

SOW

SBGH-Partners

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, 2013 through June 30, 2015 (24 months).
Time and Expense:	<ul style="list-style-type: none"> • Not to exceed \$84,000 for year one, \$84,000 for year two and a biennial total \$168,000. • Hourly-rate = \$120/hr.
General Duties:	Lead staff responsible for day-to-day administration and logistical support to the Chehalis River Basin Flood Authority (CRBFA) and its subcommittees. Also responsible for workplan development and tracking as well researching and developing staff recommendations for issues that come before the CRBFA and its subcommittees. Supported by Jim Kramer (Kramer Consulting).
Task 1:	<p>Provide day-to-day admin and logistical support to Flood Authority and its subcommittees – In general this task will involve supporting, documenting, tracking, reporting and otherwise attending to the activities, decision-making and logistics of the Flood Authority and its separate subcommittees (Executive, 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 OFM 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 more accessible and better communicated. • Organizing workshops and trainings on Flood Authority products including the Flood Warning System.
Task 2:	<p>Provide tracking and work program support to Flood Authority and its subcommittees-- In general this task will involve tracking, reporting and supporting:</p> <ul style="list-style-type: none"> • Implementation of 2012 Jobs Now Act projects. • Implementation of 2013 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 of the Flood Authority.
Task 3:	<p>Research and develop staff recommendations for issues that will come before the Flood Authority and subcommittees-- In general this task will involve preparing options, analysis, recommendations and other information as necessary to support the Flood Authority as it moves forward in its decision-making processes, including:</p> <ul style="list-style-type: none"> • Developing options and alternatives to ensure adequate sustainable funding for continued maintenance of the Flood Warning System. • Developing updates and options to improve the usability of the Flood Warning System. • Developing options and mechanisms to effect efficient permit decision-making throughout the

basin.

- Supporting local floodplain management analyses and development of basin-wide recommendations.