

**KING CONSERVATION DISTRICT  
BOARD OF SUPERVISORS MEETING  
August 24th, 2020  
2:00 PM to 5:35 PM– via Teleconference Only  
Zoom Link: <https://zoom.us/j/91751210537>  
Call In Number: (253) 215-8782  
Meeting ID: 917 5121 0537**

Meeting Agenda

---

**Finance Sub-Committee Meeting – Souza 2:00 PM -3:00 PM**

**Member Jurisdiction Grant Sub Committee Meeting- Saavedra, Grace 3:00 PM - 4:00 PM**

**Regular Board of Supervisors Meeting – 4:00 PM – 5:35 PM**

---

**Finance Sub-Committee Board Meeting - <https://zoom.us/j/91751210537>**

Call to Order

- |                                           |                   |
|-------------------------------------------|-------------------|
| 1. <b>Preliminary Matters:</b>            | 2:00 PM– 2:02 PM  |
| a) Introductions                          |                   |
| b) Additions or Corrections to the Agenda |                   |
| c) Adoption of the Board Agenda           |                   |
| 2. <b>Public Comment:</b>                 | 2:02 PM – 2:05 PM |
| 3. <b>Finance:</b>                        | 2:05 PM – 3:00 PM |
| a) AI 20-056: Financials – July 2020      |                   |

**Grant Sub-Committee Board Meeting - <https://zoom.us/j/95191317814>**

3:00 PM – 4:00 PM

**Regular Board Meeting - <https://zoom.us/j/91751210537>**

Call to Order

- |                                                                                                           |                   |
|-----------------------------------------------------------------------------------------------------------|-------------------|
| 1. <b>Preliminary Matters:</b>                                                                            | 4:00 PM– 4:02 PM  |
| a) Introductions                                                                                          |                   |
| b) Additions or Corrections to the Agenda                                                                 |                   |
| c) Adoption of the Board Agenda                                                                           |                   |
| 2. <b>Public Comment:</b>                                                                                 | 4:02 PM – 4:05 PM |
| 3. <b>New Business:</b>                                                                                   |                   |
| a) Parliamentary Procedures – Board                                                                       | 4:05 PM – 4:20 PM |
| b) Election Update – Souza, Haugen, Porter                                                                | 4:20 PM – 4:35 PM |
| c) Advisory Committee Update – Grace                                                                      | 4:35 PM – 4:45 PM |
| d) AI 20-057: Contractor Bid Approval – Drake Ag Drainage Maintenance - Monaghan                          | 4:45 PM – 5:00 PM |
| e) AI 20-058: Bidding Approval – South Puget Sound Discovery Farms Waste Storage Facility – Redmond/Mirro | 5:00 PM – 5:15 PM |
| f) Regional Food System – Farmland Access Initiative Request for Proposals – Monaghan                     | 5:15 PM – 5:30 PM |
| 4. <b>Unfinished Business:</b>                                                                            |                   |
| a) Strategic Initiative Update – PSCD Regional Forest Stewardship Pilot Program - Reed                    | 5:30 PM – 5:35 PM |

# FINANCE

King Conservation District  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
From 7/1/2020 Through 7/31/2020

*Current Operating Fund  
(In Whole Numbers)*

	July Actual	Current Period Budget - Board Approved 2020	YTD Actual	YTD Budget - Board Approved 2020	YTD Budget Variance - Board Approved 2020	Total Budget - Board Approved 2020	Total Budget Variance - Board Approved 2020
Revenue							
Revenue							
Rates & Charges	312,405	696,256	4,211,085	4,873,793	(662,708)	8,355,074	(4,143,989)
Grants & Cost Share	57,282	74,063	283,967	518,440	(234,473)	888,754	(604,787)
Plant Sale	0	9,022	127,011	63,153	63,858	108,262	18,749
Other / Interest	3,110	18,455	54,894	129,186	(74,293)	221,462	(166,568)
Total Revenue	372,796	797,796	4,676,956	5,584,572	(907,616)	9,573,552	(4,896,596)
Total Revenue	372,796	797,796	4,676,956	5,584,572	(907,616)	9,573,552	(4,896,596)
Expense							
Personnel							
Salary, Taxes & Benefits	293,357	346,456	1,846,783	2,425,192	578,409	4,157,472	2,310,689
Contracted Services	81,228	165,421	614,607	1,157,945	543,337	1,985,048	1,370,441
Total Personnel	374,585	511,877	2,461,391	3,583,137	1,121,746	6,142,520	3,681,130
Supplies							
Office	951	1,226	11,916	8,581	(3,336)	14,710	2,794
Field	3,108	23,358	123,811	163,504	39,692	280,292	156,481
Total Supplies	4,060	24,583	135,728	172,084	36,357	295,002	159,274
Communications							
Advertising	0	1,771	2,893	12,396	9,503	21,250	18,357
Postage	169	1,381	3,293	9,666	6,373	16,570	13,277
Telephone & Internet	2,438	3,500	17,965	24,500	6,535	42,000	24,035
Printing & Publications	0	1,542	15	10,793	10,778	18,502	18,487
Total Communications	2,607	8,193	24,165	57,354	33,189	98,322	74,157
Occupancy & Equipment							
Office	32,006	31,102	220,567	217,717	(2,850)	373,229	152,662
Storage & Other	5,773	5,000	53,435	35,000	(18,435)	60,000	6,565
Program Activities	0	496	0	3,471	3,471	5,950	5,950
Equipment & Vehicle Maintenance	1,048	2,343	5,034	16,403	11,369	28,120	23,086
Total Occupancy & Equipment	38,826	38,942	279,036	272,591	(6,445)	467,299	188,263
Travel & Training							
Other	(128)	6,050	7,519	42,347	34,828	72,595	65,076
Capital Outlay	2,823	6,825	23,408	47,775	24,367	81,900	58,492
Sponsorships	0	1,165	2,250	8,155	5,905	13,980	11,730
Bank Fees/ Interest / Insur	4,373	4,661	11,766	32,627	20,861	55,932	44,166
Total Other	7,196	12,651	37,424	88,557	51,133	151,812	114,388
Total Expense	427,145	602,296	2,945,262	4,216,071	1,270,809	7,227,550	4,282,288
Grants & Fund Transfers							
Awards							
Member Jurisdiction	0	82,184	0	575,286	575,286	986,204	986,204
Cost Share / LIP	0	52,784	37,162	369,489	332,327	633,410	596,248
Regional Food	0	60,532	0	423,727	423,727	726,388	726,388
Total Awards	0	195,500	37,162	1,368,501	1,331,339	2,346,002	2,308,840
Total Grants & Fund Transfers	0	195,500	37,162	1,368,501	1,331,339	2,346,002	2,308,840
Total Expense	427,145	797,796	2,982,424	5,584,572	2,602,148	9,573,552	6,591,128

**King Conservation District  
Balance Sheet**

As of 7/31/2020  
(In Whole Numbers)

	Current Operating	Contingency Reserve	Election Reserve	Working Lands Breakout	Operating Rollover	Member Jurisdiction	All Other Reserve	LIP	Regional Food Reserve	Sound Transit	Total
<b>Assets</b>											
<b>Current Assets</b>											
Cash & Cash Equivalents											
Bank of America - 0408	(3,258)	0	0	0	0	51,430	0	0	0	0	48,172
US Bank - 2328	28,737	0	(0)	772,595	0	0	0	0	0	245,460	1,046,791
US Bank - 0152	367,177	250,000	0	0	0	0	0	0	0	0	617,177
LGIP	1,365,535	1,633,803	512,000	0	170,000	2,906,302	539,337	1,170,565	1,802,751	0	10,100,292
Total Cash & Cash Equivalents	1,758,190	1,883,803	512,000	772,595	170,000	2,957,732	539,337	1,170,565	1,802,751	245,460	11,812,433
Total Current Assets	1,758,190	1,883,803	512,000	772,595	170,000	2,957,732	539,337	1,170,565	1,802,751	245,460	11,812,433
Total Assets	1,758,190	1,883,803	512,000	772,595	170,000	2,957,732	539,337	1,170,565	1,802,751	245,460	11,812,433



Check/Voucher Register - Monthly Check, EFTs, Payroll, and Fee Register  
1000 - Cash (Checking Ops / BoA / x0408)  
From 7/1/2020 through 7/31/2020

Document Number	Vendor	Date	Amount	
22762	Shawanda Steverson	7/6/2020	19.77	
22763	US Bank VISA	7/6/2020	12,246.51	
22764	WA State Treasurer	7/6/2020	1,448.39	
22765	Marinn Carpenter	7/13/2020	3,163.99	
22766	City of Renton Utility Division	7/13/2020	78.46	
22767	Comcast Business	7/13/2020	218.08	
22768	Comcast Business - PA	7/13/2020	406.20	
22769	Department of Enterprise Services	7/13/2020	150.00	
22770	Des Moines Area Food Bank	7/13/2020	8,493.21	
22771	Dugans	7/13/2020	49.50	
22772	Ecobrust	7/13/2020	1,657.06	
22773	Fourth Corner Nurseries	7/13/2020	140.20	
22774	Health Care Authority	7/13/2020	30,626.45	
22775	Inslee Best Doezie & Ryder P.S.	7/13/2020	6,924.90	
22776	Integrated Computer Systems Support, Inc.	7/13/2020	15,437.14	
22777	Michael Lasecki	7/13/2020	491.44	394.00
22778	Living Well Kent	7/13/2020	17,993.22	
22779	The Management Action Center	7/13/2020	650.00	
22780	Marc Bolan Consulting	7/13/2020	2,400.00	
22781	Alex Martinsons	7/13/2020	26.10	
22782	McCaffrey Consulting LLC	7/13/2020	1,538.00	
22783	McLendon Hardware	7/13/2020	1,831.95	
22784	Jason Mirro	7/13/2020	51.90	
22785	Mountain Mist	7/13/2020	65.89	
22786	National Construction Rentals	7/13/2020	162.80	
22787	NW Bloom LLC	7/13/2020	209.40	
22788	Pacific Topsoils Inc.	7/13/2020	393.86	
22789	Rani Souza	7/13/2020	150.00	
22790	Terra Tech	7/13/2020	325.13	
22791	The Keystone Concept	7/13/2020	2,000.00	
22792	U.S. Bank Equipment Finance	7/13/2020	536.70	
22793	Washington Conservation Society	7/13/2020	150.00	
22794	WACD	7/13/2020	3,888.89	
22795	Wild Fish Conservancy	7/13/2020	1,410.00	
22796	Williams, Fedora	7/13/2020	4,555.92	
22797	Ashley Allan	7/27/2020	190.24	
22798	Matthew Axe	7/27/2020	80.58	
22799	Marinn Carpenter	7/27/2020	3,521.84	
22800	WEX Bank	7/27/2020	277.57	
22801	City of Shoreline	7/27/2020	6,288.31	
22802	City of Tukwila	7/27/2020	47,400.00	
22803	Dept of Ecology	7/27/2020	54,147.33	10825.20
22804	Department of Enterprise Services	7/27/2020	305.00	
22805	Inslee Best Doezie & Ryder P.S.	7/27/2020	13,266.00	
22806	Integrated Computer Systems Support, Inc.	7/27/2020	4,092.00	
22807	Interim Community Developemnt Association	7/27/2020	18,393.97	
22808	J.B. Fence Company	7/27/2020	770.00	
22809	McCaffrey Consulting LLC	7/27/2020	3,076.00	
22810	Melrose Properties LLC	7/27/2020	1,332.72	
22811	National Construction Rentals	7/27/2020	162.80	

Check/Voucher Register - Monthly Check, EFTs, Payroll, and Fee Register  
1000 - Cash (Checking Ops / BoA / x0408)  
From 7/1/2020 through 7/31/2020

Document Number	Vendor	Date	Amount
22812	Northwest Natural Resource Group	7/27/2020	1,360.00
22813	Rainier Valley Corps	7/27/2020	54,146.69
22814	Renton Office Park LLC	7/27/2020	32,005.54
22815	Summit Law Group, PLLC	7/27/2020	2,871.00
22816	Snoqualmie Valley Wastershed Improvement District	7/27/2020	2,732.00
22817	T-Mobile USA, Inc.	7/27/2020	1,472.50
22818	Tukwila Self-Storage	7/27/2020	462.00
22819	U.S. Bank Equipment Finance	7/27/2020	2,956.47
22820	Weed Warriors	7/27/2020	97.56
22821	Whatcom Conservation District	7/27/2020	66.34
22822	Wild Fish Conservancy	7/27/2020	3,348.11
22823	Williams, Fedora	7/27/2020	4,630.00
22824	YouthCare	7/27/2020	2,765.30
<b>Total Checks</b>			<b>382,108.93</b>
22463	University of Puget Sound	7/9/2020	-285.00
22587	NW Bloom LLC	7/9/2020	-209.40
22764	WA State Treasurer	7/9/2020	-1,448.39
<b>Total Void Checks</b>			<b>-1,942.79</b>
00004097E5270	UPS	7/15/2020	6.90
00004097E5280b	UPS	7/22/2020	13.80
070320-Navia	Navia Benefit Solutions	7/3/2020	309.66
072420-Navia	Navia Benefit Solutions	7/24/2020	1,897.85
073120-Navia	Navia Benefit Solutions	7/31/2020	163.57
20200731-Q220	Dept of Revenue / State of Washington	7/28/2020	514.94
2Q20LI	Dept of Labor & Industries	7/29/2020	6,848.11
<b>Total EFT</b>			<b>9,754.83</b>
071020-StpPymntFee	Bank of America	7/10/2020	30.00
071020b-StpPymntFee	Bank of America	7/10/2020	30.00
071620-WireFee	Bank of America	7/15/2020	15.00
072720-WireFee	Bank of America	7/27/2020	15.00
073120-CkImFee	Bank of America	7/31/2020	3.00
<b>Total Bank Fees</b>			<b>93.00</b>
2007 01	July 2020 Payroll	7/31/2020	176,775.29
073120-DRS	Dept of Retirement Systems	7/31/2020	42,053.61
073120-PRTaxes	QuickBooks Payroll Service	7/31/2020	70,968.44
073120-QBFees	QuickBooks Payroll Service	7/31/2020	237.07
<b>Total Payroll</b>			<b>290,034.41</b>
<b>Report Total</b>			<b>680,048.38</b>

AI 20-056:

A motion that Chief Operating Officer managing Finances will be the entity in charge of managing, adjusting, creating and reporting on all district expenses under the authority and direction of the KCD Board of Supervisors.

# NEW BUSINESS

# King Conservation District Board of Supervisors Meeting

## Agenda Action Briefing/Report

Meeting Date: August 24<sup>th</sup>, 2020

### AI 20-057

#### SUBJECT:

#### Drake Drainage Maintenance 2020

##### BACKGROUND

The purpose of King CD's Agricultural Drainage Program is to help landowners identify and address drainage concerns by implementing practices on their farms. KCD has received funding from the King County Flood Control District to implement drainage programs in partnership with King County's Agricultural Drainage Assistance Program (ADAP) to implement these programs.

To that end, the KCD is working with the Drake family in Enumclaw to improve drainage on their small farm. The drainage maintenance will total 1675 linear feet and replace one 18"x20' culvert. The Drake family purchased this property in 2018 with the hope of growing crops but the majority of the existing farmland is too wet to farm. The Drake's intend to grow crops on 10 acres and add at least one greenhouse if this project is complete. Plans and permits are in place to complete the project.

The request for bids was sent out in accordance with the Limited Small Works guidelines since this project is estimated to cost under the \$35,000 threshold. Two bids were received from Southworth & Sons for \$17,400 and Ty Watterson Excavation for \$18,600.. Bid requests were sent to five other contractors listed on the MRSC roster.

##### RECOMMENDATION

This project will bring back 10 acres of farmland into production in an area where KCD has historically had more limited access to assisting landowners. KCD contacted staff recommends that the board selects Southworth & Sons to complete this project as they are the lowest, responsible bidder.

<u>ALTERNATIVES NOT SELECTED</u>	<u>REASON</u>
Do not approve and sign contract, Do not complete this project.	Project is of high value to all goals – bringing food production acreage back to production, cost to complete is lower than average, Landowner, Tenants, and ADAP are invested in completing the project

## BID PROPOSAL

**PROJECT NAME:** Drake Drainage Maintenance 2020  
**BID SUBMITTAL DEADLINE:** August 10<sup>th</sup>, 2020

**ATTENTION:** Liz Stockton

### PART 1 - GENERAL

**1.01** Bids should be emailed.

Phone: (206)384-0129

Email: elizabe@gmail.com

### **1.02 PROPOSAL**

The undersigned Bidder hereby certifies that the Bidder has examined the location and construction details of work, is familiar with the local conditions at the place where the work is to be done, and has read and thoroughly understands the work and the method by which payment will be made for said work and hereby propose to undertake and complete the work in accordance with technical documents provided.

### **1.03 BID CONDITIONS**

It is expressly understood and agreed that the following Bid Schedule amounts are the basis for establishing the low bidder for award of the Contract and that the GRAND TOTAL is a lump sum bid. Bid prices shall be exclusive of any sales tax, which will be separately compensated based upon actual contract payments.

### **1.04 BIDDER INFORMATION**

Proper Name of Bidder: SOUTHWORTH & SONS, INC.

