



June 14, 2017

TO: Flood Authority Members

FROM: Scott Boettcher, Staff

SUBJECT: Proposed 2017-19 scopes of work and budget for Kramer Consulting, SBGH-Partners, French & Associates, and Lewis County.

The purpose of this memo is to provide Flood Authority members with proposed 2017-19 scopes of work and budget for Kramer Consulting, SBGH-Partners, French & Associates, and Lewis county to provide facilitation and staffing support to the Chehalis River Basin Flood Authority (via Lewis County acting as fiscal agent for the Flood Authority). These proposed scopes of work and budget will be reviewed, discussed, and decided on at our 6/15/2017 Flood Authority meeting. Please feel free to call or email if you have questions (i.e., 360/480-6600, scottb@sbgh-partners.com).

A. Proposed 2017-19 Scopes of Work and Budget

- **Kramer Consulting** – Flood Authority facilitation. See proposed scope of work in Attachment A.
- **SBGH-Partners** – Flood Authority staffing, committee support, program development/implementation. See proposed scope of work in Attachment B.
- **French & Associates** – Flood Authority consultant to help Basin communities identify, implement improved floodplain management programs. See proposed scope of work in Attachment C.
- **Budget** – Flood Authority facilitation, staffing, and technical support for two-year, 2017-19 biennium is proposed as follows:

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| Kramer Consulting | \$72,000 |
| SBGH-Partners | \$168,000 |
| SBGH-Partners (expense) | \$5,000 |
| French & Associated | \$100,000 |
| Lewis County (fiscal agent, staffing) | \$30,000 |
| Lewis County (fiscal agent, other goods and services) | \$5,000 |
| Total (2017-19) → | \$380,000 |

[Note: Lewis county's role as fiscal agent for the Flood Authority is further described in the 4-17-2017 fully-executed interlocal agreement here – <https://www.ezview.wa.gov/Portals/1492/images/Interlocal%20Agreement%20Among%20Chehalis%20River%20Basin%20Communities%204-17-2017.pdf>.]

B. Decision

1. Should the proposed 2017-19 scope of work for Kramer Consulting, SBGH-Partners, and French & Associates be approved as is, approved with modification, or not approved?
2. Should the proposed 2017-19 budget as presented be approved as is, approved with modification, or not approved?
3. Should Flood Authority staff (Scott) be directed to work with Lewis county and RCO to first prepare and execute an interagency agreement to provide Flood Authority facilitation, staffing, and technical support for 2017-19 as agreed?
4. Should Flood Authority staff (Scott) be directed to work with Lewis county and Kramer Consulting, SBGH-Partners, and French & Associates to prepare and execute individual personal services agreements for 2017-19 as agreed?

Attachment A
Proposed 2017-19 Scope of Work for Kramer Consulting

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| Contract Manager: | Jim Kramer, Principal Kramer Consulting 6539 -- 57 th Avenue South Seattle, WA 98118 206/841-2145 jim@jkramer.co |
| Primary Staff: | Jim Kramer |
| Period of Performance: | July 1, 2017 through June 30, 2019 (24 months). |
| Time and Expense: | <ul style="list-style-type: none"> • Not to exceed \$36,000 for year one, \$36,000 for year two and a biennial total \$72,000. • Hourly rate = \$185/hr. |
| General Duties: | Lead point of contact for decisions and decision-making by the Flood Authority, facilitator of Executive Committee and Flood Authority meetings. Responsible for overall staffing interface with the Chehalis River Basin Flood Authority (Executive Committee and full Flood Authority). Lead for internal and external relations/communications. Supported by Scott Boettcher (SBGH-Partners). |
| Task 1: | Facilitate Executive Committee and Flood Authority Meetings -- <ul style="list-style-type: none"> • Recommend agenda topics to Chair and Vice-Chair for Flood Authority meetings. • Ensure materials sufficient for agenda topics. • Brief Executive Committee and Flood Authority members in advance of meetings and after meetings when appropriate. • Facilitate Executive Committee and Flood Authority meetings. • Review meeting notes for accuracy. |
| Task 2: | Oversee Staff Assignments and Work Products -- <ul style="list-style-type: none"> • Ensure the work program is consistent with the direction of the Flood Authority. • Ensure staff assignments are clear. • Review staff products to ensure they achieve desired objectives. |

