

**2022 AMENDMENT TO
CONTRACT FOR CONSULTANT SERVICES
KING COUNTY FLOOD CONTROL ZONE DISTRICT**

THIS AMENDMENT amends Sections 1, 2 and 3 of the Contract for Lower Green River Corridor Plan and PEIS Project Manager Services (“Contract”) between the King County Flood Control Zone District, King County, Washington, a municipal corporation of the State of Washington (“District”) and Parametrix, Inc. (“Consultant”), as follows:

A. Amendment of Section 1. Effective September 1, 2022, Section 1 of the Contract is amended as follows:

1. Scope of Services to be Performed by Consultant. The Consultant shall perform the services described in Exhibit “A” to the 2022 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 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 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 amended as follows:

3. Duration of Contract. This Contract shall be in force and effect for a period commencing on November 6, 2019 and ending February 29, 2024, unless sooner terminated or extended under the provisions of this Contract. Time is of the essence of this Contract 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:

PARAMETRIX, INC.

KING COUNTY FLOOD CONTROL
ZONE DISTRICT

By: _____
CEO/Partner

By: _____
Dave Upthegrove, Board Chair

Date: _____

Date: _____

SCOPE OF WORK

King County Flood District Lower Green River Corridor Flood Hazard Management Plan Programmatic Environmental Impact Statement

SERVICES RELATING TO THE TIME EXTENSION

Task 3 – Draft PEIS

Task 3.1 – Project Management

The duration of project management services is extended by a period of 16 months from September 30, 2022 to January 31, 2024, commensurate with the duration of the contract extension. Consultant will:

- Update the schedule twice during this phase of services.
- Manage delivery of services, including subconsultant work, within approved budget and schedule.
- Prepare monthly invoices that include a progress letter summarizing completed and upcoming work and status of budget and schedule.
- Participate in an additional 100 meetings: 50 with the District’s Project Manager and 50 with the District’s Executive and the District’s Project Manager. Note that the contract duration is 70 weeks, meaning that each of these types of meetings will not occur every week – accounting for relatively quiet periods of the project and vacations. Additional consultant staff will participate in fewer meetings as shown in the table below.
- Maintain project records.

Number of Additional Meetings

Attendees:	Meetings with the District’s Project Manager	Meetings with the District’s Executive and the District’s Project Manager
Parametrix Project Manager	50	50
Parametrix SEPA Lead	40	40
Cascadia Policy Solutions Strategist	40	40
Lund-Faucett Outreach Lead	35	35

Assumptions

- Milestone schedule will be prepared using Microsoft Project.
- Strategy meetings will each be 90 minutes in duration. The project manager will spend an additional 30 minutes for notes and coordination for each meeting.

- Coordination with subconsultants and Parametrix staff will require an additional 2 hours per week for the project manager for the duration of the contract extension.

Deliverables

- Draft and final milestone schedule
- Monthly invoice packages in a format as specified by the District
- Written notes from weekly strategy meetings or calls distributed to the project team for concurrence

NEW SERVICES

Task 3.10 – Public Engagement and Communications

The Consultant will expand public engagement services to include:

- Sixteen (16) additional meetings and calls coordinating with the PEIS team in support of equity and social justice (ESJ) analyses.
- Twenty-five (25) additional meetings with community navigators to enhance project education and relationship building.
- Seventy (70) weekly emails, summarizing and reporting ongoing activities to District Executive.
- An additional 960 hours of compensation to community navigators to reflect the substantial expansion of the role of the community navigators.
- An additional 120 gift cards (\$30 value each) for community leader compensation.
- An additional publication for the advertisement of PEIS availability, including content development, coordination with the publication, and publication expense.
- Developing a District-specific presence on social media (e.g., Facebook page).
- Present / participate at District meetings and / or related committee meetings (advisory or executive steering committees (up to 4)

Assumptions

- Each ESJ coordination meeting or call will be approximately 1.5 hours.
- Each meeting with the community navigators will require approximately two hours.
- Each District or committee meeting will require approximately two hours.

Deliverables

- Draft and final notes for meetings pertaining to ESJ support and meetings with community navigators
- Weekly emails
- Accounting in monthly invoices of compensation paid to community leaders and navigators
- Social media materials

- Draft, revised draft, and final advertisement

Task 3.11 – Additional Translation and Interpretation Services

The Consultant will expand translation services by translating up to 200 pages of PEIS materials in three additional languages.

