



**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 FCDECM2025-01**

**Proposed No.** FCDECM2025-01.1

**Sponsors**

1                   A MOTION authorizing the chair to enter into the 2025 -  
2                   2026 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 authorized a contract for professional services with Lund Faucett,  
6                   LLC, for the preparation and distribution of the King County Be Flood Ready Brochure,  
7                   and

8                   WHEREAS, by FCDEC Motion FCDECM2024-02, the District authorized an  
9                   amendment to the contract to extend the term of the agreement, pursuant to the terms of  
10                  the agreement, and

11                  WHEREAS, by FCDEC Motion FCDECM2024-03, the contract was further  
12                  amended to increase the amount of the contract, and

13                  WHEREAS, the District desires to continue to receive these services via an  
14                  amendment to the contract, as set forth in Attachment A to this motion;

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

17                  SECTION 1. The chair of the King County Flood Control Zone District  
18                  Executive Committee is authorized to execute the "2025 - 2026 Amendment to the

FCDEC Motion FCDECM2025-01


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- 19 Contract for Flood Preparedness Brochure Graphic Design and Project Management,"
- 20 Attachment A to this motion.

FCDEC Motion FCDECM2025-01 was introduced on 3/5/2025 and passed by the King County Flood Control District Executive Committee on 3/5/2025, by the following vote:

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

KING COUNTY FLOOD CONTROL DISTRICT  
KING COUNTY, WASHINGTON

Signed by:  
  
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Reagan Dunn, Chair

ATTEST:

DocuSigned by:  
  
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Russell Pethel, Clerk of the District

**Attachments:** A. 2025 - 2026 Amendment to Contract for Flood Preparedness Brochure Graphic Design and Project Management

**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

Signed by:  
  
By: 4D5164310751455...  
CEO/Partner

3/6/2025  
Date: \_\_\_\_\_

KING COUNTY FLOOD CONTROL  
ZONE DISTRICT

Signed by:  
  
By: B60CACB4B3EC49E...  
Reagan Dunn, Chair

3/8/2025  
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

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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
<b>Project Kickoff</b>	<ul style="list-style-type: none"> <li>Confirm expectations, guidelines, desired results and timeline</li> <li>Structure internal project communications, reporting and invoicing</li> </ul>	<ul style="list-style-type: none"> <li>Detailed project scope and timeline</li> </ul>	Mid-March
<b>Develop Content</b>	<ul style="list-style-type: none"> <li>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</li> <li>Get edits/changes to last year’s brochure (from WLRD)</li> </ul>	<ul style="list-style-type: none"> <li>Meeting agendas/summaries, task assignments, review cycles</li> <li>Translation plan/timeline</li> <li>First draft of brochure(s) content (Word files)</li> </ul>	April - June

Project Phase	Key Tasks	Deliverables	Timing
	<ul style="list-style-type: none"> <li>• Confirm translation vendor and timeline</li> <li>• Confirm print/mailing plan and timeline (with WLRD)</li> <li>• Draft brochure(s) content and circulate for review</li> <li>• Incorporate feedback and gain approval on final brochure(s) content from District and WLRD</li> </ul>	<ul style="list-style-type: none"> <li>• Final brochure content</li> </ul>	
<b>Design Layout</b>	<ul style="list-style-type: none"> <li>• Develop redesigned brochure(s) layout/design</li> <li>• Present draft of brochure(s) content and layout</li> <li>• Coordinate with District and WLRD staff as needed to refine brochure(s) layout</li> </ul>	<ul style="list-style-type: none"> <li>• First draft(s) of brochure(s) layout/design (PDF)</li> </ul>	April - July
<b>Finalize, Translate, Print, Distribute</b>	<ul style="list-style-type: none"> <li>• Meet/coordinate with District and WLRD staff as needed to finalize brochure(s) layout</li> <li>• Incorporate feedback and gain approval on final brochure(s) layout</li> <li>• Coordinate with the translation vendor to complete 22 translations (timed to be completed when brochures are mailed - end of Oct.)</li> <li>• Provide print files for all brochures to WLRD and District</li> <li>• WLRD will manage printing and mailing (distributed end Oct.)</li> </ul>	<ul style="list-style-type: none"> <li>• Final draft of brochure(s) layout (PDF)</li> <li>• Final brochure(s) files (PDF/native/web compatible)</li> <li>• 22 translated versions (PDFs, web versions)</li> </ul>	<ul style="list-style-type: none"> <li>-Design Finalized (early August)</li> <li>-Printed (end August)</li> <li>-Translations completed (end August)</li> <li>-Mailed (September)</li> </ul>
<b>Coordinate with Community Navigators</b>	<ul style="list-style-type: none"> <li>• Kickoff and conduct regular meetings to engage Navigators in development and distribution of the brochures.</li> </ul>	<ul style="list-style-type: none"> <li>• Meeting agendas/summaries</li> <li>• Plans for and summary reports of brochure distribution</li> </ul>	March - September

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