



May 19, 2015

**TO:** Flood Authority Members

**FROM:** Scott Boettcher, Staff

**SUBJECT:** Proposed 2015-17 scopes of work for Kramer Consulting and SBGH-Partners

The purpose of this memo is to provide Flood Authority members with proposed 2015-17 scopes of work for Kramer Consulting and SBGH-Partners to provide facilitation and staffing support to the Chehalis River Basin Flood Authority. These proposed scopes of work will be reviewed, discussed and decided on at our 5/21/2015 Flood Authority meeting. Please feel free to call or email if you have questions (i.e., 360/480-6600, [scottb@sbgh-partners.com](mailto:scottb@sbgh-partners.com)).

#### **A. Proposed 2015-17 Scopes of Work**

- **Kramer Consulting** – Flood Authority facilitation. See Attachment A.
- **SBGH-Partners** – Flood Authority staffing, committee support, program development/implementation. See Attachment B.

#### **B. Decision**

1. Should the proposed 2015-17 scope of work for Kramer Consulting be approved as is, approved with modification, or not approved?
2. Should the proposed 2015-17 scope of work for SBGH-Partners be approved as is, approved with modification, or not approved?



**Attachment A**  
**Proposed 2015-17 Scope of Work for Kramer Consulting**

<b>Contract Manager:</b>	Jim Kramer, Principal Kramer Consulting 6539 -- 57 <sup>th</sup> Avenue South Seattle, WA 98118 206/841-2145 <a href="mailto:jkramer.consulting@gmail.com">jkramer.consulting@gmail.com</a>
<b>Primary Staff:</b>	Jim Kramer
<b>Period of Performance:</b>	July 1, 2015 through June 30, 2017 (24 months).
<b>Time and Expense:</b>	<ul style="list-style-type: none"> <li>• Not to exceed \$36,000 for year one, \$36,000 for year two and a biennial total \$72,000.</li> <li>• Hourly rate = \$185/hr.</li> </ul>
<b>General Duties:</b>	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).
<b>Task 1:</b>	<b>Facilitate Executive Committee and Flood Authority Meetings --</b> <ul style="list-style-type: none"> <li>• Recommend agenda topics to Chair and Vice-Chair for Flood Authority meetings.</li> <li>• Ensure materials sufficient for agenda topics.</li> <li>• Brief Executive Committee and Flood Authority members in advance of meetings and after meetings when appropriate.</li> <li>• Facilitate Executive Committee and Flood Authority meetings.</li> <li>• Review meeting notes for accuracy.</li> </ul>
<b>Task 2:</b>	<b>Oversee Staff Assignments and Work Products --</b> <ul style="list-style-type: none"> <li>• Ensure the work program is consistent with the direction of the Authority.</li> <li>• Ensure staff assignments are clear.</li> <li>• Review staff products to ensure they achieve desired objectives.</li> </ul>



<b>Task 3:</b>	<b>Communication with Outside Interests --</b> <ul style="list-style-type: none"><li>• Inform the Governor’s Office and Office of Financial Management of the Flood Authority’s work when appropriate.</li><li>• Provide input to the Governor’s Chehalis Basin Work Group regarding the implementation of the framework and facilitate development of recommendations regarding future capital projects and aquatic species enhancement.</li><li>• Support communication with the Quinault Indian Nation.</li><li>• Support communication with the Chehalis Tribe.</li><li>• Respond to inquiries from legislative and congressional staff.</li></ul>
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**Attachment B**  
**Proposed 2015-17 Scope of Work for SBGH-Partners**

<b>Contract Manager:</b>	Scott Boettcher, Principal SBGH-Partners 2601 Capitol Way S Olympia, WA 98501-3326 360/480-6600 <a href="mailto:scottb@sbgh-partners.com">scottb@sbgh-partners.com</a>
<b>Primary Staff:</b>	Scott Boettcher
<b>Period of Performance:</b>	July 1, 2015 through June 30, 2017 (24 months).
<b>Time and Expense:</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Hourly-rate = \$120/hr.</li> </ul>
<b>General Duties:</b>	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).
<b>Task 1:</b>	<p><b>Provide Day-To-Day Administrative and Logistical Support to the Flood Authority and its Committees</b> -- 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 &amp; Education, and Chehalis Basin Projects), including:</p> <ul style="list-style-type: none"> <li>• Providing the Flood Authority with contract management support including developing scopes of work and working with Lewis County and OFM to amend, track and report on contracts.</li> <li>• Providing monthly Flood Authority meeting support including determining location/equipment needs, confirming presenters, etc.</li> <li>• Updating the Flood Authority's web presence so the work program and products of the Flood Authority are accessible and effectively communicated.</li> <li>• Organizing workshops and trainings on Flood Authority products including the Flood Warning System.</li> </ul>



<p><b>Task 2:</b></p>	<p><b>Provide Tracking and Work Program Support to the Flood Authority and its Committees--</b> This task will involve tracking, reporting and supporting:</p> <ul style="list-style-type: none"> <li>• Implementation of 2012 Jobs Now Act projects.</li> <li>• Implementation of 2013-15 and 2015-17 state capital budget projects as applicable.</li> <li>• 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.</li> </ul>
<p><b>Task 3:</b></p>	<p><b>Research and Develop Staff Recommendations for Issues that Come Before the Flood Authority and its Committees--</b> 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"> <li>• Developing options and alternatives to ensure adequate sustainable funding for operations and maintenance of the Flood Warning System.</li> <li>• Developing options and alternatives to improve the usability of the Flood Warning System.</li> <li>• Developing options and alternatives to effect efficient decision-making and implementation for local projects throughout the Basin.</li> <li>• Developing options and alternatives to effect clear and meaningful outreach and communication throughout the Basin.</li> <li>• Supporting local floodplain management analyses and development of basin-wide recommendations.</li> </ul>