Mailing 50620 ENUMCLAW, CHIMOOK HWY Address:  
ENUMCLAW WA 98022

Contractor's License No.: SOUTH 12220 UBI No: 600 313 802

City of [\*\*\*] Business License No.:

Phone Number: 360.463.2215 Fax Number: 360.463.2571

Email southworth\_rose@usa.com Address:

### **SCHEDULE OF UNIT PRICES**

Item	BID ITEM DESCRIPTION	BID QTY	U/M	UNIT PRICE (\$/CENTS)	TOTAL (\$/CENTS)
1	Mobilization & Demobilization	1	each	1200-	1200-
2	Task 1: Dredging 1,675 LF	1	LumpSum	7850-	7850-
3	Task 2: Install 1 20'x18" culvert	1	LumpSum	6920-	6920-

BASE BID Subtotal 15970-

W.S.S.T (8.6%) 1373.42

BASE BID TOTAL (Subtotal with Sales Tax) 17343.42

### **1.05 BID SUMMARY**

Amount Bid

Washington State Sales Tax @ [8.6]%

GRAND TOTAL in figures, including tax

GRAND TOTAL in words, including tax

SEVENTEEN THOUSAND THREE HUNDRED FORTY THREE 42/100



By:

John Southworth

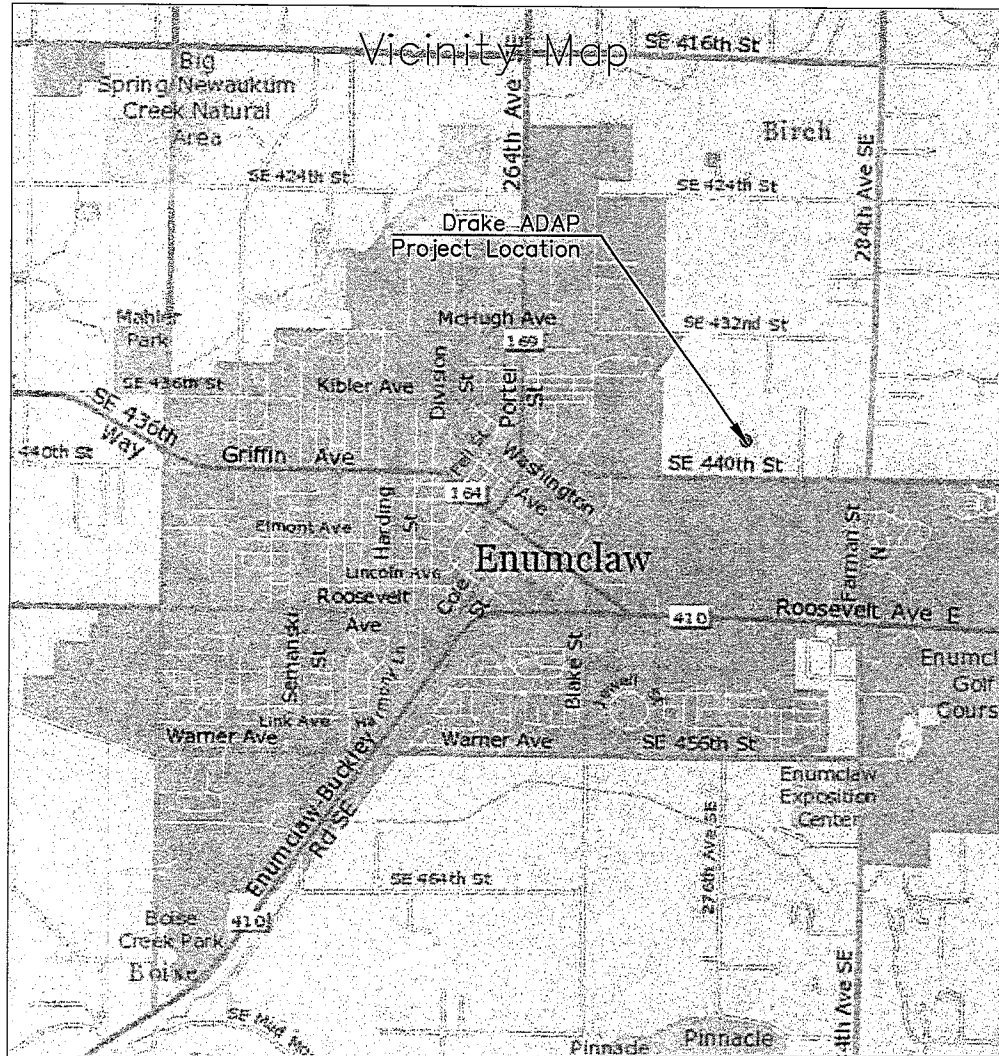
Signature

John Southworth

Printed

project manager

Title

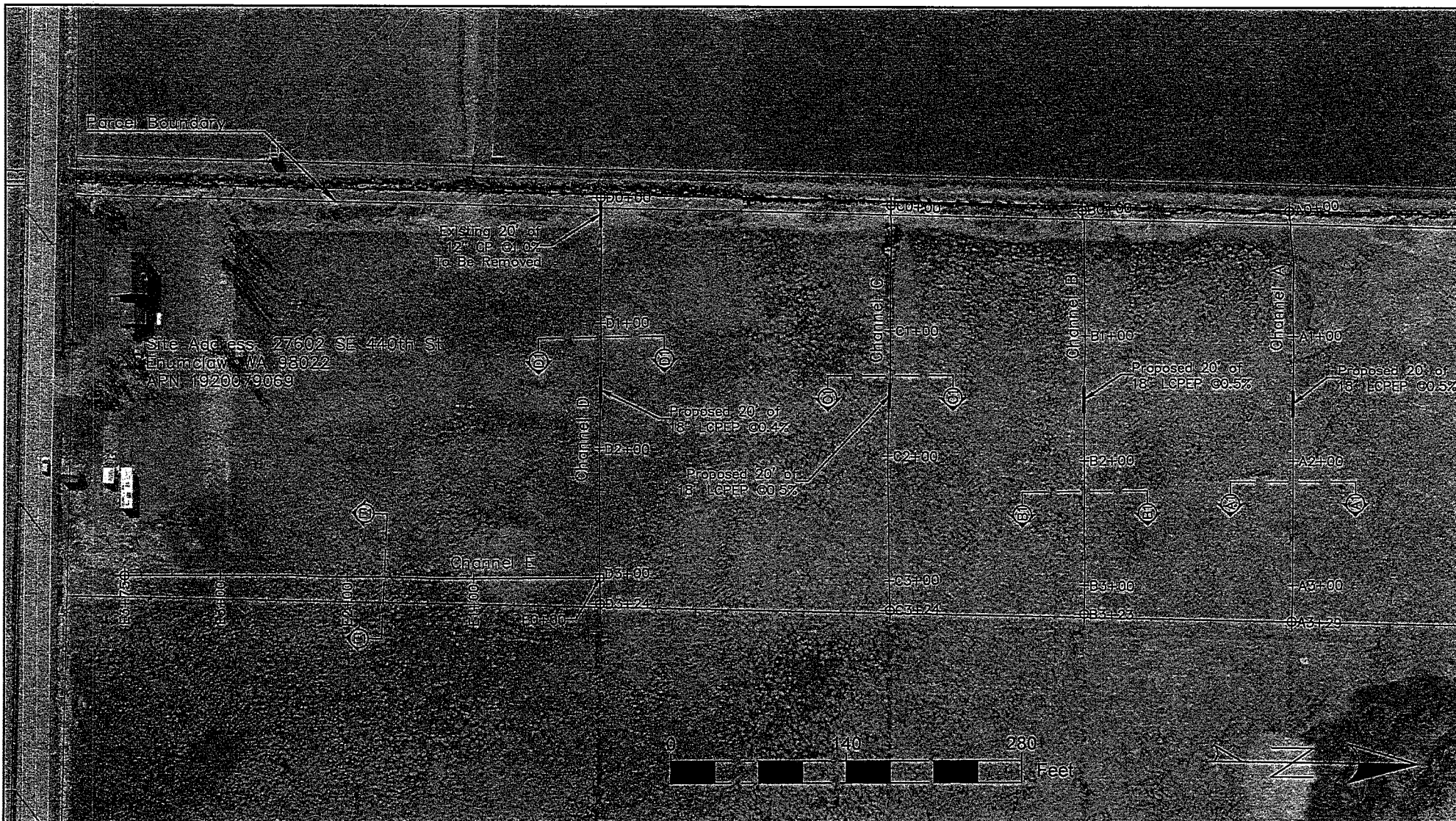



# King County Agricultural Drainage Assistance Program (ADAP) Drake Waterway Maintenance Plan

## Notes:

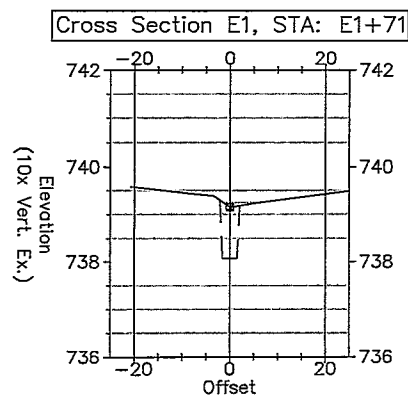
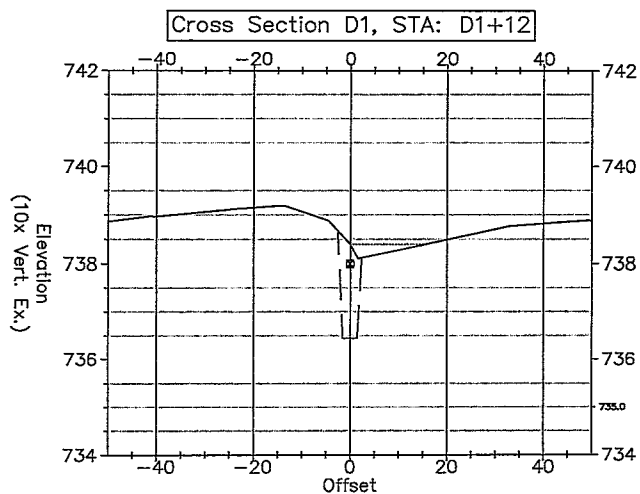
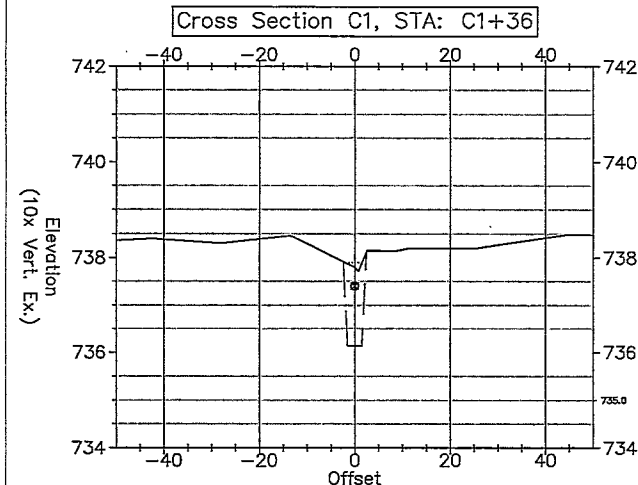
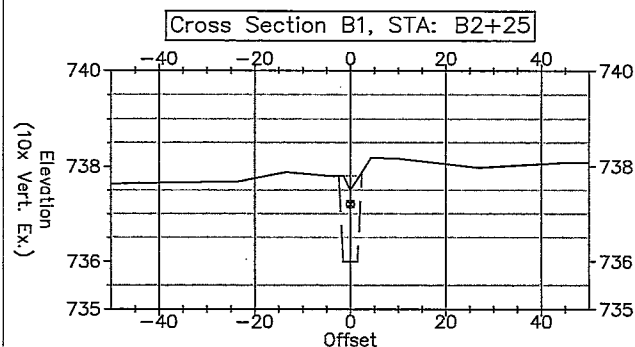
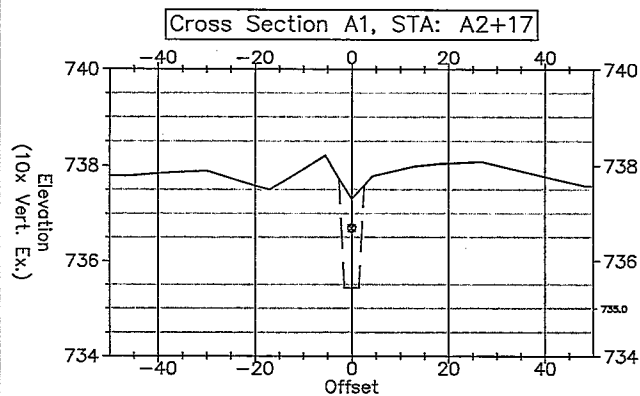
1. Total proposed maintenance length: approximately 1,675 feet
2. Estimated dredge volume: approximately 406 cubic yards
3. Channel Classification: All channels proposed for maintenance have been classified as Low-Modified.
4. Channels A-E are expected to be dry at time of construction; no in-water work is planned for this project.
5. All work shall be performed in accordance with King County's "Best Management Practices for Maintenance of Agricultural Waterways," the Washington Department of Fish and Wildlife (WDFW) Hydraulic Project Approval (HPA) stipulations, and the King Conservation District (KCD) farm plan.
6. Spoils may be spread on-site to a depth no greater than 6 inches or removed from the site and disposed of in a legal manner.
7. A pre-construction meeting, including the landowner or landowner's representative, the maintenance contractor, a KCD employee, and a King County ADAP employee, is required prior to the start of any maintenance activities.
8. Reasonable effort shall be made to preserve native vegetation.
9. Channels have been exposed to heavy and long-term use by livestock causing bank sloughing and compaction of channel bottoms. As a result, sediment measurement results are not likely to provide an accurate estimate of the historical channel bottom. Equipment operator must monitor for and halt excavation at historical channel bottom. It is the contractor's responsibility to ensure that maintenance dredging does not exceed historical channel extents.
10. The landowner is responsible for protecting the installed plantings from livestock grazing and all other farming activities.
11. No utilities have been located; it is the responsibility of the contractor to locate utilities.

FIELD BOOK: <u>n/a</u>	DATE: <u>2019-11-05</u>	APPROVED: <u>Brian Sleight, PE</u>	 <p>Know what's below. Call before you dig.</p>	 <p><b>King County</b> Department of Natural Resources and Parks Water and Land Resources Division Stormwater Services Section Christie Trun, Director</p>	<p><b>Agricultural Drainage Assist. Program</b> <b>Drake Project</b> <b>27602 SE 440th St</b> <b>Enumclaw, WA 98022</b></p> <p>Plan View</p>	<p>SHEET <b>1</b> OF <b>6</b> SHEETS</p>
SURVEYED: <u>Eric Dightman</u>		PROJECT MANAGER: <u>Low Beck, PE</u>				
SURVEY BASE MAP: <u>n/a</u>		DESIGNED: <u>Eric Dightman, PE</u>				
CHECKED: <u>n/a</u>						
NUM.	REVISION	BY	DATE			



FIELD BOOK: <i>n/a</i>	2018-11-05	APPROVED: <i>Brian Staight, PE</i>	 Know what's below. Call before you dig.	 <b>King County</b> Department of Natural Resources and Parks Water and Land Resources Division Stormwater Services Section Chrislie True, Director	<b>Agricultural Drainage Assist. Program</b> <b>Drake Project</b> <b>27602 SE 440th St</b> <b>Enumclaw, WA 98022</b> Plan View	SHEET 2 OF 6 SHEETS																		
SURVEYED: <i>Erie Dightman</i>		PROJECT MANAGER: <i>Low Beck, PE</i>																						
SURVEY BASE MAP: <i>n/a</i>		DESIGNED: <i>Erie Dightman, PE</i>																						
CHECKED: <i>n/a</i>																								
<table border="1"> <thead> <tr> <th>NUM.</th> <th>REVISION</th> <th>BY</th> <th>DATE</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>		NUM.	REVISION	BY	DATE																			
NUM.	REVISION	BY	DATE																					

SHEET  
3  
OF  
6  
SHEETS



### Cross Section Legend

- Measured Water Surface  
----- Measured Channel Bottom  
- - - - - Approximate Maintenance Dredge  
          Depth  
⊗ Measured Depth of Sediment At  
      Resistance

Notes:

- Notes: All channels have been exposed to heavy and long-term use by livestock causing bank sloughing and compaction of channel bottoms. As a result, sediment measurement results are not likely to provide a an accurate estimate of the historical channel bottom. Equipment operator must monitor for and halt excavation at historical channel bottom.
- Width of dredging may be no greater than width of historic channel with an exception for bank stability. The slope of the channel bank may be flattened to 2:1 to improve bank stability.

All Cross Sections On This Sheet are at 1" = 25' Horizontal Scale

FIELD BOOK: <u>n/a</u>		---	---	TTTCM100	APPROVED: Brian Sleight, PE
SURVEYED: <u>Eds Dighman</u>		2018-11-08			PROJECT MANAGER: Lou Beck, PE
---					DESIGNED: Eds Dighman, PE
SURVEY BASE MAP: <u>n/a</u>					
CHECKED: <u>n/a</u>					
		TEAM	DIVISION	REV	DATE



Know what's below.  
Call before you dig.



**King County**  
 Department of Natural Resources and Parks  
 Water and Land Resources Division  
 Stormwater Services Section  
*Christie True, Director*

**Agricultural Drainage Assist. Program  
Drake Project  
27602 SE 440th St  
Enumclaw, WA 98022**

Channel Cross Sections

SHEET  
4  
OF  
6  
SHEETS



Channels A-F have been classified as Low-Modified. ADAP BMPs for Low-Modified channels is to plant two rows of vegetation on each side of the channel. Channels A-F held no flow when observed in November 2019. Plantings are unlikely to thrive in these dry conditions and unlikely to benefit fish life along a channel that has no base flow in the wet season.

The combined length of Channels

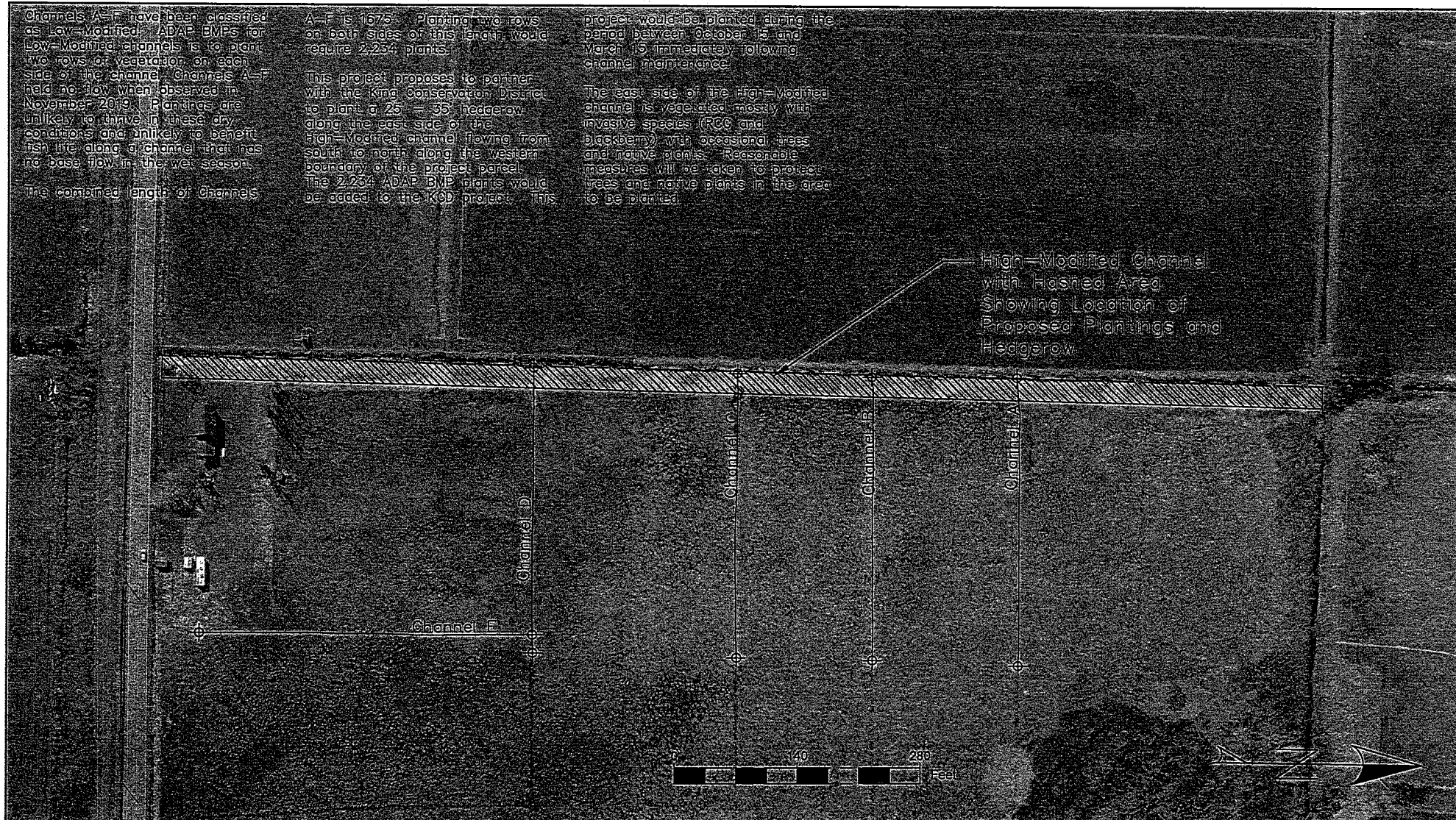
A-F is 1675'. Planting two rows on both sides of this length would require 2,234 plants.

This project proposes to partner with the King Conservation District to plant a 25' - 35' hedgerow along the east side of the High-Modified channel flowing from south to north along the western boundary of the project parcel. The 2,234 ADAP BMP plants would be added to the KCD project. This

project would be planted during the period between October 15 and March 15 immediately following channel maintenance.