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| Task 3: | Communication with Outside Interests -- <ul style="list-style-type: none">• Inform the Governor’s Office, Office of Financial Management, Recreation and Conservation Office, and the Department of Ecology of the Flood Authority’s work when appropriate.• Provide input to the Office of Chehalis Basin regarding implementation of the Flood Authority work program.• Support communication with the Quinault Indian Nation.• Support communication with the Chehalis Tribe.• Respond to inquiries from legislative and congressional staff. |
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Attachment B
Proposed 2017-19 Scope of Work for SBGH-Partners

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| Contract Manager: | Scott Boettcher, Principal SBGH-Partners 2601 Capitol Way S Olympia, WA 98501-3326 360/480-6600 scottb@sbgh-partners.com |
| Primary Staff: | Scott Boettcher |
| Period of Performance: | July 1, 2017 through June 30, 2019 (24 months). |
| Time and Expense: | <ul style="list-style-type: none"> • Not to exceed \$86,500 for year one, \$86,500 for year two and a biennial total \$173,000. Includes up to \$2,500 a year for expense for printing, fairs, outreach material, outreach travel mileage, etc. • Hourly-rate = \$120/hr. |
| General Duties: | Lead staff responsible for day-to-day administration and logistical support to the Flood Authority and its committees. Responsible for work plan development and tracking as well researching and developing staff recommendations for issues that come before the Flood Authority and its committees. Supported by Jim Kramer (Kramer Consulting). |
| Task 1: | <p>Provide Day-To-Day Administrative and Logistical Support to the Flood Authority and its Committees -- This task will involve supporting, documenting, tracking, reporting and otherwise attending to the activities, decision-making and logistics of the Flood Authority and its committees (Community Outreach & Education, and Chehalis Basin Projects), including:</p> <ul style="list-style-type: none"> • Providing the Flood Authority with contract management support including developing scopes of work and working with Lewis County and RCO to amend, track and report on contracts. • Providing monthly Flood Authority meeting support including determining location/equipment needs, confirming presenters, etc. • Updating the Flood Authority's web presence so the work program and products of the Flood Authority are accessible and effectively communicated. • Organizing workshops and trainings on Flood Authority products including the Flood Warning System. • Providing local floodproofing and retrofitting support. |

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| <p>Task 2:</p> | <p>Provide Tracking and Work Program Support to the Flood Authority and its Committees-- This task will involve tracking, reporting, and supporting:</p> <ul style="list-style-type: none"> • Implementation of 2012 Jobs Now Act projects (state capital budget). • Implementation of 2013-15, 2015-17, and 2017-19 state capital budget projects as applicable. • Implementation of the Flood Authority’s overall work program, including providing on-going communication to the public regarding the work and accomplishments of the Flood Authority. |
| <p>Task 3:</p> | <p>Research and Develop Staff Recommendations for Issues that Come Before the Flood Authority and its Committees-- This task will involve preparing analyses, options, recommendations, and other information as to support the Flood Authority as it moves forward in its decision-making, including:</p> <ul style="list-style-type: none"> • Developing options and alternatives to ensure adequate sustainable funding for operations and maintenance of the Flood Warning System. • Developing options and alternatives to improve the usability of the Flood Warning System. • Developing options and alternatives to effect efficient decision-making and implementation for local projects throughout the Basin. • Developing options and alternatives to effect clear and meaningful outreach and communication throughout the Basin. • Supporting local floodproofing, retrofitting, and development of basin-wide recommendations. |

Attachment C
Proposed 2017-19 Scope of Work for French & Associates

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| Contract Manager: | French Wetmore, CFM French & Associates, Ltd. 1610 Nisqually Street Steilacoom, WA 98388 (253) 753-6811 French@FrenchAsoc.com |
| Primary Staff: | French Wetmore |
| Period of Performance: | July 1, 2017 through June 30, 2019 (24 months). |
| Time and Expense: | <ul style="list-style-type: none"> • Not to exceed a biennial total of \$100,000. • Hourly-rate = \$170/hr. |
| General Duties: | Lead consultant selected by the Chehalis River Basin Flood Authority to provide professional services for jurisdictions in the Chehalis Basin to identify ways to improve floodplain management programs. Supported by Scott Boettcher (SBGH-Partners). |
| Task 1: | Provide technical support to the Flood Authority, Department of Ecology, and basin communities on floodproofing and retrofitting buildings and support the Department of Ecology's Office of Chehalis Basin to develop a basin-wide floodproofing strategy. |
| Task 2: | Assist basin communities to prepare area analyses to identify candidates for building protection projects. |
| Task 3: | Provide technical assistance to basin communities working to improve their floodplain management programs and CRS participation, and support new OCB staff in their transition role in providing basin-wide technical assistance. |