



Signature Report

Motion 15407

Proposed No. 2019-0216.1

Sponsors Dembowski

1 A MOTION authorizing the chair of the council to enter
2 into an amendment to the contract with Triangle and
3 Associates for additional consulting services to be provided
4 to the charter review commission.

5 WHEREAS, the King County Charter requires that a charter review commission
6 be constituted every ten years, and

7 WHEREAS, the current charter review commission began its work in 2018, and

8 WHEREAS, the council, on behalf of the charter review commission, procured
9 professional facilitation and project management consulting services from Triangle and
10 Associates to assist the charter review commission in its work, and

11 WHEREAS, the charter review commission originally anticipated completing its
12 work by the end of May 2019, and

13 WHEREAS, the charter review commission now anticipates completing its work
14 by the conclusion of 2019, and

15 WHEREAS, the increased scheduled has led to the need for additional consulting
16 services, and

17 WHEREAS, by resolution the charter review commission requested the county to
18 amend the contract with Triangle and Associates in order to provide the additional
19 consulting services necessary to complete the charter review commission's work, and

20 WHEREAS, under the county's procurement policies, this amendment is allowed;

21 NOW, THEREFORE, BE IT MOVED by the Council of King County:

22 The chair of the council is authorized to enter into a contract amendment,

23 substantially in the same form as Attachment A to this motion, with Triangle and
24 Associates for additional consulting services requested by the charter review commission.
25

Motion 15407 was introduced on 5/15/2019 and passed by the Metropolitan King County Council on 5/15/2019, by the following vote:

Yes: 7 - Ms. Lambert, Mr. Dunn, Mr. McDermott, Mr. Dembowski,
Mr. Upthegrove, Ms. Kohl-Welles and Ms. Balducci
Excused: 2 - Mr. von Reichbauer and Mr. Gossett



KING COUNTY COUNCIL
KING COUNTY, WASHINGTON

A handwritten signature in blue ink, appearing to read "Rod Dembowski", is written over a horizontal line.

Rod Dembowski, Chair

ATTEST:

A handwritten signature in blue ink, appearing to read "Melani Pedroza", is written over a horizontal line.

Melani Pedroza, Clerk of the Council

Attachments: A. Triangle Work Order Amendment Form

WORK ORDER AMENDMENT FORM

Project Name: Charter Review Commission

Contractor: Triangle Associates, Inc

Master Contract No.: 5840688

Work Order/Service Request No.:

Address: 811 First Avenue, #255

Amendment Date: May 9, 2019

Seattle, WA 98104

Amendment No.: 1

AMENDMENT REQUESTED BY

Patrick Hamacher

Organization

Council

Name

Director of Legislative Analysts

Title

AMENDMENT EFFECTS

- Change of Scope
- Method of Payment
- Time of Performance
- Compensation
- Terms and Conditions
- Results of Services
- Other

Amendment 1 to Work Order, numbered CPA #6072775. The Work Order is amended by the following Exhibits.

Amended Scope of Work - Exhibit A (see attached)

Amended Compensation - Exhibit B (see attached)

Time of Performance is amended to: Start 2/1/2019 - End 12/31/2019

All other terms and conditions of the Work Order remain the same.

IN WITNESS HEREOF, THE PARTIES HERETO HAVE CAUSED THIS AMENDMENT TO BE EXECUTED AND INSTITUTED ON THE DATE FIRST ABOVE WRITTEN.

King County, Washington

By Patrick Hamacher For

Title Chair, KCC

Date 5-21-2019

Contractor

By [Signature]

Title Co-President

Date 5-9-19

Exhibit A

Amended Scope of Work for Triangle and Associates work with the King County Charter Review Commission ("CRC").

A. SCOPE OF WORK

The original scope of work for Work Order, numbered, CPA 6072775 is amended for the consultant to provide the additional, following services/products:

1. Travel to, prepare for, and facilitate CRC meetings and, when necessary, sub-committee meetings (approximately 2 Commission meetings and 4 subcommittee meetings per month-likely with no commission meetings in July or August). Assist the CRC to communicate effectively between and in meetings. Assist the CRC to develop and follow a decision making approach.
2. Work with CRC Co-Chairs to continue implementation of a project management plan including timeline and critical decision points.
3. Work with the CRC Co-chairs to prepare meeting agendas; develop, gather, organize, and distribute CRC meeting information and materials.
4. Travel to, prepare for, and facilitate Town Hall meetings. It is anticipated that the CRC will hold up to four additional town hall type meetings during the period of May through December to present draft findings to the public.
5. Other defined tasks that assist the CRC identifies to meet its charge.

Note: the original contract contains requirements to draft the final CRC report. That item continues forward.

B. COMPENSATION

The original contracted amount was for \$44,000. By the amendment to the work order, revised contract amount is \$106,670 See attachment B to this work order amendment for the detailed budget.

EXHIBIT B

King County Charter Review Commission (CRC) Facilitation and Mediation - Triangle Associates UPDATED Budget February - December 2019

	Senior Associate	Project Associate	Expense	Updated Budgeted Total	Contracted Budget #1	Increase total by task
Task 1: Project Kick Off and Background review	7	10	\$180	\$2,500	\$2,500	0
Task 2: Facilitated Monthly Meetings (8 13 - 2 hour meetings total)	104	182	\$500	\$37,810	\$23,500	\$14,310
Addition to Task 2: 20 Subcommittee meetings	80	100		\$25,300		\$25,300
Task 3: Town Hall Meetings (3) (6) including travel	33	60	\$480	\$12,510	\$6,500	\$6,010
Task 4: Regular communication between meetings with client co-chairs and participants (increased to 10 months from 4)	60	140	\$250	\$24,750	\$10,000	\$14,750
Task 5: Project Management including contract/budget management & tracking, invoices, & progress reports (increased to 10 months from 4)	10	20		\$3,800	\$1,500	\$2,300
Totals	294.0	512.0	\$1,410	\$106,670.00	\$44,000.00	\$62,670

Rates for the personnel listed above are as follows:

Senior Associate \$210.00
Project Associate \$85.00

Budget by person

Senior Associate \$61,740.00
Project Associate \$43,520.00

# of meetings	GRC	SubComm
Feb	1	
March	2	
April	1	4
May	1	4
June	2	
July		
Aug		
Sept	2	4
Oct	2	4
Nov	2	4
TOTAL	13	20

EXHIBIT B

Assumptions (see separate, detailed scope of work for a complete listing of assumptions)

Background docs and legislation (4 hrs) + Interview notes (2 hrs)

Prepare for and facilitate 8, 2-hour CRC meetings, including agenda/other prep, travel, meeting, approach development, summary review. (2 per month Feb-May). Expenses for printing and travel as needed.

Three town hall meetings with one in Seattle, one in Fall City and one in Federal Way. Expenses for mileage.

Weekly calls with KC staff team, monthly meetings with Co-Chairs as well as phone and email communication as needed with staff and participants. Expenses for printing.

Invoice and progress preparation, maintain budget, contract communications.

Check Total

\$106,670.00

\$106,670

\$0.00