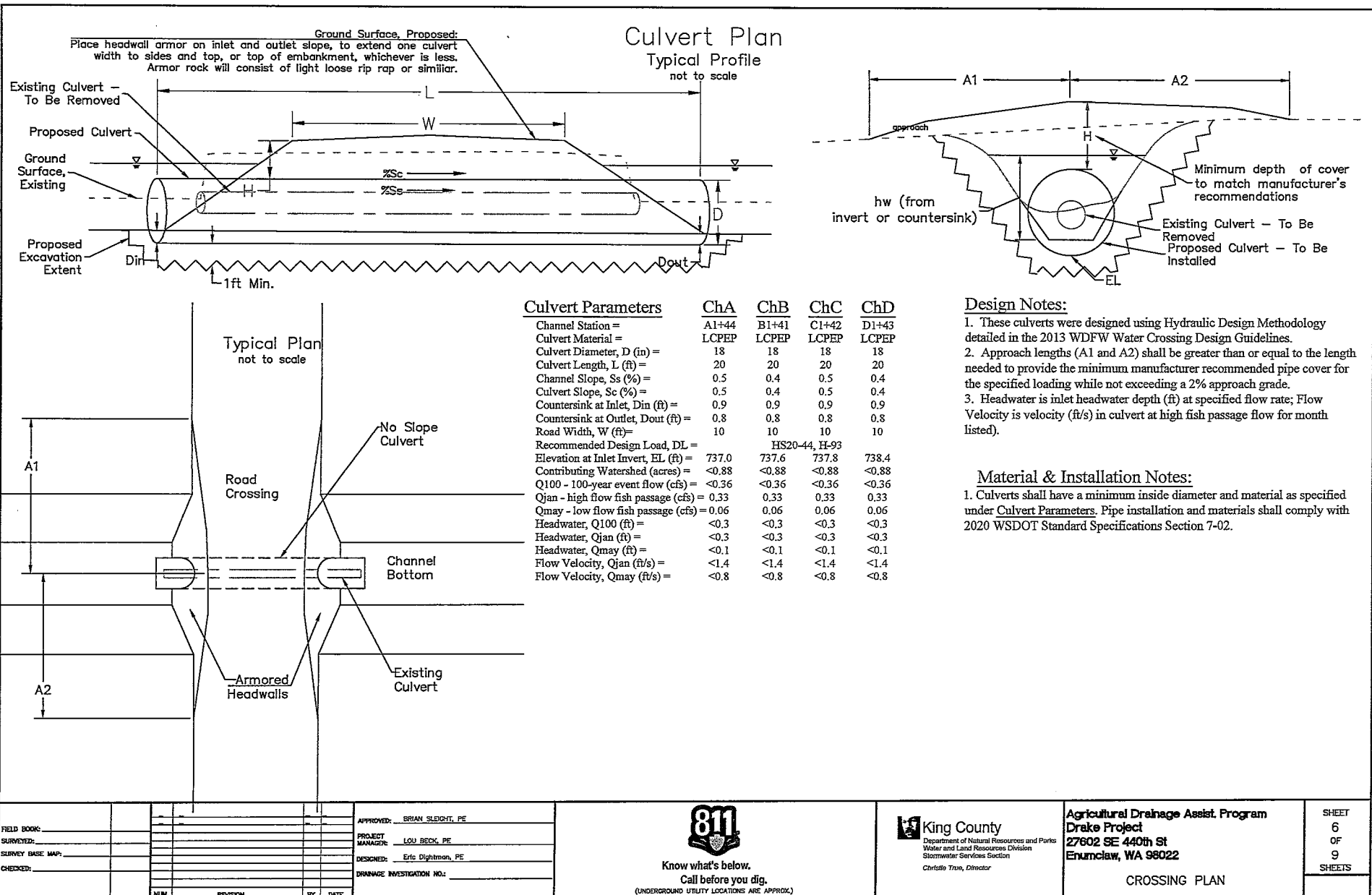
The east side of the High-Modified channel is vegetated mostly with invasive species (RGE and blackberry) with occasional trees and native plants. Reasonable measures will be taken to protect trees and native plants in the area to be planted.

High-Modified Channel with Hashed Area Showing Location of Proposed Plantings and Hedgerow



FIELD BOOK: <u>n/a</u>	DATE: <u>2019-11-05</u>	APPROVED: <u>Brian Sleight, PE</u>	 Know what's below. Call before you dig.	 <b>King County</b> Department of Natural Resources and Parks Water and Land Resources Division Stormwater Services Section Christie True, Director	<b>Agricultural Drainage Assist. Program</b> <b>Drake Project</b> <b>27602 SE 440th St</b> <b>Enumclaw, WA 98022</b> Planting Plan	SHEET <b>5</b> OF <b>6</b> SHEETS																		
SURVEYED: <u>Erie Dightman</u>	PROJECT MANAGER: <u>Lee Beck, PE</u>																							
SURVEY BASE MAP: <u>n/a</u>	DESIGNED: <u>Erie Dightman, PE</u>																							
CHECKED: <u>n/a</u>																								
<table border="1"> <thead> <tr> <th>NUM.</th> <th>REVISION</th> <th>BY</th> <th>DATE</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>		NUM.	REVISION	BY	DATE																			
NUM.	REVISION	BY	DATE																					





# King Conservation District Board of Supervisors Meeting

## Agenda Action Briefing/Report AI 20-058

Meeting Date: August 24th, 2020

### SUBJECT: Discovery Farms® Waste Storage Facilities Lower Bidding Approval

#### BACKGROUND

This contract bid review is for the installation of the manure bin treatments for the South Puget Sound Discovery Farms research project. In the fall of 2018 KCD was given an opportunity to partner with the American Farmland Trust (AFT), Whatcom CD and Discovery Farms Washington®, farmers in King County, and the Department of Ecology to design and participate in a Discovery Farms Research project to assess and promote the benefits of on-farm manure storage conservation practices that enhance water quality. Manure storage practices were chosen because it is one of KCD's most commonly prescribed and funded agricultural Best Management Practices (BMPs).

The project will measure water quality data for different treatments of dry manure storage. It will compare various combinations of tarp coverings, roofs, and concrete floorings as compared to uncovered piles (controls). KCD and the Discovery Farms® Team members will oversee the installation of the different treatments. We will monitor on-the-ground water quality data associated with installed BMPs collecting data on bacteria, sediment, nitrogen, phosphorus, and other micronutrients. Once the monitoring is complete, the uncovered treatments will be roofed leaving the cooperator with a walled, padded and roofed Waste Storage Facility. The roofing of the bins will be a separate contract once the monitoring is complete. The two project sites are located on farms in the Enumclaw Plateau. Both farms are KCD cooperators currently participating in the Landowner Incentive Program (LIP) to install additional BMPs on their property.

The installation of these manure bin treatments will be funded primarily through the South Puget Sound Discovery Farms® project grant. The KCD Board approved two Waste Storage Facility cost-share contracts through the Landowner Incentive Program at the July 13<sup>th</sup>, 2020 Board Meeting. This LIP cost-share will be used to supplement the Waste Storage Facilities installation costs as needed.

#### SPECIAL NOTE

Actual contractor information and final bid amount will be provided at the 08/24/2020 Board Meeting. The bid deadline for contractors is on 08/17/2020. At that time final bids will have been received and reviewed for completeness.

#### RECOMMENDATION

District staff recommends that Board approve and sign a Contract with the lowest responsible bidder to allow work to proceed for this project.

<u>ALTERNATIVES NOT SELECTED</u>	<u>REASON</u>
Do not approve and sign contract.	KCD is responsible for hiring a contractor to complete the dry manure install as part of the project grant agreement.
Do not complete this project.	This would result in project failure.

#### **MOTION**

                     Moved,                      Seconded; Passed a motion to Approve a Contract for the lowest responsible bidder for the South Puget Sound Discovery Farms® project manure treatment installation.

## CONSULTANT SERVICES CONTRACT

THIS AGREEMENT is between the KING CONSERVATION DISTRICT, a municipal corporation of the State of Washington (the "District"), and \_\_\_\_\_, (the "Consultant").

The parties agree as follows:

1. Term of Agreement. This Agreement shall be effective from and after August 25th, 2020, through October 30, 2020, unless terminated earlier pursuant to the provisions of this Agreement.

2. Scope of Work to be Performed. The Consultant shall perform the work and services described in Exhibit A. If specified in Exhibit A, the work and services shall be performed pursuant to task orders issued by the District. In the event of a conflict between Exhibit A and this Agreement, the provisions of this Agreement shall prevail.

3. Compensation and Payment.

A. Compensation. The District shall pay the Consultant for all completed work and services as provided in Exhibit B. The total amount paid under this Agreement shall not exceed (\$XXXXXX plus 8.6% sales tax for a total of \$XXXXXX) unless mutually agreed upon in writing by the parties.

B. Payment. The Consultant shall submit to the District at the end of each month an itemized billing statement that identifies in detail, to the reasonable satisfaction of the District, the days and hours worked and which describes the work or services performed. The District will pay the Consultant for work or services performed on or before the 15th day of the month within 45 days after receipt of an itemized billing statement, in accordance with established practices. The Consultant will provide the District with a Taxpayer Identification Number before or along with the first billing statement submitted to the District.

4. Record Keeping and Reporting. The Consultant shall maintain accounts and records, including personnel, property, financial and programmatic records, which sufficiently and properly reflect all direct and indirect costs of any nature expended and work or services performed under this Agreement, and any other records or reports as may be deemed necessary by the District to ensure the performance of this Agreement. These records shall be maintained for a period of six (6) years after termination of this Agreement, unless permission to destroy such records is granted by the Office of Archivist in accordance with RCW 40.14.070 and the District.

5. Audit. The Consultant shall permit the District, from time to time as the District deems necessary (including after the expiration or termination of this Agreement), to inspect and audit at all reasonable times in King County, Washington, or at such other reasonable location as the District selects, all pertinent books and records of the Consultant to verify the accuracy of accounting records. The Consultant shall supply the District with, or shall permit the District to make, a copy of any books and records upon the District's request. The Consultant shall ensure

that the inspection, audit and copying right of the District is a condition of any subcontract, agreement or other arrangement under which any other person or entity is permitted to perform work and services under this Agreement.

6. Compliance with Law.

A. General Requirement. The Consultant, at the Consultant's sole cost and expense, shall perform and comply with all applicable Federal, State, County and City laws and ordinances.

B. Discrimination. Consultant agrees not to discriminate against any employee or applicant for employment or any other person in the performance of this Agreement because of race, creed, color, national origin, marital status, sex, age, disability, or other circumstance prohibited by federal, state or local law or ordinance, except for a bona fide occupational qualification.

C. Licenses and Similar Authorizations. The Consultant, at no expense to the District, shall secure and maintain in full force and effect during the term of this Agreement all required licenses, permits and similar legal authorizations.

D. Taxes. The Consultant shall pay, before delinquency, all taxes, levies and assessments arising from the Consultant's activities and undertakings under this Agreement; taxes levied on the Consultant's property, equipment and improvements; and taxes on the Consultant's interest in this Agreement and any leasehold interest deemed to have been created by this Agreement under RCW Chapter 82.29A.

7. Contractual Relationship.

A. Independent Contractor. The Consultant and District agree that the Consultant is an independent contractor with respect to work or services provided under this Agreement. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the Consultant and the District. It is understood and agreed that the Consultant or any employee of the Consultant will not be entitled to receive any other benefits accorded District employees. The District will not be responsible for withholding or otherwise deducting federal income tax, social security, or contributing to the State Industrial Insurance Program, or in any other way assuming the duties of an employer with respect to the Consultant or any employee of the Consultant.

B. Lack of Authority. This Agreement does not constitute the Consultant as the agent or legal representative of the District for any purpose. The Consultant is not granted any express or implied right or authority to assume or create any obligation or responsibility on behalf of or in the name of the District or to bind the District in any manner.

8. No Subcontracting or Assignment. The Consultant shall not subcontract or assign any portion of the work or services covered by this Agreement without the prior written approval of the District.

9. Indemnification. The Consultant shall defend, indemnify and hold harmless the District, its officers, employees, agents and volunteers from and against all claims, injuries, damages, liabilities, losses or suits, including attorneys' fees and costs, arising out of or in connection with the performance of this Agreement, except for injuries or damages caused by the sole negligence of the District. For the purposes of this indemnification, the Consultant specifically and expressly waives any immunity granted under the Washington Industrial Insurance Act, Title 51 RCW. This waiver has been mutually negotiated and agreed to by the parties. If a court of competent jurisdiction determines that this Agreement is subject to RCW 4.24.115, the Consultant's obligation to defend, indemnify and hold harmless the District, its officers, employees, agents and volunteers shall be limited to the extent of the Consultant's negligence or the negligence of the Consultant's agents or employees. The provisions of this section shall survive the expiration or termination of this Agreement.

10. Insurance. The Consultant shall procure and maintain, for the duration of this Agreement, the following insurance against claims for injuries to persons or damage to property arising out of or in connection with the performance of this Agreement by the Consultant, its officers, employees, agents, representatives and subcontractors:

A. Automobile Liability Insurance with limits no less than \$1,000,000.00 combined single limit per accident for bodily injury and property damage;

B. Commercial General Liability Insurance written on an occurrence basis with limits no less than \$1,000,000.00 combined single limit per occurrence and \$2,000,000.00 aggregate for personal injury, bodily injury and property damage. Coverage shall include, but not be limited to blanket contractual; products/completed operations; broad form property damage; explosion, collapse and underground (XCU) if applicable; and employer's liability; and

C. Professional Liability Insurance with limits no less than \$1,000,000.00 limit per occurrence.

Before commencing work and services, the Consultant shall provide to the person identified in Section 12 a Certificate of Insurance evidencing the insurance described above. The District reserves the right to request and receive a certified copy of all required insurance policies.

Any payment of deductible or self-insured retention shall be the sole responsibility of the Consultant. The District shall be named as an additional insured on the Commercial General Liability Insurance policy, with regard to work and services performed by or on behalf of the Consultant, and a copy of the endorsement naming the District as an additional insured shall be attached to the Certificate of Insurance.

The insurance policies (1) shall state that coverage shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability; (2) shall be primary insurance with regard to the District; and (3) shall state that the District will be given 30 days prior written notice of any cancellation, suspension or material change in coverage.

11. Ownership of Documents. Reports, studies, plans, drawings, maps, models, specifications, computer files and other work products produced by the Consultant, except for working notes and internal documents, shall be the property of the District. The Consultant shall furnish these documents to the District upon request. The Consultant shall refer all third party requests for inspection and copying of these documents to the District which shall determine whether the documents shall be made available for inspection. Modification or re-use of any of these documents by the District following completion of the work and services under this Agreement, without the written permission of the Consultant, shall be at the District's sole risk.

12. Addresses for Notices and Deliverable Materials. All notices and other material to be delivered under this Agreement shall be in writing and shall be delivered or mailed to the following addresses or such other addresses as either party may, from time to time, designate in writing:

King Conservation District  
800 SW 39<sup>th</sup> St, Suite 150  
Renton, WA 98057  
Attn: Jay Mirro

13. Amendments. No modification or amendment of this Agreement shall be effective unless in writing and signed by authorized representatives of the parties. The parties expressly reserve the right to modify this Agreement, from time to time, by mutual agreement.

14. Binding Effect. The provisions, covenants and conditions in this Agreement shall bind the parties, their legal heirs, representatives, successors and assigns.

15. Applicable Law; Venue. This Agreement shall be construed and interpreted in accordance with the laws of the State of Washington. The venue of any action brought under this Agreement shall be in the Superior Court for King County.

16. Remedies Cumulative. Rights under this Agreement are cumulative, and the failure to exercise a right on any occasion shall not operate to forfeit the right on another occasion. The use of one remedy shall not exclude or waive the right to use another.

17. No Waiver. No waiver of full performance by either party shall be construed, or operate, as a waiver of any subsequent default or breach of any of the terms, covenants or conditions of this Agreement. The payment of compensation to the Consultant shall not be deemed a waiver of any right or the acceptance of defective performance.

18. Termination.

A. For Cause. Either party may terminate this Agreement where the other party fails to perform its obligations and the failure has not been corrected in a timely manner after notice of breach.

B. For Reasons Beyond Control of Parties. Either party may terminate this Agreement without recourse by the other party where performance is rendered impossible or impracticable for reasons beyond the party's reasonable control such as, but not limited to, acts of



nature; war or warlike operations; civil commotion; riot; labor disputes including strike, walkout, or lockout; sabotage; or superior governmental regulation or control.

C. Notice. Notice of termination pursuant to Subsections A and B above shall be given by the party terminating this Agreement to the other not less than 30 days prior to the effective date of termination.

19. Previous Agreements Superseded. The terms and conditions of this Agreement supersede the terms, obligations and conditions of any existing or prior agreement between the parties regarding the subject matter of this Agreement.

20. Entire Agreement. This Agreement is all of the covenants, promises, agreements and conditions, either oral or written, between the parties.

CONSULTANT

KING CONSERVATION DISTRICT

By \_\_\_\_\_

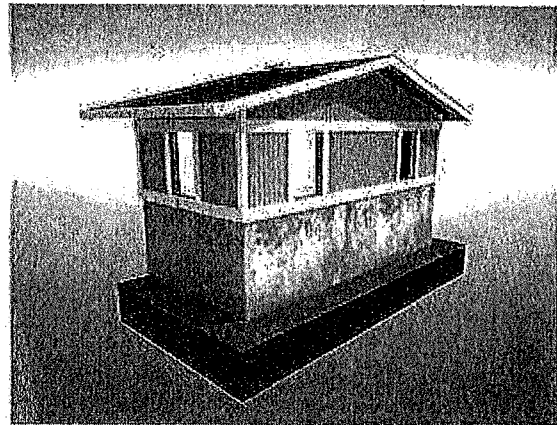
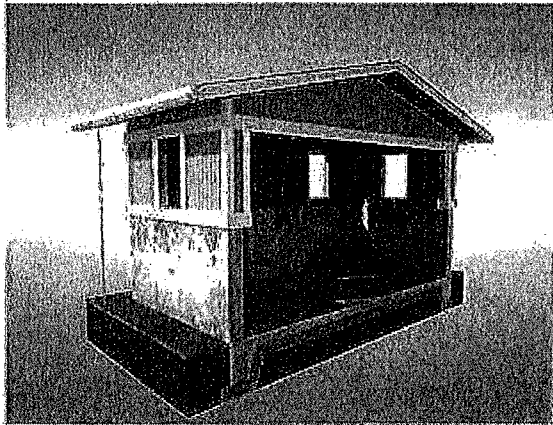
By \_\_\_\_\_  
Board of Supervisors, Chair

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

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



# REQUEST FOR PROPOSALS



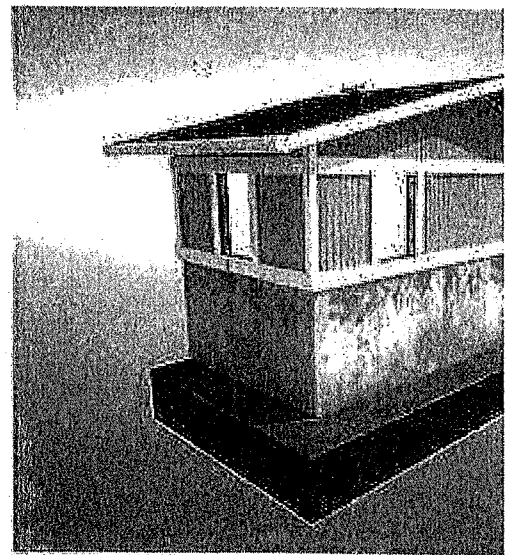
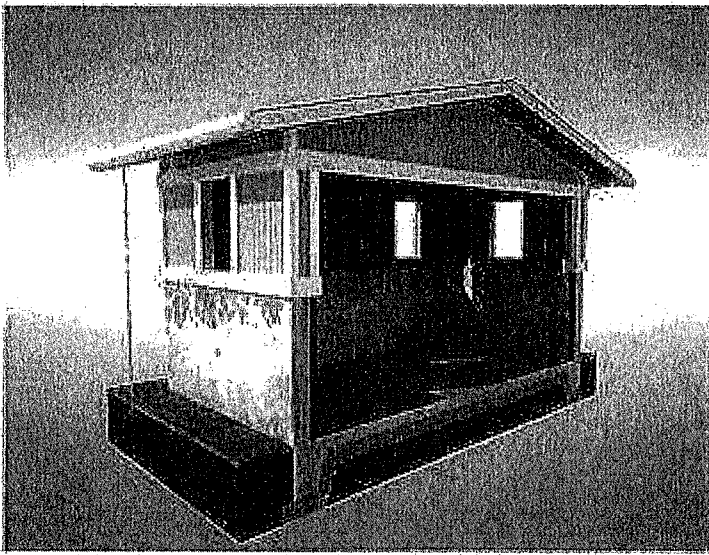
## WASTE STORAGE STRUCTURE CONSTRUCTION RFP: KCD AG 2020-2 DUE August 17TH, 2020

King Conservation District  
800 SW 39th Street, Suite 150  
Renton, WA 98057  
(425) 282-1905  
Email: [jason.mirro@kingcd.org](mailto:jason.mirro@kingcd.org)

## Introduction

The King Conservation District is inviting proposals from qualified bidders to construct two (2) Waste Storage Structures on 2 farms in Enumclaw Washington, both sites are level and have good access.