Translation of “meetings in a box” materials provided to community navigators. The specific materials to be translated will be confirmed in future meetings with the navigators but are assumed to include basic project information and how to comment in the format recommended by the navigators. The materials will be translated into eight (8) languages.

Assumptions

- Translation services are based on general estimates. Specifics of the documents to be translated will be determined at a later date. A detailed scope and budget must be submitted to and approved by the District’s SEPA Responsible Official before any work commences under this task.

Deliverables

- Up to 200 pages of PEIS materials translated in three additional languages
- Meeting materials translated in eight languages

Task 3.13 – Executive Steering Committee

The Consultant will provide strategy, facilitation services, and supporting materials for an additional four (4) meetings with the Executive Steering Committee (ESC). The specific objectives for the additional meetings will be approved by District leadership and staff.

Assumptions

- The meeting facilitator will require up to ten (10) hours of preparation and debriefing in conjunction with each of the four (4) Executive Steering Committee meetings; while the PEIS team will collectively provide six (6) hours of preparation and debriefing for each meeting.
- This preparation time includes development or refinement of meeting materials, which will be kept to a minimum. Instead, the meetings will rely on materials developed as part of the PEIS development and associated public outreach.
- The ESC meetings will be two (2) hours in duration.

Deliverables

- Four (4) draft and final agendas for Executive Steering Committee meetings
- Four (4) annotated agendas for District Leadership use during Executive Steering Committee meetings
- Refined materials for the four (4) meetings, as described above
- Four (4) draft and final Executive Steering Committee meeting summaries

Task 3.16 Draft PEIS Comment Summary Report

The Consultant will prepare a comment summary report that provides an overview of the planning process, a summary of the outreach efforts, and a summary of the comments received (attaching the comment catalog prepared under Task 3.12 in the original scope of work). The Consultant shall provide a preliminary draft report first for review by the District Project Manager and then by the SEPA Responsible Official. This report is separate from the responses to comments that will be included with the Final PEIS.

Assumptions:

- 1,000 individual comments will be received (each submittal may have multiple comments).
- The organization and content of the comment summary report will be similar to that of the scoping summary report finalized in March 2022.
- The report is not intended to include responses to comments

Deliverables

- Draft, revised draft, and final Draft PEIS Comment Summary Report

Task 3.17 – Preliminary Responses to Comments and Next Steps Recommendations

The Consultant shall provide preliminary responses to the comments received during the Draft PEIS comment period. The Consultant will then prepare a technical memorandum that identifies options and recommends next steps to the SEPA Responsible Official, based on the substantive evaluation provided in the Draft PEIS and comments received on the Draft PEIS. Recommendations could pertain to the definition and selection of a preferred alternative that would be identified in the Final PEIS. The Consultant shall provide a preliminary draft technical memorandum with preliminary responses to comments attached first for review by the District Project Manager and then by the SEPA Responsible Official.

Assumptions

- The preliminary responses are intended to inform the District’s decision-making process. Responses will need to be updated following the SEPA Responsible Official’s determination of next steps and prior to publication in the Final PEIS. The updated responses will be included in a future amendment.
- Full definition of a preferred alternative, any updated analysis, and preparation of the Final PEIS will be included in a future amendment.
- Of the 1000 individual comments, 10 percent or 100 comments will require a unique response. The remaining 90 percent or 900 comments will be addressed through a common response. Up to 150 common responses are anticipated.

Deliverables

- Comments and draft and revised draft responses
- Notes for strategy meetings
- Draft, revised draft, and final technical memorandum recommending next steps

MANAGEMENT RESERVE

The Management Reserve fund is replenished to:

- Include translation of additional PEIS materials, upon request
- Accommodate additional unforeseen needs

