type: none"> Meeting agendas/summaries, task assignments, review cycles Translation plan/timeline First draft of brochure(s) content (Word files) 	April - June

Project Phase	Key Tasks	Deliverables	Timing
	<ul style="list-style-type: none"> • 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"> • Final brochure content 	
Design Layout	<ul style="list-style-type: none"> • Develop redesigned 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(s) of brochure(s) layout/design (PDF) 	April - July
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 final brochure(s) layout • Coordinate with the translation vendor to complete 22 translations (timed to be completed when brochures are mailed - end of Oct.) • Provide print files for all brochures to WLRD and District • WLRD will manage printing and mailing (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)
Coordinate with Community Navigators	<ul style="list-style-type: none"> • Kickoff and conduct regular meetings to engage Navigators in development and distribution of the brochures. 	<ul style="list-style-type: none"> • Meeting agendas/summaries • Plans for and summary reports of brochure distribution 	March - September

Project Phase	Key Tasks	Deliverables	Timing
Develop postcards (county-wide & D8 specific)	<ul style="list-style-type: none"> Meet with District and WLRD staff to concept ideas and content for two postcards. Draft content and design two postcards (D8 & countywide) that include Be Flood Ready messaging (and King Tide information for D8) and directs people to District website for more information WLRD/District will manage printing and mailing) 	<ul style="list-style-type: none"> Meeting agendas/summaries Drafts of content and design (2 rounds of review) for each postcard Final postcard files (PDF/native/web compatible) 	TBD, following brochure distribution

BILLING POLICY, HOURLY RATES & BUDGET

Lund Faucett bills research projects based on time and materials.

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

Budget

Based on our experience completing this project and the proposed scope of work, we suggest a not-to-exceed budget of \$90,200. This includes a major redesign of the brochure and brochure content; two new postcards with Be Flood Ready messaging (content and design); coordinating work with Community Navigators on materials and distribution; and project management and translations. This estimate 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!