The structures to be built are as shown below, however roofs will not be built at this time. The scope of work consists of the construction by September 30th, 2020 of two concrete wall and slab installations, including all anchors and hardware for future wood structure completion. In addition the selected contractor will install 2 pre-fabricated metal carport over one half of each concrete foundation. The project will require meeting prevailing wage documentation, and is being let under the Limited Public Works process for Washington Conservation Districts with a maximum bid of \$35,000. The closing date for the submission of Proposals will be at 5:00 p.m. local time on Monday, August 17, 2020.



## 2. Definitions

District: mean the King Conservation District

Contract: means the agreement to be entered into between the Successful Bidder and the District with respect to the delivery of construction services services. It shall be based upon this RFP, and shall include any plans and specifications and will cover all work, labour, implements and materials that could be reasonably required to properly and satisfactorily complete the project .

Proponent(s)/ Bidder(s): means all persons, partnerships or corporations who respond to the RFP and includes their heirs, successors and permitted assigns.

Request for Proposal: means this Request for Proposal (RFP) document including all schedules, parts and attachments, as issued by the District, including any addenda or amendments made to it after initial issue.

Successful Proponent/ Bidder: means the Proponent/Contactor/Bidder whose RFP submission is/are accepted to who has/have agreed to supply the services as outlined herein.

### 3. Scope of Work

The Successful Bidder will:

- i. Supply all services, equipment, labour, supervision, tools, and materials that are necessary for the construction of two (2) unroofed concrete wall and slab portions of the designed waste storage structure, (with all hardware for future wood structure completion as shown in plans).
- ii Install two (2) pre-fabricated carport 12' wide and 8'-10' deep covering 1 bin (1/2 of structure), on two structures per manufacturers recommendations. See Exhibit. Contractor to provide basic shop drawing for installation.
- iii Install one gutter on 1/2 of the each of the metal carport to direct water outside of the bin.

### 4. Submission Instructions

#### a. General

Each Proponent, by submitting a RFP, represents that the Proponent has read, understands and accepts the terms, conditions and specifications contained within this RFP in full. Deviations from the RFP must be clearly identified in the written submission.

This RFP document, the Bidder's response to this solicitation and subsequent written contract to the Successful Bidder shall form the basis of the binding contract to be executed between the parties. Bidders shall enclose in their submission,

Submissions should include, but are not limited to the following:

1. Company or Personal Background
2. Experience and references
3. Completed Bid cost sheet
4. A schedule for the proposed Work to complete by September 30th 2020.

Bidders are required to submit two (2) copies, one (1) being the original signed RFP, in a sealed envelope clearly identified with Request For Proposal No. KCD AG 2020-2. Electronic submittals shall be accepted. Submissions may be in hard copy and submitted to the following address:

King Conservation District 800  
SW 39th Street # 150 Renton  
WA 98057  
or [jason.mirro@kingcd.org](mailto:jason.mirro@kingcd.org)

#### 4.2 Closing Date and Time

The closing date for submission of Proposals will be at 4:00 p.m. local time Friday, July 24, 2020.

Note: Due to health concerns, No pre-bid meeting will be held, please refer to maps and online imaging for review of building sites.

- i. Proposals shall be in ink, late Proposals will not be accepted;
- ii. Proposals by fax will not be accepted;
- iii. Partial Proposals are not accepted;
- iv. Proposals via email will be accepted.

- iv. The District reserves the right to accept or reject any or all Proposals;
- v. The District reserves the right to modify any and all requirements stated in the RFP at any time prior to the possible awarding of the Contract.
- vi. The lowest priced proposal will not necessarily be accepted;
- vii. The District reserves the right to enter into negotiations with a contractor and any changes to the Proposal that are acceptable to both parties will be binding.
- viii. The Proposals shall be valid for sixty (60) days from submission date.
- ix. The District reserves the right to request interested parties to:
  - a. Address specific requirements not adequately covered in their initial RFP submission
  - b. Clarify information in the response
- x. The Successful Proponent must provide Insurance Certificates with the District named as an additional insured.

#### 4.3 Questions

Any administrative questions with respect to the RFP are to be directed to:

Jay Mirro

Senior Resource Specialist

Rural Land Stewardship

O: 425-282-1905

C: 425-773-8097

jason.mirro@kingcd.org

For technical questions you may contact District Engineer Peter Landry, P.E.

E-mail: [pete.landry@kingcd.org](mailto:pete.landry@kingcd.org) phone (425) 529-4813

#### 4.4 Addendum

Any changes to this RFP, prior to the proposal closing will be issued as an addendum. The District will assume no responsibility for oral instruction or suggestions. No addendum(s) will be issued within 48 hours prior to bid closing. All addendum(s) become part of the bid documents and must be acknowledged and/or submitted as instructed with the proposal.

#### 4.5 Bidder Expense

Any expenses incurred by the Bidder in the preparation of the Proposal submission are entirely the responsibility of the Bidder and will not be charged to the District.

#### 4.6 Indemnity

The Successful Proponent shall indemnify and hold the District harmless from and against any liability, loss, claims, demands, costs and expenses, including reasonable legal fees, occasioned wholly or in part by any acts or omissions either in negligence or in nuisance whether willful or otherwise by the Bidder, it's agents, officers, employees or other persons for whom the Bidder is legally responsible.

#### 4.7 Examination of Request for Proposal Documents

Each Bidder must satisfy himself/herself by a personal study of the RFP documents. There will be no consideration of any claim, after submission of Proposals, that there is a misunderstanding with respect to the conditions imposed by this RFP.

No claims for extra work will be entertained and any additional works must be authorized in writing prior to commencement. Should the Bidder require more information or clarification on any point, it must be obtained prior to the submission.

#### 5. Evaluation of Contract

Proposals will be evaluated on the basis of:

- i. Degree to which the requirements described in this RFP are met
- ii. Quality of references
- iii. Qualifications and experience of contractor
- iv. Project budget and timeline (Sept 30th 2020)
- v. Other criteria as deemed appropriate.

6. General Terms and Conditions: In the event of a dispute AIA General Provisions will be used for reference.

Work shall meet 2018 IBC standards. The following conditions apply to this bid:

- Prevailing Wage Documentation Required
- No bid bond required
- No performance bond required
- Standard State retainage applies

#### 6.1 Non Collusion

A Proponent shall not discuss or communicate, directly or indirectly, with any other Proponent or their agent or representative about the preparation of the Proposals. Each Proponent shall attest that its participation in the RFP process is conducted without any collusion or fraud. If the District discovers there has been a breach of this requirement at any time, the District reserves the right to disqualify the Proposal or terminate any ensuing Contract. Proponents may utilize one subcontractor.

#### 6.2 Health and Safety Requirements

All work performed under the Contract must be carried out in accordance with the terms and conditions of OSHA and WSHA rules and must adhere to all supplemental health guidelines from local and state officials including COVID 19 regulations and recommendations. The Bidder shall ensure that any employees, agents, or others for whom it is at law

The District shall not be held liable for any errors and/or omissions in any part of this RFP. While the District has used considerable efforts to ensure an accurate representation of information in this RFP, the information contained herein is supplied solely as a guideline for Bidders. The information is not guaranteed or warranted to be accurate by the District, nor is it necessarily comprehensive or exhaustive. Nothing in the RFP is intended to relieve the Bidders from their own opinions and conclusions with respect to the matters addressed in the RFP.



### 6.3 Proposal Award Procedures

Unless stated otherwise, the following procedures will apply;

- o The District will notify the successful Bidder of the award within sixty (14) calendar days of the proposal closing.
- o Notice of acceptance of proposal will be by telephone and by written notice.
- o Immediately after acceptance of the Proposal by the District, the Successful Bidder shall provide the District with the certificate of insurance, if required, and any other required documents within seven (7) calendar days of the date of notification of acceptance and award.
- o The District reserves the right to not award to any Bidder upon completion of this RFP process.

### 6.4 Payment

The normal terms of payment for the District will be net thirty (30) calendar days. Invoices for such services shall be forwarded to the District office for processing.

### 6.5 Assignment of Contract

The Successful Bidder shall not assign, transfer, convey, sublet or otherwise dispose of the Contract or his/her right, title or interest therein, or his/her power to execute such contract, to any other person, company or corporation, without the previous consent, in writing, of the District's officials, which consent shall not be unreasonably withheld.

### 6.6 Extra Work

No work shall be regarded as extra work, unless it is ordered in writing by the District and with the agreed price for the same specified in said order, provided said price is not otherwise determined by the Proposal.

### 6.7 Cancellation

The District reserves the right to immediately terminate the Contract for sufficient cause, including but not limited to such items such as non-performance, etc.

If the successful Bidder should neglect to execute the work properly, or fail to perform any provision of this Award, the District, after three (3) business days written notice to the Successful Bidder, may, without prejudice to any other remedy in existence, make good such deficiencies and may deduct the cost thereof from any payment then and thereafter due to the successful Bidder. Continued failure of the successful Bidder to execute the work properly shall result in a termination of Contract. The District shall provide written notice of termination.

## 7. Bid Form

### a. Company Address and Contact Information (add subcontractor information if applicable)

Please complete the following information and submit this section in the proposal submission package.

Name of Proponent:

Subcontractor:

Mailing Address:

Mailing Address:

Contractor Registration #:

Subcontractor Registration # :

Telephone #:

Telephone #:

Contact Name Position Title:

Contact Name Position Title:

## 7.1 Costs

Supply all services, equipment, labour, supervision, tools, and materials that are necessary for the construction of waste storage Structures:

	Number of Structures	Cost Per Structure	Total
Foundation: Concrete Slab, Walls, and apron .....	(2)	\$ _____	\$ _____
Prefab Steel Carport: 12' wide 8-10' deep .....	(2)	\$ _____	\$ _____
Mobilization Site 1 .....			\$ _____
Mobilization Site 2 .....			\$ _____
Total Bid Price .....			\$ _____ max \$35,000

## 7.2 Acknowledgement of documents received by Proponents and agreement to terms and conditions:

I \_\_\_\_\_ the undersigned, hereby declare and acknowledge:

That I have examined the documentation and information contained in this RFP, appendices (if applicable) and accompanying documents (if applicable);

That I declare that no person, firm, corporation, or other organization other than disclosed herein has any interest in this proposal, or any contact which may result;

That this proposal is made by the undersigned without collusion or fraud with any other entity;

That all statements in this proposal are true and accurate in all respects;

That full disclosure has been made of any conflict of interest or potential conflict of interest;

That Addenda No. \_\_\_\_ to \_\_\_\_ inclusive (if applicable) have been reviewed by me and form part and parcel of the RFP;

That my/our proposal is irrevocable after the close of proposal submissions for a period of not less than sixty (60) calendar days from that date.

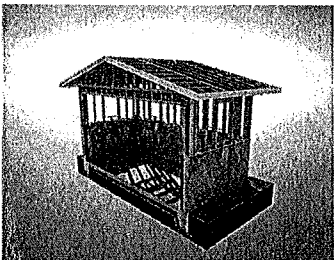
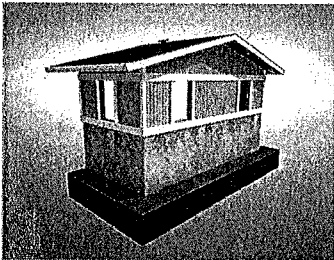
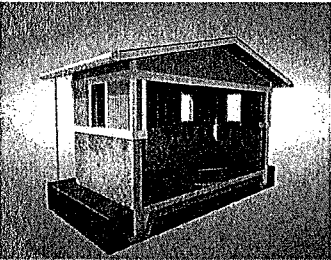
Executed by me/us this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

Authorized signing officer(s)/ person(s):

Print Name Signature \_\_\_\_\_ Date \_\_\_\_\_

# AGRICULTURAL STORAGE SHED

Plan 'A' 9'-6" x 20'-0"



## PROJECT DATA

**BUILDING AREA:**  
GARAGE: 190 SF  
COVERED AREA: 253.5 SF

**CONSTRUCTION SUMMARY:**  
CONSTRUCTION TYPE: 0 OCCUPANCY/WOOD FRAMED  
OCCUPANCY GROUP: S - GARAGE

**APPLICABLE CODES:**  
IBC 2018  
USDA NRCS Conservation Practice Standard  
WASTE STORAGE FACILITY CODE 313

## STRUCTURAL DATA

**VERTICAL DESIGN LOADS (ROOF):**  
ROOF DEAD LOAD: 15 PSF  
ROOF LIVE LOAD: 20 PSF

**VERTICAL DESIGN LOADS (WALLS):**  
EXTERIOR WALL DEAD LOAD: 10 PSF  
EXTERIOR WALL DEAD LOAD (STONE): 55 PSF  
INTERIOR WALL DEAD LOAD: 10 PSF

**LATERAL DESIGN LOADS (WIND):**  
WIND SPEED (3) SEC GUST: 130 MPH  
BASIC WIND SPEED: 101 MPH  
EXPOSURE: C  
RISK CATEGORY: II  
IMPORTANCE FACTOR (I): 1.0  
TOPOGRAPHIC FACTOR (K<sub>zt</sub>): 1.0

**LATERAL DESIGN LOADS (SEISMIC):**  
SEISMIC DESIGN CATEGORY (IBC 1613.5.6): 2b or 3  
RISK CATEGORY: II  
IMPORTANCE FACTOR (I): 1.0  
S<sub>1</sub>: 1.306g  
S<sub>1</sub>: 0.4370g  
F<sub>a</sub>: 1.0  
F<sub>v</sub>: 1.56  
SDS: 0.871g  
C<sub>1</sub> (N-S): 0.1339  
C<sub>2</sub> (E-W): 0.2488

**SOILS DESIGN CRITERIA:**  
SOIL BEARING PRESSURE: 2000 PSF  
SOIL BEARING PRESSURE (SHORT TERM): 3200 PSF  
FROST DEPTH: 24 INCHES  
PASSIVE EARTH PRESSURE: 350 PCF  
SOIL FRICTION FACTOR: 0.30  
CONCRETE COMPRESSIVE STRENGTH (F<sub>c</sub>): 2500 PSI AT 28 DAYS

## SHEET INDEX

ARCHITECTURAL DRAWINGS:	
C0.0	COVER SHEET
C1.0	CODE SUMMARY
A1.1	PLANS
A2.1	ELEVATIONS
A3.1	WALL SECTION and DETAILS
A3.2	DETAILS
A3.3	BUILDING SECTION and DETAILS
A4.1	INSTRUCTIONS (Fasteners)
A4.2	INSTRUCTIONS (Fasteners)
A4.3	INSTRUCTIONS (Connections)
A4.4	INSTRUCTIONS (Rafter)
A4.5	INSTRUCTIONS (Roof Vent)
A4.6	INSTRUCTIONS (Roof Underlayment)
A4.7	INSTRUCTIONS (Roof Flashing)
A4.8	INSTRUCTIONS (Asphalt Shingle)
A4.9	INSTRUCTIONS (Asphalt Shingle)
A4.10	INSTRUCTIONS (Asphalt Shingle)



ARCHITECT Hansen Design, plc 2311 N. 45th Street #256 Seattle, WA 98103 (206) 403-8801	OWNER King Conservation District 800 SW 39th Street Renton, WA 98057	PROJECT Agricultural Shed	PROJECT NO. 201012.1	DRAWN BY SG, DH	ISSUE May 15, 2020	DESCRIPTION Cover
----------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------	------------------------------	-------------------------	--------------------	-----------------------	----------------------

C0.0  
DRAFT

## CODE SUMMARY

The following code summary is intended as a guide and not a rule. The information below has been compiled from multiple building code sources throughout King County in the State of Washington. Please consult local building codes prior to planning and construction. Sheds are considered Accessory Structures and must adhere to local building codes. The documentation of the enclosed design follows the current IBC 2018.

### Accessory Structures

Accessory structures are detached buildings accessory to and associated with a primary single-family or multifamily structure on sites less than 20,000 square feet. Examples include tool sheds, playhouses, garden sheds, detached garages and hot tubs not incorporated into attached decks. Lots greater than 20,000 square feet must meet standard setbacks for the underlying zone.

### Where can my structure be located?

The structure must be located at least 10 feet from a street right of way, access easement, or private road. The structure must comply with the front and side setbacks required for the primary structure and must maintain a 5-foot setback from the rear property line.

Exception: An accessory structure may be built to a side or rear property line if:

1. A written mutual agreement of the abutting property owners is recorded with King County and the City Clerk
2. The structure does not exceed 15' in height
3. The structure does not occupy more than 50% of the required setback area
4. The structure will not be located within 10' of a street right of way, access easement, or private road
5. The structure must comply with applicable sections of the construction codes related to exterior wall and opening fire protection, as well as limitations on projections
6. The structure may not be located within a front-yard setback
7. The structure may not be located within any setback or required buffer.

In most cases, accessory structures may not be built over utility easements (e.g., power, water, sanitary sewer, storm sewer, telecommunications) without written permission from the owner of the easement. If you have easements on your property, you should research them to see what allowances and restrictions apply.

**Note:** The construction codes, as adopted by the city, contain additional fire protection requirements that apply to some structures constructed with a side- or rear-yard setback. Check with the Building Division to make sure your structure meets those requirements.

### How much area can my structure cover?

The structure may cover up to 10% of your lot and must be included in the calculation of lot coverage and impervious surface for compliance with the maximum allowances for your district. Exception: The 10% limit may be exceeded if:

1. The maximum lot coverage allowance is not exceeded
2. A written mutual agreement of all abutting property owners is recorded with King County and City Clerk.

### How tall can my structure be?

Accessory structures are generally limited to 15' in height. Exception: The 15' limit may be increased up to the maximum height allowed in your district if:

1. The structure will not be located within a required setback
2. A written mutual agreement of all abutting property owners is recorded with King County and the city clerk.