Budget Summary				Parametrix		Cascadia		Lund Faucett	
Task/ Subtask	Description	Labor Dollars	Labor Hours	Labor Dollars	Labor Hours	Labor Dollars	Labor Hours	Labor Dollars	Labor Hours
03	Draft PEIS								
SERVICES RELATING TO TIME EXTENSION									
3.1	Project Management	\$243,424.78	862	\$148,624.78	550	\$69,075.00	207	\$25,725.00	105
	Project Management - Parametrix	\$148,624.78	550	\$148,624.78	550	\$0.00	0	\$0.00	0
	Project Management - Cascadia	\$69,075.00	207	\$0.00	0	\$69,075.00	207	\$0.00	0
	Project Management - Lund Faucett	\$25,725.00	0	\$0.00	0	\$0.00	0	\$25,725.00	105
	Subtotal:	\$243,424.78	862	\$148,624.78	550	\$69,075.00	207	\$25,725.00	105
EXPANDED AND NEW SERVICES									
3.10	Public Engagement and Communications	\$40,020.00	180	\$0.00	0	\$0.00	0	\$40,020.00	180
	Public Engagement and Communications - Lund Faucett	\$40,020.00	180	\$0.00	0	\$0.00	0	\$40,020.00	180
3.11	Translation Services - COVERED IN DIRECT EXPENSES FOR LUND FAUCETT								
3.12	Additional Translation and Interpretation Services								
3.13	Executive Steering Committee	\$36,521.64	112	\$14,121.64	48	\$22,400.00	64	\$0.00	0
	Executive Steering Committee - Parametrix	\$14,121.64	48	\$14,121.64	48	\$0.00	0	\$0.00	0
	Executive Steering Committee - Cascadia	\$22,400.00	64	\$0.00	0	\$22,400.00	64	\$0.00	0
3.16	Draft PEIS Comment Summary Report	\$30,573.17	187	\$30,573.17	187	\$0.00	0	\$0.00	0
3.17	Comment Catalog and Preliminary Review	\$546,809.64	2,844	\$546,809.64	2844	\$0.00	0	\$0.00	0
	MANAGEMENT RESERVES	\$247,382.18							
	Direct Expenses	\$174,800.00		\$0.00		\$0.00		\$174,800.00	
	Subtotal:	\$1,076,106.63	3,323	\$591,504.45	3079	\$22,400.00	64	\$214,820.00	180
Consultant Totals - Services Relating to Contract Extension + New/Expanded Svcs		\$1,319,531.41	4,185	\$740,129.23	3,629	\$91,475.00	271	\$240,545.00	285

Project Total:	\$1,319,531.41
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Parametrix				Jennifer A. Bailey	David S. Mattern	Jennifer Young	Alyssa M. Worsham	Rachel Durnham			Debra M. Fetherston	Cindy Oum
				Sr Consultant	Sr Consultant	Sr Consultant	Planner III	Planner III	Blended Rate for SMEs	Blended Rate SME Review	Publications Supervisor	Sr Project Coordinator
Cost Rates:				\$88.91	\$84.61	\$93.75	\$40.29	\$40.50	\$54.00	\$69.00	\$47.98	\$35.54
Burdened Rates:				\$288.96	\$274.98	\$304.69	\$130.94	\$131.63	\$175.50	\$224.25	\$155.94	\$115.51
Task/ Subtask	Description	Labor Dollars	Labor Hours									
03	Draft PEIS	\$740,129.23	3,629	478	100	171	148	148	1,800	700	24	60
SERVICES RELATED TO TIME EXTENSION												
3.01	Project Management	\$148,624.78	550	370	60	60	0	0	0	0	0	60
	Strategy meetings with Kjristine Lund (50 Jenny; 40 David/Jen)	\$46,285.85	160	100	30	30						
	50 strategy meeting with Michelle (50 Jenny; 40 David/Jen)	\$46,285.85	160	100	30	30						
	Monthly invoicing	\$15,599.03	90	30							60	
	Team coordination	\$40,454.05	140	140								
NEW OR EXPANDED SERVICES												
3.10	Public Engagement and Communications	THIS WILL ENTIRELY BE LUND FAUCETT										
3.11	Additional Translation and Interpretation Services	THIS WILL ENTIRELY BE LUND FAUCETT										
3.13	Executive Steering Committee	\$14,121.64	48	32	0	16	0	0	0	0	0	0
	Strategy, preparation for, and debrief after meetings	\$10,591.23	36	24		12						
	Meetings (4)	\$3,530.41	12	8		4						
3.16	Draft PEIS Comment Summary Report	\$30,573.17	187	28	0	7	68	68	0	0	16	0
	Draft	\$18,215.99	112	16		4	40	40			12	
	Revised draft	\$8,796.13	54	8		2	20	20			4	
	Final	\$3,561.06	21	4		1	8	8				
3.17	Comment Catalog and Preliminary Review	\$546,809.64	2,844	48	40	88	80	80	1,800	700	8	0
	Develop responses to each comment	\$509,853.24	2,692	16	16	40	40	80	1,800	700		
	Additional strategy meetings	\$9,260.68	32	16	8	8						
	Develop recommended next steps (tech memo)	\$27,695.72	120	16	16	40					8	
Labor Totals:		\$740,129.23	3,629	478	100	171	148	148	1,800	700	24	60
Totals:		\$740,129.23	3,629	\$138,121.69	\$27,498.25	\$52,101.56	\$19,379.49	\$19,480.50	\$315,900.00	\$156,975.00	\$3,742.44	\$6,930.30

