

**2022 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 Cocker Fennessy, INC (“Consultant”), as follows:

A. Amendment of Section 1. Effective September 1, 2022, 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 2021 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 further 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 total compensation for services performed in the calendar year 202 shall not exceed \$50,000.

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:

3. Duration of Agreement. This Agreement shall be in force and effect for a period commencing on September 1, 2022 and ending December 31, 2022, 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 2022 Amendment on the dates written below:

COCKER FENNESSY, INC

KING COUNTY FLOOD CONTROL  
ZONE DISTRICT

By: \_\_\_\_\_  
CEO/Partner

By: \_\_\_\_\_  
Dave Upthegrove, Chair

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

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

# 2022-2023 Be Flood Ready Brochure

## Scope of Services

The following outlines a scope, budget, and timeline for a 'refresh' of the 2022-2023 King County Flood Control District Be Flood Ready Brochures. The budget assumes:

- Developing this year's brochures using last year's template, only updating the Chair's message, individual District articles and current flood season data.
- Preparing one general audience/countywide brochure and up to 5 district specific brochures.
- Does not include production/printing and mailing of the brochure (to be completed by Flood Control District or WLRD).

### Scope & Budget Estimate

The not to exceed total estimate (including translations) of \$50,000 is developed based on experience from previous brochures. Expenses will be billed at cost and hours will be billed against the budget and if less time is needed for any tasks, the budget will be preserved.

The following services are anticipated:

#### Content development and project management

- Support development of projects to be highlighted.
- Draft update content: chair's message, individual district articles (up to 5), and additional revisions to flood flow information, etc. and manage approvals.
- Coordinate design and translations of countywide brochure into 21 languages.
- Perform project management, including coordination with WLRD, updates to Flood Control District, managing timelines, etc.

#### Design

- Provide minimal design updates/tweaks and develop countywide brochure and up to 5 district versions.
- Prepare and deliver final print files for each brochure (up to 6).

#### Translations

- Translation, independent review, and graphic design of the full brochure from English into 21 languages: Amharic, Arabic, Burmese, Khmer, Simplified Chinese, Traditional Chinese, Farsi, Hindi, Japanese, Korean, Nepali, Oromo, Punjabi, Russian, Samoan, Somali, Spanish (Latin America), Tagalog, Tigrinya, Ukrainian, and Vietnamese.

### Tasks & Timeline

The goal is to have brochures hit home close to the end of October.

The following tasks are for the countywide brochure. District specific versions will be drafted in parallel to the extent possible.

Task	Lead
Provide project examples information, updated Flood Flow information and any other updated brochure content	WLRD/FCD
Distribute 1 <sup>st</sup> draft content for Flood District review	Consultant (with WLRD support)

Provide feedback on 1 <sup>st</sup> draft content from Flood District (includes WLRD SME review)	FCD
Make edits and distribute final content draft for Flood District review	Consultant
Provide approval on content from Flood District	FCD
Distribute draft design for Flood District review	Consultant
Provide final approval on final brochure	FCD
Provide print ready files to FCD	Consultant
Send files to printer (for printing, folding, mailing, etc.)	WLRD/FCD
Coordinate translations	Consultant
Countywide brochures hit homes (timed with translations being completed)	