### When is a building permit required?

The International Building Code exempts certain structures from needing a building permit if they are less than 200 square feet. Exempted structures do not require a building permit from the City but must comply with all Land Use code requirements. An exempt accessory structure may intrude into a side or rear setback using the exception criteria that apply to non-exempt accessory structures noted above.

### You may not need a permit to build a shed if it meets all of these criteria (check with your local building department):

1. The total area (or "footprint") of the shed's roof is 200 square feet or less
2. The shed is a single-story building
3. The shed sits on a simple concrete slab, pier blocks, or soil
4. The shed is not attached to a house or other building
5. The shed is not in or near an environmentally critical area (ECA), for example a steep slope or wetland

### All other sheds require a permit; most require only a subject-to-field-inspection permit. You may need a construction addition/alteration permit if:

1. Your shed is in or near an ECA
2. Your shed is larger than 750 square feet
3. Your shed has beams that span more than 14 feet

You may need to apply for electrical service changes or new services from service provider.

### Research the Code

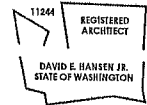
Whether or not you need a permit, you must meet all code requirements when building your shed, including the building, land use, stormwater, grading, and environmentally critical areas codes.

Some building codes limit the size and location of your shed. The combined footprint of all structures (including your house, garage, shed, and decks 36 inches or more above the ground) can't exceed a certain percentage of your lot size. That percentage varies by zoning. For single-family zones in some areas, the total coverage is limited to 35 percent of the lot (on lots 5,000 square feet or larger) or 1,000 square feet plus 15 percent of the lot area (on lots smaller than 5,000 square feet).

You usually can't put the shed within 20 feet of the front property line or within five feet of the side property lines. You can put the shed in your backyard (the rear 25 feet or the rear 20 percent of the lot depth, whichever is less), but there are limits on the shed size and height. Read your local Land Use Code for the complete requirements.



**HANSEN DESIGN, PLLC**  
2311 North 45th Street #256  
Seattle, Washington 98103



These Construction Documents are to be Accompanied by an NRC3 Practice Documentation Requirements sheet with a valid engineers stamp



CLIENT  
KING CONSERVATION DISTRICT  
800 SW 39th Street  
Suite 105  
Renton, WA 98507

PROJECT  
Agricultural Shed  
Plan 'A'

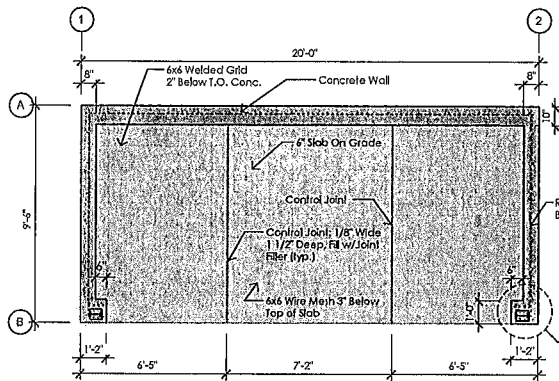
DRAWN BY  
SG | DH

ISSUE  
May 26, 2020

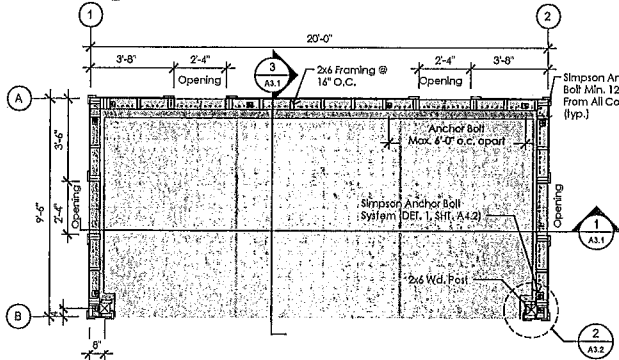
REVISION  
N/A

DESCRIPTION  
Code Summary

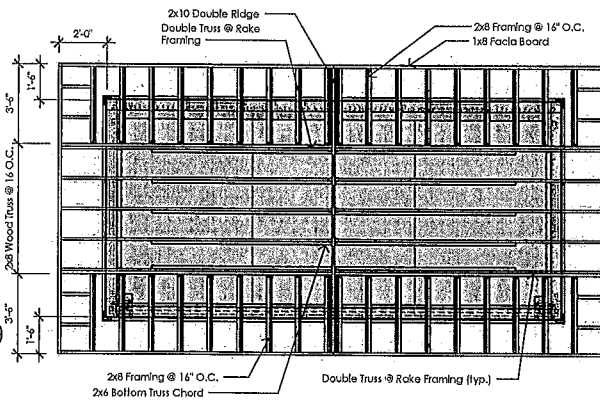
**A1.1**



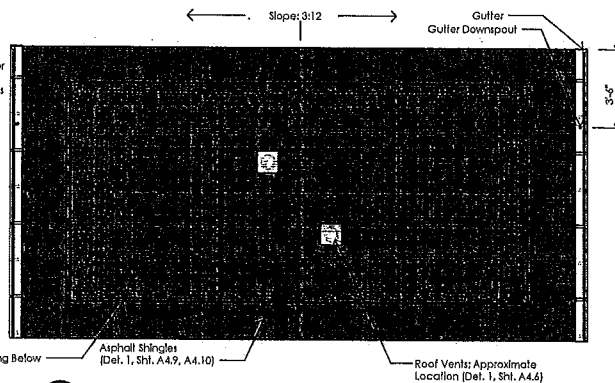
**1 Slab Edge/Foundation/Wall Plan**  
1/4" = 1'-0"



**2 Wall Framing Plan**  
1/4" = 1'-0"



**3 Roof Framing Plan**  
1/4" = 1'-0"



**4 Roof Plan**  
1/4" = 1'-0"

**H | D**

**HANSEN DESIGN, PLLC**  
2311 North 45th Street #256  
Seattle, Washington 98103

11244  
REGISTERED  
ARCHITECT  
DAVID E. HANSEN JR.  
STATE OF WASHINGTON

These Consultation Documents are to be Accompanied by an NRC's Practice Documentation Requirements sheet with a valid engineers stamp

**KCD**  
King Conservation District

CLIENT  
KING CONSERVATION DISTRICT  
800 SW 39th Street  
Suite 105  
Renton, WA 98007

PROJECT  
Agricultural Shed  
Plan 'A'

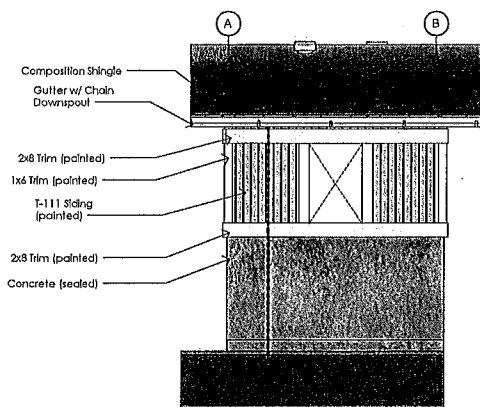
DRAWN BY  
SG | DH

ISSUE  
May 26, 2020

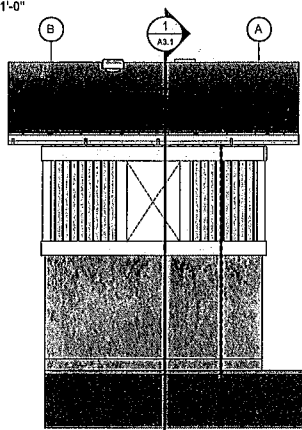
RE-ISSUE  
N/A

DESCRIPTION  
Plans

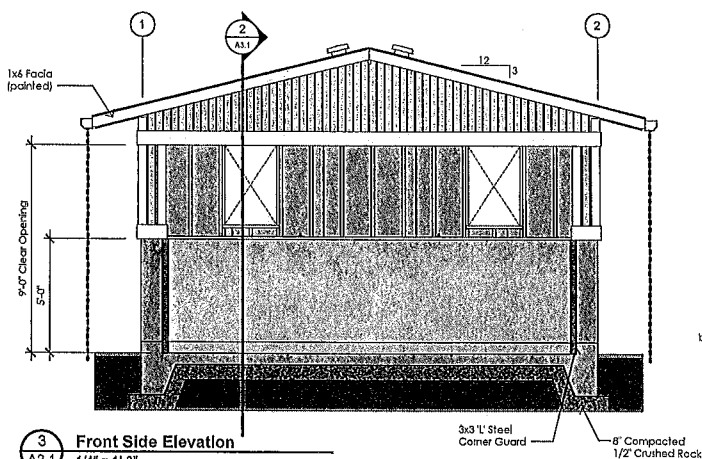
**A1.1**



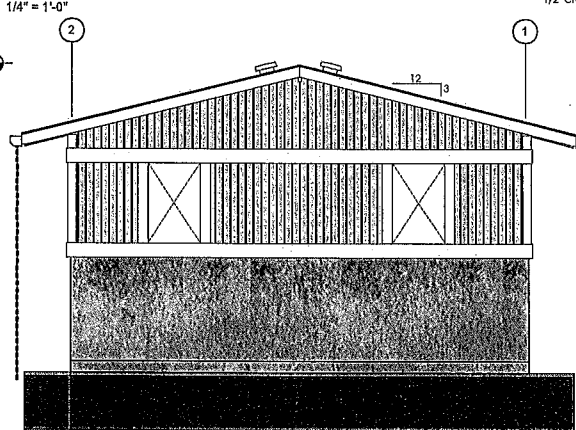
1  
A2.1  
Left Side Elevation  
1/4" = 1'-0"



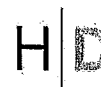
2  
A2.1  
Right Side Elevation  
1/4" = 1'-0"



3  
A2.1  
Front Side Elevation  
1/4" = 1'-0"



4  
A2.1  
Back Side Elevation  
1/4" = 1'-0"



HANSEN DESIGN, PLLC  
2311 North 45th Street #256  
Seattle, Washington 98103

11244

REGISTERED  
ARCHITECT

DAVID E. HANSEN JR.  
STATE OF WASHINGTON

These Construction Documents are to  
be Accompanied by an HRC's Practice  
Documentation Requirements sheet  
with a valid engineers stamp



CURRENT  
KING CONSERVATION DISTRICT  
800 SW 39th Street  
Suite 105  
Renton, WA 98007

PROJECT  
Agricultural Shed  
Plan 'A'

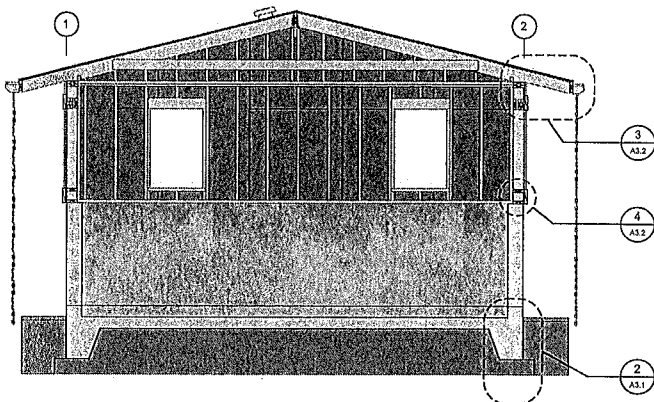
DRAWN BY  
SG | DH

DATE  
May 26, 2020

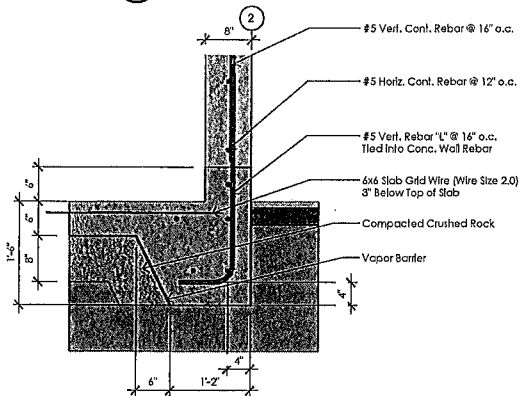
RE-ISSUE  
N/A

DESCRIPTION  
Elevations

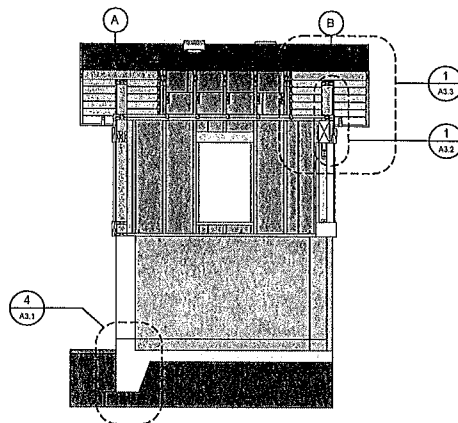
A2.1



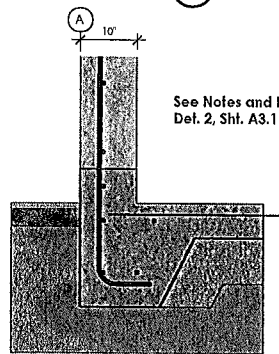
**1 Building Section**  
A3.1 1/4" = 1'-0"



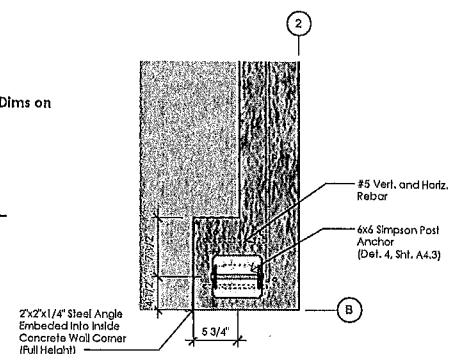
**2 Detail**  
A3.1 N.T.S.



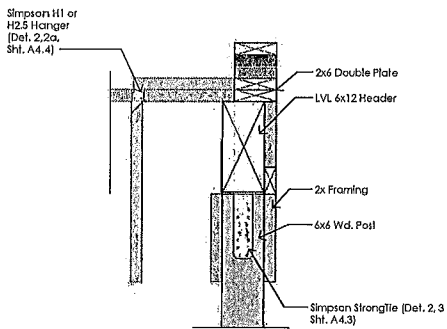
**3 Building Section**  
A3.1 1/4" = 1'-0"



**4 Detail**  
A3.1 N.T.S.

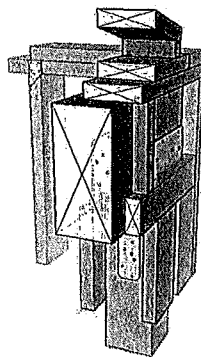




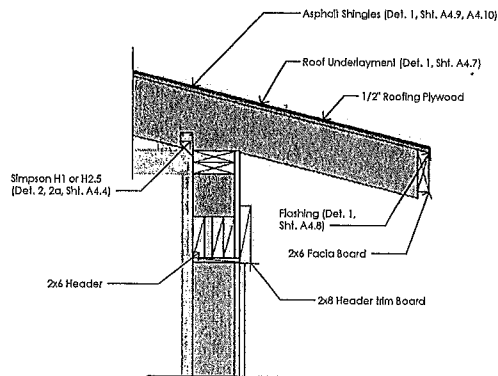


See Det. 1a, Shl. A3.2 For Clarity

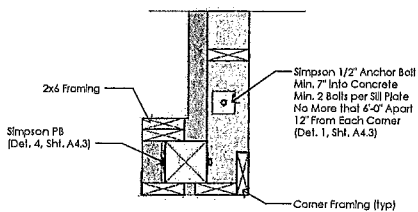
1  
A3.2  
1" = 1'-0"



1a  
A3.2  
Isometric Detail (for clarity)  
N.T.S.

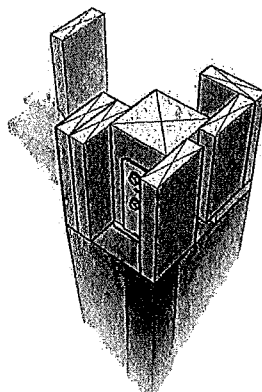


3  
A3.2  
Detail  
1" = 1'-0"

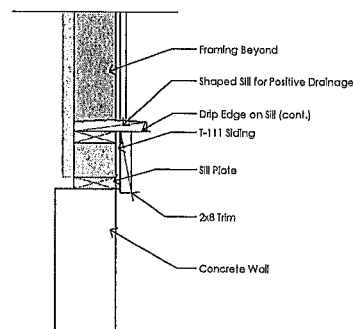


See Det. 2a, Shl. A3.2 For Clarity

2  
A3.2  
Detail  
1" = 1'-0"



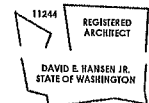
2a  
A3.2  
Isometric Detail (for clarity)  
N.T.S.



4  
A3.2  
Detail  
1" = 1'-0"

H D

HANSEN DESIGN, PLLC  
2311 North 45th Street #256  
Seattle, Washington 98103



These Construction Documents are to be Accompanied by an NRCS Practice Documentation Requirements sheet with a valid engineers stamp

K&D  
King Conservation District

CLIENT  
KING CONSERVATION DISTRICT  
800 SW 39th Street  
Suite 105  
Renton, WA 98507

PROJECT  
Agricultural Shed  
Plan "A"

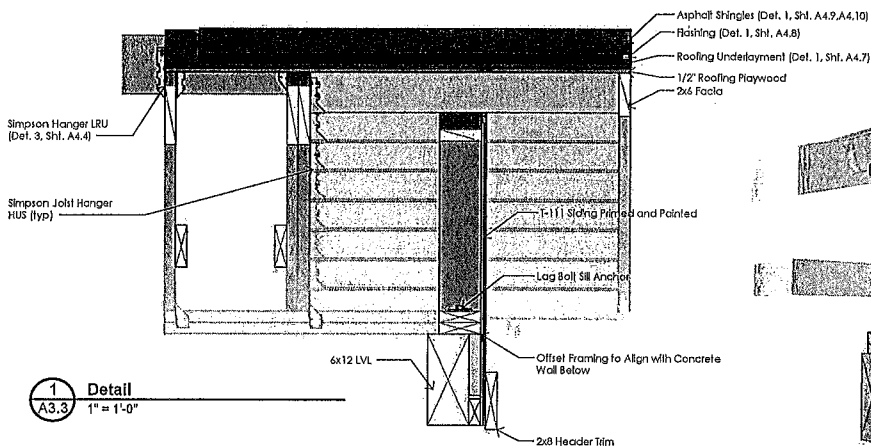
DRAWN BY  
SG | DH

ISSUE  
May 26, 2020

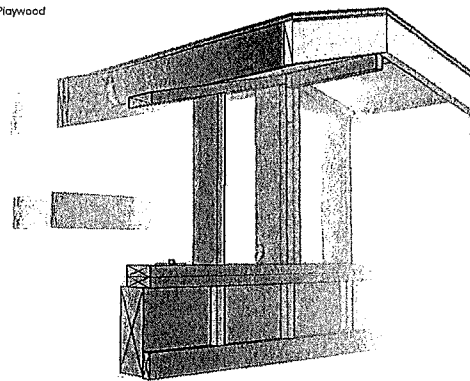
REVISION  
N/A

DESCRIPTION  
Details

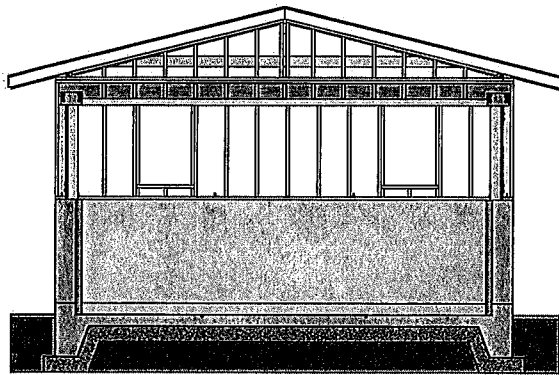
A3.2



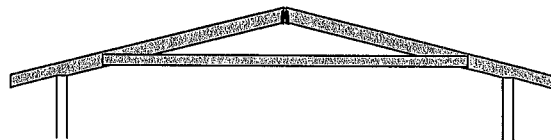
1  
A3.3 Detail  
1" = 1'-0"



1a  
A3.3 Isometric Detail (for clarity)  
N.T.S.