Direct Expenses	QTY	Rate
Mileage		\$0.585
Fares		\$1.00
Direct Expenses Total:		\$0.00

Project Total: \$740,129.23

Client: King County Flood Control District
 Project: Lower Green River
 Project No: 553-7543-002

Cascadia Policy Solutions				Jay Manning	Maia Bellon	Suzanne Powers	
				Burdened Rates:	\$350.00	\$350.00	\$125.00
Task/ Subtask	Description	Labor Dollars	Labor Hours				
03	Draft PEIS	\$91,475.00	271	28	228	15	
03.01	Project Management	\$69,075.00	207	12	180	15	
	Meetings (40 with Kjrj; 40 with Michelle; 1.5 hours each; a little Jay)	\$46,200.00	132	12	120		
	Review of materials; correspondence; invoicing	\$22,875.00	75		60	15	
03.10	Public Engagement and Communications	\$0.00	0				
		\$0.00	0				
03.13	Executive Steering Committee	\$22,400.00	64	16	48	0	
	Preparation for and debrief from (10 hours each for 4 meetings)	\$16,800.00	48	8	40		
	Four meetings (2 hours each)	\$5,600.00	16	8	8		
Labor Totals:		\$91,475.00	271	28	228	15	
Totals:		\$91,475.00	271	\$9,800.00	\$79,800.00	\$1,875.00	

Direct Expenses	Quantity	Rate	Cost
Mileage		\$0.585	\$0.00
			\$0.00
			\$0.00
Direct Expenses Total:			\$0.00
Project Total:			\$91,475.00

Lund Faucett	Kris Faucett	Vanessa Lund	Ellen Pepin-Cato
	Partner	Research Director	Senior Associate

		Cost Rates:				
		Burdened Rates:		\$245.00	\$188.00	\$165.00
Task/ Subtask	Description	Labor Dollars	Labor Hours			
03	Draft PEIS					
3.1	Project Management	\$25,725.00	105	105	0	0
	Strategy meetings with Kjrystine Lund (35)	\$12,862.50	53	52.5		
	Strategy meeting with Michelle (35)	\$12,862.50	53	52.5		
3.10	Public Engagement and Communications	\$40,020.00	180	129	0	51
	Sixteen calls re. ESJ Analysis (1.5 hours each)	\$5,160.00	24	15		9
	Twenty-five meetings (2 hours each)	\$10,650.00	50	30		20
	Seventy (70) weekly emails summarizing	\$17,150.00	70	70		
	Additional content development and coordination of advertisement placement; assumes 2 ad runs	\$1,810.00	10	2		8
	Develop and utilize District-specific social media presence (in addition to continued social via other channels)	\$3,290.00	18	4		14
	Present / participate in District or Committee mtgs (4 mtgs; 2 hrs)	\$1,960.00	8	8		
3.11	Translation services - COVERED IN DIRECT EXPENSES					
	Labor Totals:	\$65,745.00	285	234	0	51
	Totals:	\$65,745.00	285	\$57,330.00	\$0.00	\$8,415.00

Direct Expenses	Quantity	Rate	Cost
Mileage		\$0.58	
Translate "meetings in a box materials			\$24,000.00
Translate 200 pages in three languages			\$90,000.00
Compensate navigators (960 hours =8 navigators at 20 hours/month over 6 months at \$45/hour)			\$43,200.00
Compensate community members (increase \$30 gift cards from 30-150 (minus original budget))			\$3,600.00
Design, coordination and placement of one additional advertisement (assumes 2 runs)			\$14,000.00
	Total:		\$174,800.00
Project Total:			\$240,545.00