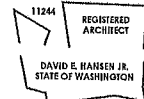
2  
A3.3 Building Section (framing for clarity)  
1/4" = 1'-0"



2  
A3.3 Truss Type (typical)  
1/4" = 1'-0"

H D

HANSEN DESIGN, PLLC  
2311 North 45th Street #256  
Seattle, Washington 98103



These Construction Documents are to be accompanied by an NRCS Practice Documentation Requirements sheet with a valid engineers stamp

**KCD**  
King Conservation District

CLIENT  
KING CONSERVATION DISTRICT  
800 SW 39th Street  
Suite 105  
Renton, WA 98507

PROJECT  
Agricultural Shed  
Plan 'A'

DRAWN BY  
SG | DH

ISSUE  
May 26, 2020

RE-ISSUE  
N/A

DESCRIPTION  
Building Section and Detail

A3.3

## General Connector Installation Instalación de Conectores en General

### Double-Shear Nailing Clavado De Doble Penetración



Must use full-length nail unless 2 1/2" nail approved by Designer.  
Debe usar un clavo de largo completo a menos que un clavo de 2 1/2" esté aprobado por el diseñador.



Shorter nails may not be used as double-shear nails.  
No se pueden utilizar clavos más cortos como clavos de doble penetración.



No gaps larger than 1/4".  
No hay espacios mayores a 1/4".

## Connectors: Types of Nail Holes Conectores: Tipos de Agujeros de Clavo



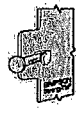
Double-Shear Nailing  
Clavado de Doble Penetración

\* Purpose:  
Installed into the joist end header, to distribute the load through two points on each joist nail for greater strength. Must use full-length nail unless 2 1/2" nail approved by Designer.

\* Fill Requirements:  
Always fill.

\* Prepositos:  
Instalado en la viga y la cabeza, para distribuir la carga a través de dos puntos en cada clavo de viga para mayor resistencia. Debe usar un clavo de largo completo a menos que un clavo de 2 1/2" esté aprobado por el diseñador.

\* Requisitos para Llenar:  
Llenar siempre.



DO NOT use short (1 1/2") nails for double-shear nailing.  
NO usen los clavos cortos de 1 1/2" para uso de doble penetración.

## General Connector Installation Instalación de Conectores en General

### Prevent Rotation/Evitar La Rotación



No Rotation Resistance



Rotation Prevented by  
Hangar Height  
(una altura adecuada)



Rotation Prevented by  
Lateral Flange Support



Rotation Prevented by  
Lateral Support  
(clips or blocking)

### Toenailing/Clavado En Diagonal



Do not toenail joists before installing top flange or face-mount hangers.  
No clave en ángulo las vigas antes de montar los soportes (con clips o bloques).

### Positive-Angle Nailing Clavado Efectivo En Ángulo



Correct nailing  
approx. 45° angle  
Clavado correcto  
aproximadamente  
a 45°



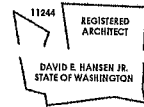
Nail too long  
Clavos demasiado  
largos



Nail at Wrong angle  
Clavado con un  
ángulo incorrecto

# H | D

HANSEN DESIGN, PLLC  
2311 North 45th Street #256  
Seattle, Washington 98103



These Construction Documents are to be Accompanied by an NRCS Practice Documentation Requirements sheet with a valid engineers stamp

**KCD**  
King Conservation District

CLIENT  
KING CONSERVATION DISTRICT  
800 SW 39th Street  
Suite 105  
Renton, WA 98507

PROJECT  
Agricultural Shed  
Plan 'A'

DRAWN BY  
SG | DH

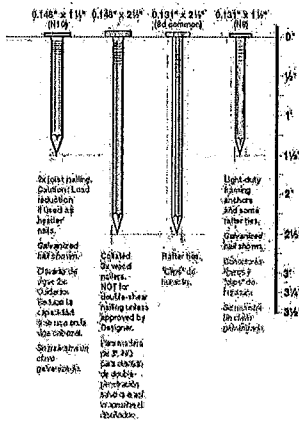
ISSUE  
May 26, 2020

RE-ISSUE  
N/A

DESCRIPTION  
ISO Wall Section

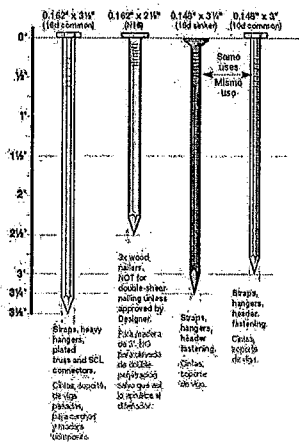
# A4.1

## Fasteners/Clavos

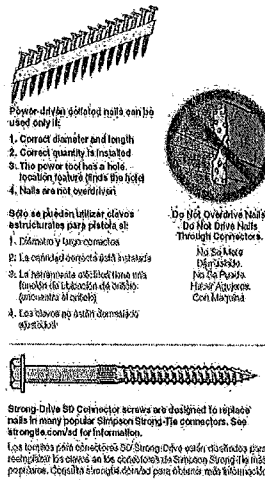


When using platelets of different materials, use the same size. When using ZINC/ALUMINUM coated nails, use the same size. When using ZINC/ALUMINUM coated nails, use the same size. When using ZINC/ALUMINUM coated nails, use the same size.

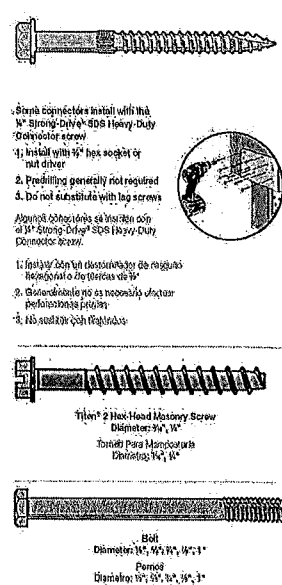
## Fasteners/Clavos



## Fasteners/Clavos



## Fasteners/Clavos



HANSEN DESIGN, PLLC  
2311 North 45th Street #256  
Seattle, Washington 98103

11244  
REGISTERED  
ARCHITECT  
DAVID E. HANSEN JR.  
STATE OF WASHINGTON

These Construction Documents are to be Accompanied by an NRCS Practice Documentation Requirements sheet with a valid engineer's stamp

K&D  
King Conservation District

CLIENT  
KING CONSERVATION DISTRICT  
800 SW 39th Street  
Suite 105  
Renton, WA 98057

PROJECT  
Agricultural Shed  
Plan 'A'

DRAWN BY  
SG | DH

DATE  
May 26, 2020

REVISION  
N/A

DESCRIPTION  
Instructions

A4.2

1  
A4.2  
Fasteners  
N.T.S.

[illegible]

Figure 1 consists of five numbered diagrams (1-5) illustrating the process of forming a concrete slab with a central opening. Diagram 1 shows a cross-section of a slab with a central core and formwork. Diagram 2 shows the concrete being poured into the formwork. Diagram 3 shows the concrete being compacted. Diagram 4 shows the concrete being finished. Diagram 5 shows the final slab with a central opening. A vertical dimension line on the right indicates a height of 0.162 x 3.0.

**HANSEN DESIGN, pllc**  
2311 North 45th Street #256  
Seattle, Washington 98103

11244 REGISTERED ARCHITECT  
DAVID E. HANSEN JR.  
STATE OF WASHINGTON

These Construction Documents are to be Accompanied by an NRCS Practice Documentation Requirements sheet with a valid engineers stamp



CLIENT  
KING CONSERVATION DISTRICT  
800 SW 39th Street  
Suite 105  
Renton, WA 98507

PROJECT  
Agricultural Shed  
Plan 'A'

DRAWN BY  
SG | DH

ISSUE  
May 26, 2020

RE-ISSUE  
N/A

DESCRIPTION  
Instructions

## A<sub>4.3</sub>

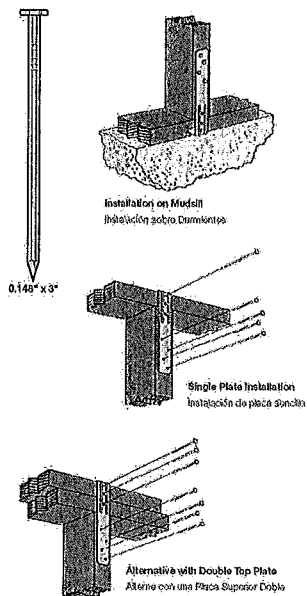
1 Sill Plate (Simpson BP)  
A4.3 N.T.S

2 Column/Beam Option A (CC)  
A4.3 N.T.S

3 Column/Beam Option B (CCQ)  
A4.3 N.T.S

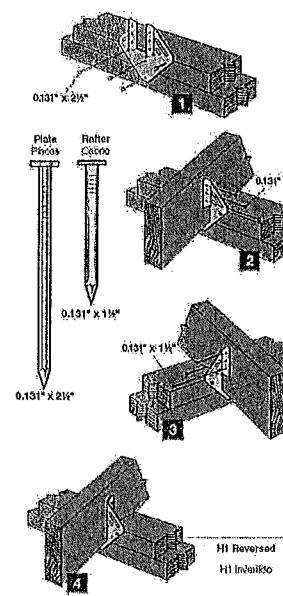
4 Column (Simpson PB)  
A4.3 N.T.S.

# SSP



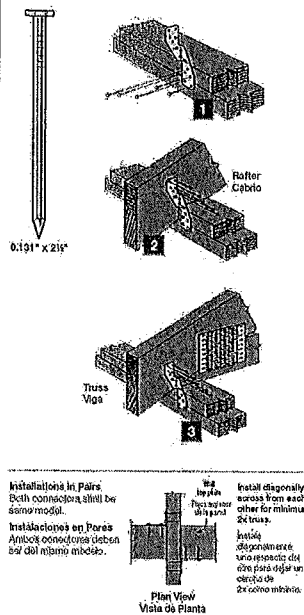
1 Detail (Instructions)  
A4.4 N.T.S

# H1 - Rafter/Cabrio



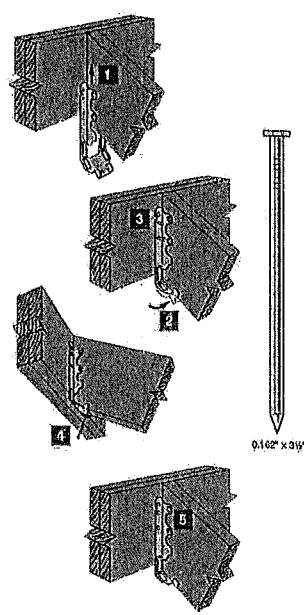
2 Detail (Instructions)  
A4.4 N.T.S

# H2.5A



2a Detail Alternative (Instructions)  
A4.4 N.T.S

# LRU



3 Detail (Instructions)  
A4.4 N.T.S



HANSEN DESIGN, PLLC  
2311 North 45th Street #254  
Seattle, Washington 98103

11244 REGISTERED ARCHITECT  
DAVID E. HANSEN JR.  
STATE OF WASHINGTON

These Construction Documents are to be Accompanied by an NRC's Practice Documentation Requirements sheet with a valid engineers stamp



CLIENT  
KING CONSERVATION DISTRICT  
800 SW 39th Street  
Suite 105  
Renton, WA 98507

PROJECT  
Agricultural Shed  
Plan 'A'

DRAWN BY  
SG | DH

ISSUE  
May 26, 2020

RE-ISSUE  
N/A

DESCRIPTION  
Instructions

A4.4



# RVP61

## SQUARE TOP PLASTIC ROOF LOUVER

- Rust-free plastic vent
- 17" x 18" flashing
- 9" square opening
- NFA: 61 Sq. In./Pc.
- Angled rain diverter throat
- Durable co-polymer UV/ hail-resistant material
- Strategically designed to help prevent bird & rodent nesting
- CSA Approved



Color	Model	Part No.	PCS/CTN	CTNS/Pallet
Black	RVP61B	60155	10	16
Brown	RVP61BR	60156	10	16
Gray	RVP61GR	60157	10	16
Weatherwood	RVP61WW	60159	10	16

Net Free Area of Vent	1000 Sq. Ft.	1500 Sq. Ft.	2000 Sq. Ft.	2500 Sq. Ft.
61 Sq. in.	4	6	8	10

Use this chart to determine the number of vents you will require for minimum code compliance.  
 Air Vent requires installing more vents than the minimum code requirement.  
 3112 to 1212 sq. ft.  
 Air Vents are on windward and/or leeward (roof and eave) roof ventilation.



1-800-VENT  
1-800-847-2388  
www.airvent.com  
info@airvent.com

**AIR VENT INC.**  
A GRUPO DE EMPRESAS  
4117 Pinecroft Point Dr., Suite 400 Dallas, Texas 75211



## Static Roof Vents INSTALLATION INSTRUCTIONS

### 1) POSITIONING THE VENTS ON THE ROOF

Position the vents evenly spaced across the roof, below the ridge line so that the vents can only be seen from one side of the house, yet no greater than 2 feet below the ridge line.

### 2) DRILL THE GUIDE HOLE

Adjust placement of the vents to avoid drilling through any rafters. Drill a guide hole near the center position of each vent.

### 3) OUTLINING THE HOLE

Mark correct diameter for the vent you have selected using the chart below.

### 4) CUTTING THE HOLE IN THE ROOF

Using a saber saw, cut and remove all the roof shingles (and deck) inside the diameter circle you have marked. Next, cut back approximately 3-inch of the SHINGLES ONLY out of the top half of the hole to allow room for placing and positioning the flange.

### 5) POSITIONING THE BASE

Make sure the base flange parallels the ridge line of the roof. Slip the upper half of the flange under the shingles. Center the unit over the hole. When installing the B-144, make sure the dome is level with the roof line. For the RVP61, SLP61, AND SQP61 the shingles should stop at the midpoint of the flange while still covering the nails. For all static roof vents the shingles should lay on top of the flange all the way down to the lower side of the opening. The flange from this point should rest on top of the shingles. If nail holes are provided in the vent they should be used for attaching the vent to the roof deck.

### 6) SECURING THE BASE

Attach the flange securely to the roof with at least 6 galvanized roofing nails. Nails should be at least 2" long and should penetrate the vent, shingles and decking. Use a nail in each corner of the flange and along the middle of each side of the vent. Use caulk to seal around each nail. If flange ribbing is present, vents should be shingled down to side flange ribbing only.

Use the following chart to determine proper size of opening, based on the model of vents you are installing.

Size of Opening				
Model	Description	Net Free Area	Roof Pitches	Diameter of Opening
B-144	round plastic or metal	144 sq. inches	3/12 to 8/12	14"
SLP 61	slant plastic	61 sq. inches	3/12 to 12/12	6"
SLA / RVG65	slant aluminum / galvanized	50 sq. inches	3/12 to 12/12	6"
RVL50 / RVG150	slant aluminum / galvanized	50 sq. inches	3/12 to 12/12	6"
SQP61 / RVG61	square plastic	61 sq. inches	3/12 to 8/12	9"
RVA61 / RVG61	square aluminum / galvanized	50 sq. inches	3/12 to 8/12	6"
RVA40 / RVG40	slant aluminum / galvanized	40 sq. inches	3/12 to 12/12	7-1/2"
RVH51 / RVG51	square high collar aluminum / galvanized	60 sq. inches	3/12 to 8/12	9"
UH50 / 550	square aluminum / galvanized	60 sq. inches	3/12 to 8/12	9"
SLP150	slant plastic	150 sq. inches	3/12 to 12/12	15" x 15" square

Part No. 18943

# H | D

**HANSEN DESIGN, PLLC**  
2311 North 45th Street #254  
Seattle, Washington 98103



These Construction Documents are to be Accompanied by an NRCS Practice Documentation Requirements sheet with a valid engineer stamp

**KCD**  
King Conservation District

CUSTOMER  
KING CONSERVATION DISTRICT  
800 SW 39th Street  
Suite 105  
Renton, WA 98057

PROJECT  
Agricultural Shed  
Plan 'A'

DRAWN BY  
SG | DH

DATE  
May 26, 2020

REVISION  
N/A

DESCRIPTION  
Instructions

# A4.6

1 Detail (Instructions)  
A4.6 N.T.S.



## TRI-FLEX® 15

### Synthetic Performance Alternative to #15 Felt

TRI-FLEX® 15 synthetic underlayment exceeds the requirements of ASTM D226 Type I and II, and offers the benefits of a synthetic to traditional #15 felt users. Its higher coverage per roll means it goes down quickly. Because it is 10x stronger than #15 felt, costly blow offs are prevented. The product is mechanically fastened, and may be used in conjunction with GCR self-bonding underlayments, or alone. It is totally recyclable and contains post industrial recycled polymers, so it contributes to sustainability and LEED.

TRI-FLEX® 15 underlayment acts as a secondary water shedding material below mechanically attached roof coverings. The product may be exposed for up to 60 days, and may be used with asphalt shingles and most other roof coverings.

#### Product Description

TRI-FLEX® 15 underlayment is an engineered woven fabric coated on both sides with polypropylene. The proprietary resin formula used in the back and deck side surfaces creates a 30% ballast surface.

#### Features & Benefits

Advantages of TRI-FLEX® 15 underlayment vs #15 felt include:  
Stronger - 10x stronger and prevents blow offs and tears in windy conditions  
Higher Coverage per Roll - A 10 sq roll is 67% higher than #15 felt, and covers 2.3 times the area

Fewer Laps and Fasteners - 30% more coverage per roll vs #15 felt

Recyclable - TRI-FLEX® 15 underlayment is 100% recyclable, and contains post industrial recycled materials and contributes to sustainability and LEED

Equivalent temporary dry lay - May be exposed for up to 60 days  
Versatile - Suitable for use under asphalt shingles and most other major roof coverings

Custom Logo Available - The product can be printed with a customer logo (minimum order amount applies). Please contact the GCR sales representative for details.

Local Technical Support - TRI-FLEX® 15 underlayment is backed by a team of local technical support personnel that help ensure every application goes smoothly.

#### Product Advantages

- Improved Slip Resistant Coating
- Lighter and covers more area
- Stronger and more durable
- Facilitates faster and easier installation
- Suitable for use under all major roof coverings
- Custom Logo Printing Available
- 25 Year Warranty



## Now no dry Exposure

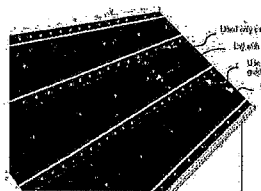
#### Installation Guidelines

1. The roof deck must be swept clean and be smooth and dry before installation begins.
2. TRI-FLEX® 15 underlayment is laid horizontally (parallel to eave), one day at the bottom of the roof, with predrilled staples and with 14 inch overlap and 16 inch endlaps. Stagger laps with the flow of water from sloping surface.
3. TRI-FLEX® 15 underlayment should not be used in slopes less than 2:12, provided the slope is also equivalent to the primary roof covering. On slopes of less than 4:12, TRI-FLEX® 15 underlayment should be laid staggered a full 24 inches over the underlying eave, single slope.
4. TRI-FLEX® 15 underlayment is attached to the roof with roofing nails by staples both having 1-1/2" diameter plastic coated caps, spaced at 8 inches for eaves (6" on both side and end laps in eaves) and every 12 inches in high wind zones or coastal applications. Double the fastening to 3 inches on ice or snow loads at 24 inches or down the middle of the roll at the fold of the roof. Fasteners may be hand or machine applied. Staples without caps cannot be used.

5. Prior to loading roofing materials on TRI-FLEX® 15 underlayment, it is recommended that roof joists, the bents or a storage platform be secured to the underlying roof deck to prevent collapse of stored materials on steep sloped roofs. See OSW Regulatory Division - 29 CFR, Fall Protection System - Criteria and Practices - 1926.502.
6. Check local building code to ensure compliance in your jurisdiction. Building codes may vary.

#### Code Approvals

- 1. Complies with AC-108 Acceptance Criteria for Roof Underlayments.
- 2. Meets the requirements of Building Building Code, Appendix C, Complies with ASTM E1069/IE 750 for use in the installation of Class A asphalt glass fiber mat shingles and Class C asphalt organic felt or mat shingles.
- 3. Meets ASTM D226 physical requirements of Type I and Type II.



#### Precautions and Limitations

1. Where joints or joints require sealing for waterproofing a high quality, long solvent, abrasion free plastic roofing cement meeting ASTM D4308 Type I, Federal Spec 55-153 Type 1 (A Division Item). Consult your local GCR representative for joint details.
2. TRI-FLEX® 15 underlayment should not be used in slopes less than 2:12, provided the slope is also equivalent to the primary roof covering. On slopes of less than 4:12, TRI-FLEX® 15 underlayment should be laid staggered a full 24 inches over the underlying eave, single slope.
3. TRI-FLEX® 15 underlayment is not designed for permanent exposure. The installation of the roof covering should take place within 60 days.
4. For additional protection by a single layer of TRI-FLEX® 15 underlayment vertically in valleys and on the base prior to installing metal flashing (if used) and before installing horizontal underlayment (between TRI-FLEX® 15 underlayment up all eaves) and every 24 inches (6 inches in high wind zones). Seams and trim to suit.
5. Coordinate with good roofing practice always wear fall protection when working on a roof deck.
6. Slope when not covered by first, debris or dust.
7. Do not fold over the roof edge unless the edge is protected by a drip edge, gutter or other roofing material.
8. Check with the manufacturer of the metal roofing system for any special requirements when used under metal roofing. Contact metal directly under roof covering especially sensitive to corrosion and/or dust, without providing proper ventilation.
9. Do not install under eaves. Corrosion is increased under eaves in high altitudes or in the desert southwest. These roofs can reach extremely high temperatures due to the low reflectivity, high absorption, and high conductivity of the materials.
10. Provide proper roof insulation and ventilation to help reduce ice dams and to minimize condensation.
11. High heat, high humidity, low wind conditions require TRI-FLEX® 15 underlayment does not self-seal open fastener penetrations.



**HANSEN DESIGN, PLLC**  
2311 North 45th Street #254  
Seattle, Washington 98103



These Construction Documents are to be Accompanied by an NRCG Practice Documentation Requirements sheet with a valid engineers stamp



**King Conservation District**  
CUNE  
KING CONSERVATION DISTRICT  
800 SW 39th Street  
Suite 105  
Renton, WA 98507

PROJECT  
Agricultural Shed  
Plan 'A'

DRAWN BY  
SG | DH

ISSUE  
May 26, 2020

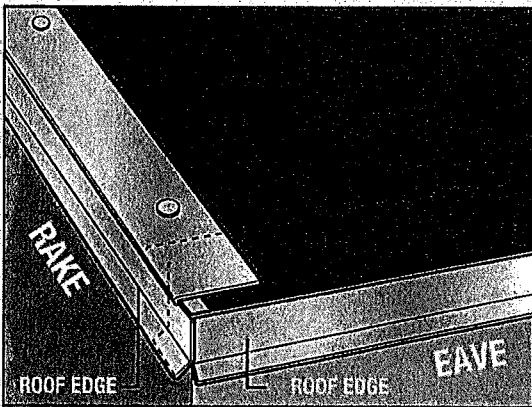
RE-USE  
N/A

DESCRIPTION  
Instructions

**A4.7**



## INSTALLATION GUIDELINES GALVANIZED ROOF EDGE

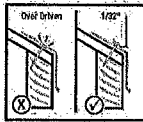


Begin installation along the eaves, starting at a corner and working your way around, overlapping each succeeding piece of drip edge by 2-3 inches.

After the eave drip edge has been installed, apply the underlayment and/or ice-water barrier.

Once the underlayment has been installed, apply the drip edge to the rakes. Make sure to overlap by wrapping the rake edge around the eave metal.

Depending on local building codes and wind conditions, roof edge should be nailed every 4 in. - 24 in.



### CAUTION!

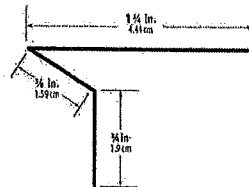
Working above grade is inherently dangerous, be sure that proper fall protection measures are in place. When working with power tools and sheet metal, gloves and eye protection are absolutely required.

These installation guidelines are for use with typical or standard applications. It is strongly recommended to seek advice from a licensed professional and to check with your local building inspector or building permit office for approvals and possible variations that may apply.



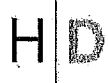
## SPECIFICATIONS GALVANIZED STEEL T-METAL

26 Gauge Galvanized Steel • 10 ft. Lengths • Gloss polyester color coating over primer.

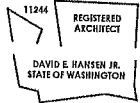


Black TMETBL-26

Dark Brown TMETBRN-26



HANSEN DESIGN, PLLC  
2311 North 45th Street #256  
Seattle, Washington 98103



These Construction Documents are to be accompanied by an NRCS Practice Documentation Requirements sheet with a valid engineers stamp.



CLIENT  
KING CONSERVATION DISTRICT  
800 SW 39th Street  
Suite 105  
Renton, WA 98507

PROJECT  
Agricultural Shed  
Plan 'A'

DRAWN BY  
SG | DH

ISSUE  
May 26, 2020

RE-ISSUE  
N/A

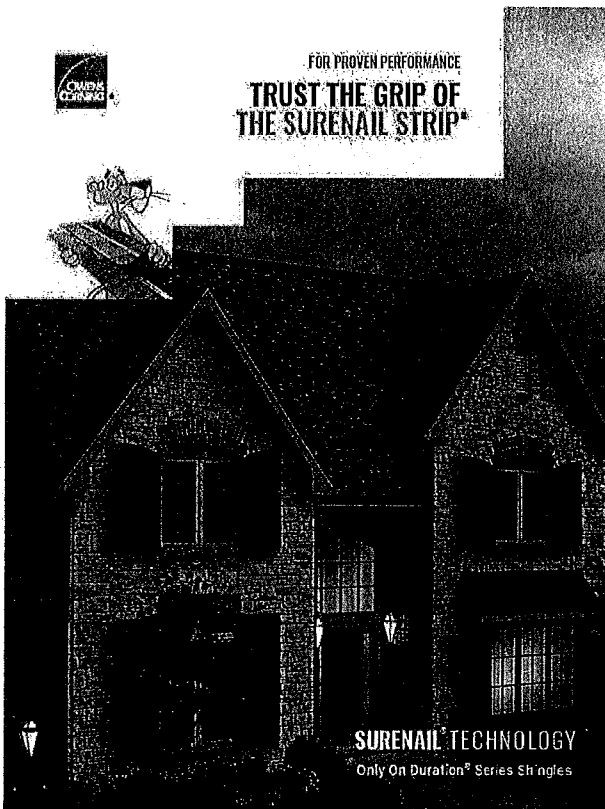
DESCRIPTION  
Instructions

A4.8

1 Detail (Instructions)  
A4.8 N.T.S



FOR PROVEN PERFORMANCE  
**TRUST THE GRIP OF  
 THE SURENAIL STRIP®**



**SURENAIL TECHNOLOGY**  
 Only On Duration® Series Shingles



**Application Instructions**  
 Before installing this product, check local building codes for their roofing requirements.  
 These shingles are designed for use on steeply pitched roofs and are properly built and supported wood roof deck having adequate load holding capacity and a smooth surface. Check local building codes.

**Precautionary Note:**

The manufacturer will not be responsible for problems resulting from any deviation from the recommended application instructions and the following precautions:

- Roof Top Landings: Lay shingle bands flat. Do not bend over the edge.
- Roof Deck: 1/2" minimum (not less) bandage; minimum 1/4" plywood or minimum 5/8" OSB.
- Shingles: Do not get into the roofing valley until the shingle is held in place by the Surenail Strip.
- Manufacturer's instructions.
- Properly fasten roof gables and bents, during and after installation.
- Ventilation: Must meet local building codes.
- Handling: Use care when handling shingles when the temperature is below 40°F.
- Shingle Cutting: The best results are achieved when shingles are cut with a sharp and flat when cutting shingles it is best to cut with a quick motion. Do not put the roofing knife through the shingle.
- Storage: Store in a covered and well-ventilated area at a maximum temperature of 110°F. Shingles should be stored flat. Protect shingles from moisture. When stored at the top of the deck, store them on a flat surface, not on a pile.
- Fastener requirements: Use galvanized steel, stainless steel, or aluminum only (minimum 18 gauge steel with 7/16" diameter head). Check local building codes.
- Check local building codes.



All fasteners must penetrate at least 1/2" into the wood deck for complete strength. Hammering is not recommended. The use of nails as the preferred method of attaching shingles to wood decking is other suitable surface.

**CAUTION:**  
 ROOF SURFACE MAY BE SLIPPERY. Especially when wet. Use a fall protection system when installing. Wear rubber soled shoes with care.  
 FALLING HAZARD: Do not work below roof and materials on roof. Unsecured materials may slide on roof. Place on level plane or secure in proper shingle. Wear a hard hat.  
 WARNING: This product complies with ASTM D 1922 for the purpose of California's green building.

**H | D**

**HANSEN DESIGN, p.l.c.**  
 2311 North 45th Street #256  
 Seattle, Washington 98103



These Construction Documents are to be Accompanied by an NRCS Practice Documentation Requirements sheet with a valid engineers stamp



**CUSTOMER**  
 KING CONSERVATION DISTRICT  
 800 SW 39th Street  
 Suite 105  
 Renton, WA 98057

**PROJECT**  
 Agricultural Shed  
 Plan 'A'

**DRAWN BY**  
 SG | DH

**DATE**  
 May 26, 2020

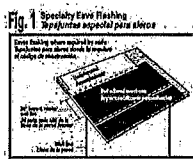
**REVISION**  
 N/A

**DESCRIPTION**  
 Instructions

**A4.9**

1 Detail (Instructions)  
 A4.9 N.T.S

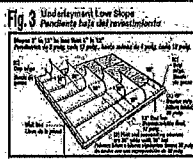
**1 Specialty Nail Fastening**  
Where required by code.  
Weatherlock® underlayment,  
or equivalent nail fastening  
method, applied to a point at  
least 24" beyond the roof wall line.  
See manufacturer's installation  
instructions. See Fig. 1.



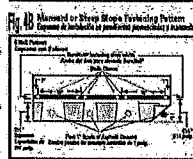
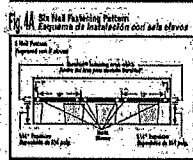
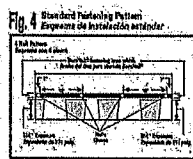
**2 Underlayment: Standard Slope (4" in 12" or more)**  
Application of underlayment, metal  
drip edge, and eave flashing.  
See Fig. 2.



**3 Underlayment: Low Slope (2" in 12" or less than 4" in 12")**  
Application of roofing felt overlapped  
by 10 inches on each course. See  
Fig. 3.



**4 Shingle Fastening Pattern: Standard Fastening Pattern.**  
Fasteners must be placed in the  
Battline® fastening way. See Fig. 4.  
See Nail Fastening Pattern.  
For 5 nail fastening pattern. See Fig. 4A.  
Minimum 6" in Slope Slope Fastening  
Pattern. Place fasteners 6" in from  
bottom edge to secure both layers  
of the shingle. Fasteners must be  
placed 6" in above the left edge of  
the shingle, regardless of whether they  
are in the battline or the Battline®  
fastening way. See Fig. 4B.



**REQUIRED:** For slopes exceeding  
60 degrees or 2 1/2" per foot, use  
six fasteners and four spots of  
asphalt cement per shingle. Apply  
immediately: one 1/2" diameter spot of  
asphalt cement under each shingle  
tab. Center asphalt cement about 2"  
up from bottom edge of shingle tab.  
Roof Cement where required must  
meet ASTM D-4588 Type I or II.  
(Reference Fig. 5).

**5 Shingle Application:**

These shingles are applied with a 60° offset, with 3/4"  
vertical, over prepared roof deck, starting at the bottom  
of the roof and working across and up. The roof board  
shingles from one bundle into the next and minimize any  
horizontal shingle variation. Application with offsets of 4" or 8"  
are also acceptable.

Caution must be observed to ensure that end joints are not  
closer than 2" from fastener in the shingle below and that  
side joints are no less than 4" in succeeding courses. Refer  
to country application details for specific instructions.

(continued on next page)

**5 Shingle Application (cont.): Starter Course:**

Use starter roll or cut 60° from the  
starter course shingle. The 60°  
of the rake of the starter course  
shingle and flush with the drip edge  
along the take and some edge, and  
fastener across the spot. Use 6"  
fasteners for each shingle, placed  
2" to 3" up from eave edge. See  
Fig. 5. (If no drip edge is used,  
shingles must extend a minimum  
of 1" and no more than 1" from  
rake and eave edge.)

**First Course:**  
Apply first course starting with the  
full shingle even with the starter  
course. See Fig. 5A.

Fasten securely according to  
fastening instructions. See Fig. 4.

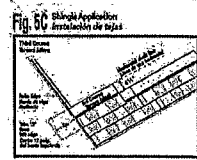
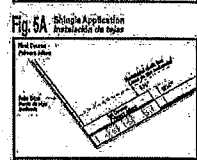
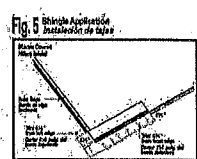
**Second Course:**  
Fasten 60° from the left end of  
the shingle and apply the remaining  
fasteners over and above the second  
course shingle with edge of the  
first course with 3/4" exposure. See  
Fig. 5B.

Fasten securely according to  
fastening instructions. See Fig. 4.

**Third Course:**  
Shingles 1/3" from the left end of  
the shingle and apply the remaining  
fasteners over and above the second  
course shingle with edge of the  
second course with 3/4" exposure.  
See Fig. 5C.

Fasten securely according to  
fastening instructions. See Fig. 4.

(continued on next page)



**H | D**

**HANSEN DESIGN, PLLC**  
2311 North 45th Street #256  
Seattle, Washington 98103

11244  
REGISTERED  
ARCHITECT  
DAVID E. HANSEN JR.  
STATE OF WASHINGTON

These Construction Documents are to  
be Accompanied by an NRCS Practice  
Documentation Requirements sheet  
with a valid engineers stamp

**KCD**  
King Conservation District

CLIENT  
KING CONSERVATION DISTRICT  
800 SW 39th Street  
Suite 105  
Renton, WA 98057

PROJECT  
Agricultural Shed  
Plan 'A'

DRAWN BY  
SG | DH

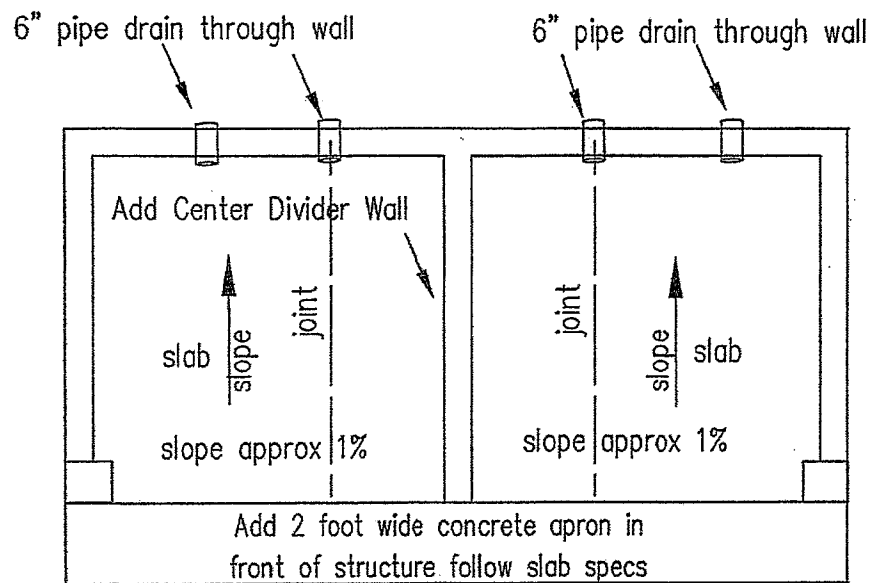
DATE  
May 26, 2020

REVISION  
N/A

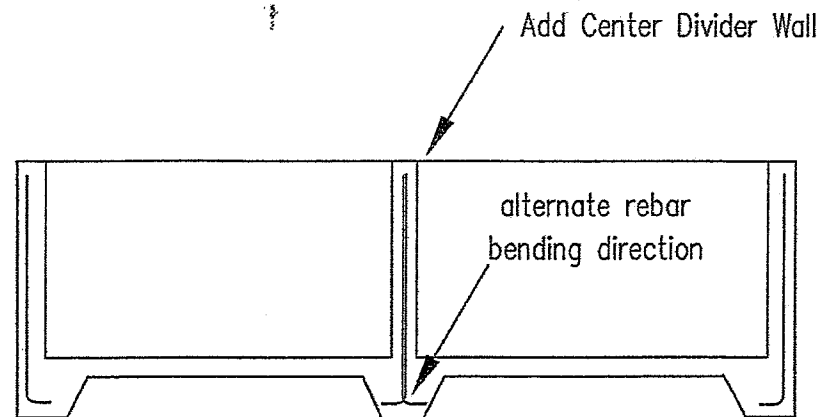
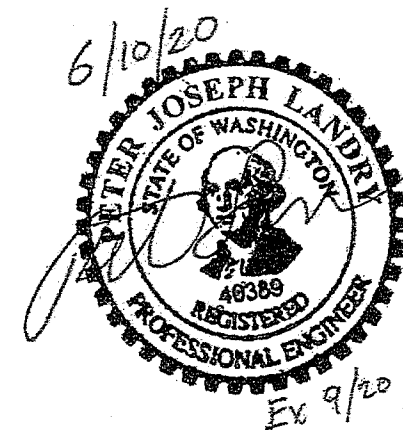
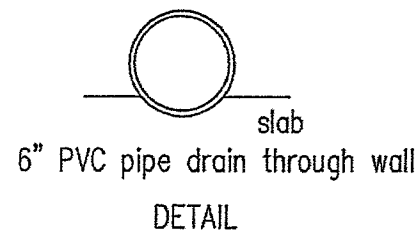
DESCRIPTION  
Instructions

**A4.10**

1 Detail (Instructions)  
A4.10 N.T.S.



PLAN VIEW



FRONT ELEVATION VIEW

NOTE: See Detail 2 page A3.1 in architect plans for complete wall specifications





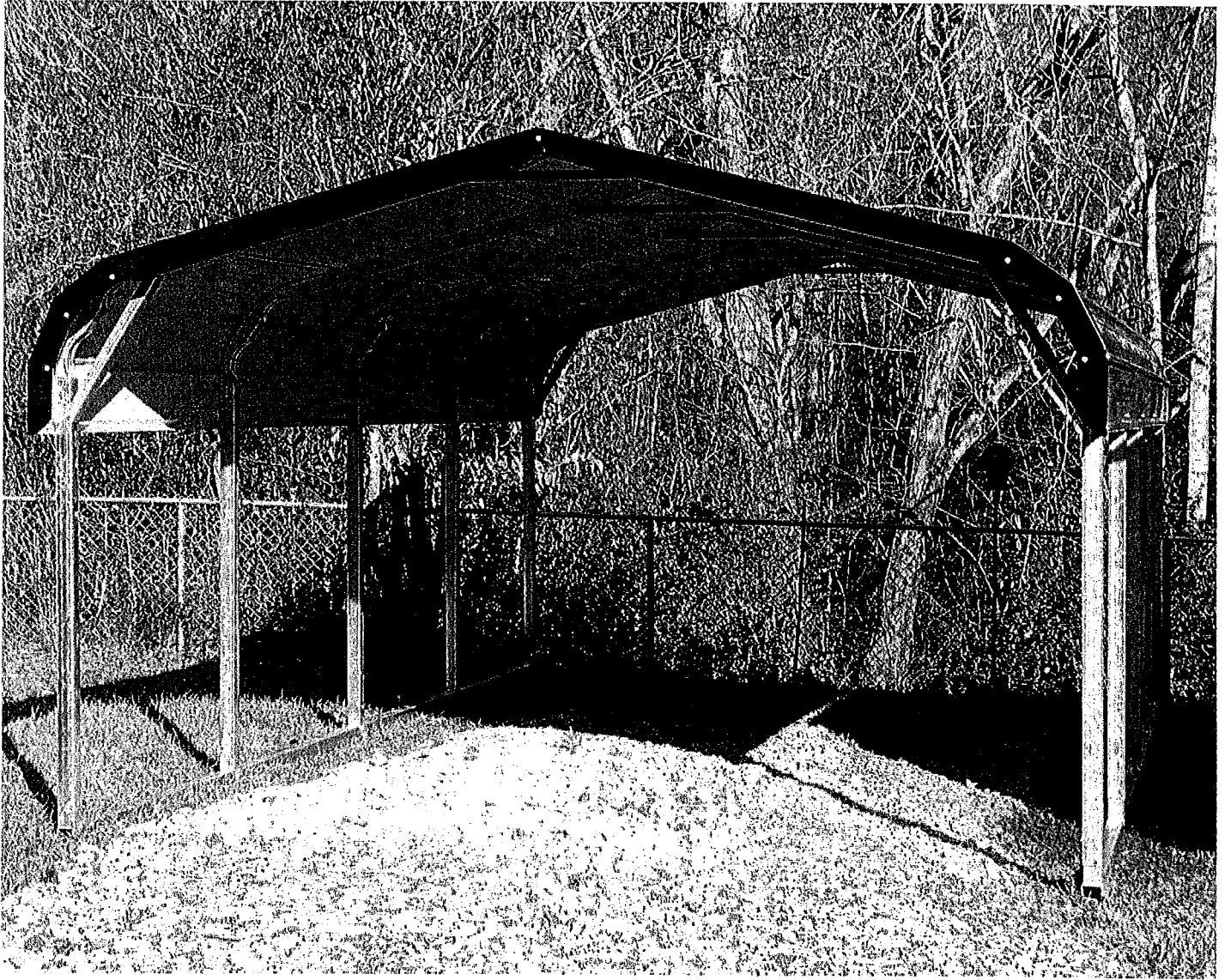
## CONCRETE SLAB AND WALL DETAILS







Landowner Name: <b>Shawn &amp; Beth Lanning</b>		Map Type: <b>WSF Cost Share Map</b>	KCD Staff Name: <b>Jay Mirro</b>	Acres: <b>6.2</b>	
Address: <b>40316 278th Way SE Enumclaw, WA 98022</b>			Map Date: <b>May 14, 2020</b>	Directional: <b>NW</b>	
	<p>©Copyright 2020 • King Conservation District • 800 SW 39th St, Suite 150 • Renton, WA 98057 • 425-282-1900 • <a href="http://www.kingcd.org">www.kingcd.org</a></p> <p><small>DISCLAIMER: While every precaution was taken in preparing this map, the publisher disclaims any warranty of fitness or accuracy of the data. The map is approximate in nature, based on compilation of data from multiple sources, and should not be relied upon or referenced in legal documents, including property deeds, title reports, and contract documents, nor substituted for appropriate survey and/or engineering analysis. The user of the map acknowledges its limitations, assumes all responsibility for its use, and agrees to hold the publisher harmless for any damages that may result from the use of this map. This map is subject to change without notice.</small></p> <p><small>Document Path: \\KCD-Auth\KCD GIS Data\GIS\KCD-Projects\Summary from Map\Summary 4/14/2020 1:01 PM Lanning 06/20 Plotted: Discovery Farms and</small></p>			Parcel #(s): <b>072007-9047 &amp; -9048</b>	Section: <b>07</b>
					Township: <b>20</b>
					Range: <b>07</b>





**King Conservation District Board of Supervisors Meeting**  
**Agenda Action Briefing/Report**  
**Meeting Date: August 24, 2020**

**SUBJECT: Regional Food System Program- Farmland Access Initiative  
Request for Proposals (RFP)**

This Initiative is one of the four identified in KCD's current ILA as a core part of the Regional Food System Program. This brief gives a brief overview of the Regional Food System program and lays out how KCD has invested in this work in the past and had developed the proposed scope of work and budget as described in the attached RFP.

With Board support, The King Conservation District (KCD) seeks to identify a qualified consultant or team of consultants to lead and manage a comprehensive farmland access program in King County. This program will coordinate current service providers to assist farmers in accessing land opportunities and connecting to technical assistance to get farmland into production.

**FISCAL IMPACT**

This project is one of the four strategic initiative projects that are planned and budgeted for in the KCD-KC Inter Local Agreement (ILA) within the Regional Food System Program. Total funding for the four project areas is budgeted in the ILA at \$600,000 per year for the term of the ILA. This project is budgeted at \$150,000 this year, with the option for renewal each year.

**STAKEHOLDER INTERESTS**

- Staff and board members of the King Conservation District
- Regional Food System Stakeholders
- King County Local Food Initiative and Kitchen Cabinet

**BACKGROUND**

In 2015, the King Conservation District established the Regional Food System Program based on the King County Kitchen Cabinet and the Puget Sound Regional Council action plans, and engagement with a wide range of local food system advisors. The program offers annual competitive grants, and longer term sustained strategic investments, to support the Executive's Local Food Initiative.

Regional Food System Program Overview

**King Conservation District Board of Supervisors Meeting**  
**Agenda Action Briefing/Report**  
**Meeting Date: August 24, 2020**

Major gaps in our region's food system were identified by the King County Kitchen Cabinet in 2014 in their Local Food Initiative. More support is needed in the production, distribution, processing, and storage of locally raised farm products. Significant barriers to land, capital, equipment, and markets prevent new farmers from starting farms and existing farmers from scaling up to a sustainable level.

King Conservation District's Regional Food System program supports efforts across King County to develop a food system that is sustainable, resilient, and equitable. Through a combination of grants and strategic initiatives, KCD focuses on improving production, consumer demand, and equitable access to healthy, local food.

Looking Forward

Since 2015, KCD has funded successful start-up farm cooperatives, community-based site redevelopments, expanded organizational capacity and other grass-roots tools for improving the food system.

In 2019, KCD sought extensive stakeholder input from regional food system stakeholders, the King County Local Food Initiative team, and farmers across the region. This input was distilled, vetted, and ultimately incorporated in KCD's current five year Inter Local Agreement. The Regional Food System Program described in the ILA identifies four primary areas for Strategic Initiative investments over the next 5 years:

- **Working Farmland Access** - connecting future farmers to land.
- **Farmer Technical Assistance Coordination** - such as agronomic, business planning, conservation, education coordination, food safety.
- **Consumer Demand** - such as institutional purchasing, direct market support, buy local campaign.
- **Infrastructure Support** - including shared processing, packing, storage, refrigeration, as well as access to loans for farm structures and equipment, and associated assessments for regional infrastructure needs.

Project Focus

This Project Scope and Budget is focused on the Working Farmland Access Strategic Initiative area.

Since 2018, the King Conservation District has been investing in coordinated efforts focused on help farmers better access farmland. Work includes maintaining formal coordinate between agencies and non-profits, helping landowners ready underutilized farmland for production, supporting new and beginning farmers in their unique journeys to establish/expand successful farm

**King Conservation District Board of Supervisors Meeting**  
**Agenda Action Briefing/Report**  
**Meeting Date: August 24, 2020**

businesses, and facilitating lasting land matches. This work requires partners to work closely with participants to understand unique barriers to advancing goals and making matches. They assemble project teams offering tailored technical assistance, training, and access to cost-sharing resources to support participants and move matches forward.

KCD Funding the work in 2018-2020 through Regional Food System competitive grant awards.

In 2020, the District staff partnered with current Farmland Access partners to develop a multiyear strategic plan for getting results towards the regional farmland access goals. This work resulted in a work plan that was used to build out the scope of work and budget in the attached RFP.

The ultimate goal of this work is to facilitate matches to bring more land into production and to increase the number of farmers farming in King County. The current work includes focus on developing a replicable, alternative land tenure model, and a new framework for succession planning.

**EFFECTIVE DATE:** \_\_\_\_\_, 2020

**RECOMMENDATION**

Staff recommend that the Board support the Farmland Access project as scoped and release the attached RFP to seek a firm to lead and manage the associated scope of work.

**MOTION**

\_\_\_\_\_ Moved, \_\_\_\_\_ Seconded; Motion to direct KCD Staff to release RFP for a Farmland Access strategic initiative.



# King Conservation District

Local Food | Healthy Forests | Clean Water | Better Ground

800 SW 39th St, Suite 150 | Renton, WA, 98057

[www.kingcd.org](http://www.kingcd.org)

## REQUEST FOR PROPOSALS

### Regional Food System Program: Farmland Access Strategic Initiative Project

Released: September 15<sup>th</sup>, 2020

Written questions deadline: September 21<sup>st</sup>, 2020

Response Deadline: October 8<sup>th</sup>, 2020

Submit Electronically to: [Joshua.monaghan@kingcd.org](mailto:Joshua.monaghan@kingcd.org)

#### Director

Joshua Monaghan

(425) 773-5648

[Joshua.monaghan@kingcd.org](mailto:Joshua.monaghan@kingcd.org)

#### Program Manager

Mary Embleton

(425) 282-1958

[mary.embleton@kingcd.org](mailto:mary.embleton@kingcd.org)

#### Purpose of RFP

The King Conservation District (KCD) seeks to identify a qualified consultant or team of consultants to lead and manage a comprehensive farmland access program in King County. This program will coordinate current service providers to assist farmers in accessing land opportunities and connecting to technical assistance to get farmland into production.

Proposals are requested from a consultant qualified to lead and manager a farmland access technical assistance partnership that assists farmers and landowners connect to increase the number of farms and the number of acres in food production in King County (Goals identified in the King County Local Food Initiative). Consultants should also be prepared to provide these services in line with King Conservation Districts Equity and Social Justice Goals.

## SECTION 1: INSTRUCTION TO BIDDERS

### 1.1 Proposal Submission

To be considered for this RFP, Proposers must follow the directions presented in this RFP, must submit a proposal packet no later than 5:00 p.m. on October 1st, 2020, and include the following:

## **1.2 Questions and Interpretation of the RFP**

No oral interpretations of the RFP will be made to any Proposer. All questions regarding this RFP must be submitted in writing, and are due via email to [Joshua.monaghan@kingcd.org](mailto:Joshua.monaghan@kingcd.org) no later than September 21st.

## **1.3 Proposal Content Requirements**

The proposal shall be submitted electronically and contain the following items:

- A. A complete RFP package in pdf format.
- B. A Word file for the narrative and scope portions of the RFP.
- C. An Excel file including the budget pages in the RFP packet.

## **SECTION 2: PROPOSAL EVALUATION AND CONTRACT AWARD**

### **2.1 General Approach**

The King Conservation District to select a consultant based on the terms, conditions, and attachments set forth in this RFP. Proposers may be individual firms or teams as appropriate to meet the specific needs of the project. Proposers are solely responsible for all costs incurred in the development and submission of the response statement to this RFP or for any subsequent requirements of the consultant selection or contract negotiation process. All materials submitted in response to this RFP become the property of the King Conservation District.

### **2.2 Selection Panel**

The selection panel will consist of King Conservation District staff members. Other evaluators may be included at the discretion of the district (e.g., Board of Supervisors, representatives from partner agencies and organizations, homeowners with stream/wetland areas). The panel will rate the applicants and recommend selection for the King Conservation District's board approval based on the ratings from the written proposals and interviews, if conducted.

### **2.3 Selection Process**

Proposals due, no later than 5:00 p.m. on October 1<sup>st</sup>.

#### **Step 1**

Evaluation of the written statements of qualifications (SOQ) submitted by each Proposer, resulting in a short-listing of Proposals which will be ranked and may be invited to an interview if deemed necessary.

#### **Step 2**

If interviews are conducted, and Proposers will be evaluated and ranked on the interview.

#### **Step 3**

The KCD's evaluation team will recommend the top ranked candidate to Board of Supervisors to obtain approval to begin negotiations and if successful, to enter into an agreement with the selected Proposer. If the selected Proposer and the KCD are unable to agree on the final scope and fee for

the design services for the contract, the KCD reserves the right to terminate the negotiations with the selected Proposer and initiate contract negotiations with the next highest rated Proposer.

## 2.4 Evaluation Criteria

### A. Written Evaluation of Proposals

Each proposal will be evaluated and given a score based upon the quality of response to each of the following topic areas.

<p><b>Organization and Management Approach</b></p> <ol style="list-style-type: none"> <li>1. Composition of the team, responsibilities and skills of each team member, and appropriateness of the team's experience related to the Scope of Work.</li> <li>2. Team's experience working together and ability to coordinate efficient and effective delivery of work products.</li> <li>3. Demonstrated understanding of an effective relationship with a client such as King Conservation District.</li> </ol>	<p><b>15 Points</b></p>
<p><b>Qualifications and Related Experience</b></p> <ol style="list-style-type: none"> <li>1. Demonstrated experience leading and managing a collaborative team with technical assistance providers from multiple partners (agencies, non-profits) focused on new farmer technical assistance and land access.</li> <li>2. Demonstrated experience facilitating communication between farmers and landowners (with a wide variety of backgrounds and a range of interests, skills, and abilities) towards the goal of increasing acres of farmland in food production.</li> <li>3. Demonstrated familiarity with and understanding of land access and land tenure laws and legal instruments.</li> <li>4. Experience within the team that reflects community relationships to enable the implementation of King Conservation District's equity and social justice goals.</li> <li>5. Demonstrated experience engaging with multilingual and multicultural farming communities.</li> <li>6. Demonstrated experience and ability to conduct outcomes-based program evaluation and adapt services to improve results. Feasible and practical evaluation methodology that matches audience type and program goals should be used to measure program results.</li> <li>7. Demonstrated experience coordinating programs of size and budget similar to those described in this RFP.</li> </ol>	<p><b>40 points</b></p>
<p><b>Approach to Scope of Work</b></p> <ol style="list-style-type: none"> <li>1. Demonstrated expertise, creativity, and effectiveness in proposed approach to Scope of Work and in approach to ensuring participation by farmers, farmer cooperatives, farmland seekers, and farmland owners.</li> <li>2. Demonstrated understanding of King Conservation District's Equity and Social Justice goals</li> </ol>	<p><b>35 points</b></p>

<ol style="list-style-type: none"> <li>Demonstrated understanding of program goals and how to work effectively with all members of the farmland services partnership in King County, including agencies, non-profits, farmers and landowners.</li> <li>Demonstrated understanding of barriers, needs and opportunities associated with both farmers seeking new and with farmland owners and managers.</li> <li>Demonstrated understanding of how to provide assistance to farmers on land access, tenure and food production that will result in both increased farms in King County and increased farmland in production.</li> </ol>	
<b>Cost Estimates</b> <ol style="list-style-type: none"> <li>Appropriate allocation of hours and expenses for each task.</li> <li>Clarity and completeness of pricing structure, fees, overhead, profit, hourly rates.</li> <li>Value provided to King Conservation District related to other proposals and similar work done in the region.</li> </ol>	<b>20 points</b>
<b>Overall Proposal</b> <ul style="list-style-type: none"> <li>Concise, clearly written and complete or thorough proposal, prepared as instructed.</li> </ul>	<b>10 points</b>

**Maximum Written Proposal Score: 120 points**

#### B. Oral Interviews (Optional)

If an award is not made based on the written evaluations alone, oral interviews may be conducted with the top-ranked proposers. Final award would then be made based on the sum total of the written evaluation and oral interview scores.

<b>Expertise and Technical Capabilities</b> <ol style="list-style-type: none"> <li>Demonstrated knowledge and understanding regarding providing farmland access coordination and assistance services described in this RFP.</li> <li>Demonstrated understanding of an appropriate client relationship.</li> <li>Demonstrated capacity and experience to handle all aspects of the Scope of Work described in this RFP.</li> </ol>	<b>20 points</b>
<b>General Presentation</b> <ol style="list-style-type: none"> <li>Demonstrated clarity in approach to scope.</li> <li>Demonstrated ability to present information and suitable technical capabilities.</li> <li>Demonstrated ability to respond to questions, level of knowledge and appropriateness of response.</li> </ol>	<b>20 points</b>

**Maximum Oral Presentation Score: 40 points**

**MAXIMUM POSSIBLE SCORE (if interviews conducted): 160 points**

### SECTION 3: PROJECT SPECIFICATIONS AND SCOPE OF WORK



### 3.1 General Information

#### A. Project Background

The King Conservation District is a non-regulatory special purpose district that provides education, technical services, and financial assistance to landowners and homeowners in King County. Our mission is to promote the sustainable use of natural resources through responsible stewardship. Our purpose is to protect water quality, conserve soil, protect and enhance fish and wildlife habitat, and promote retention of and economic viability of working agricultural and forest lands.

In 2015, the King Conservation District established the Regional Food System Program based on the King County Kitchen Cabinet and the Puget Sound Regional Council action plans, and engagement with a wide range of local food system advisors. The program offers annual competitive grants, and longer term sustained strategic investments, to support the Executive's Local Food Initiative.

##### Regional Food System Program Overview

Major gaps in our region's food system were identified by the King County Kitchen Cabinet in 2014 in their Local Food Initiative. More support is needed in the production, distribution, processing, and storage of locally raised farm products. Significant barriers to land, capital, equipment, and markets prevent new farmers from starting farms and existing farmers from scaling up to a sustainable level.

King Conservation District's Regional Food System program supports efforts across King County to develop a food system that is sustainable, resilient, and equitable. Through a combination of grants and strategic initiatives, KCD focuses on improving production, consumer demand, and equitable access to healthy, local food.

##### Looking Forward

Since 2015, KCD has funded successful start-up farm cooperatives, community-based site redevelopments, expanded organizational capacity and other grass-roots tools for improving the food system. Through that process, KCD and its food system working group of external partners have identified four primary areas for Strategic Initiative investments over the next 5 years:

- Working Farmland Access - connecting future farmers to land.
- Farmer Technical Assistance Coordination - such as agronomic, business planning, conservation, education coordination, food safety.
- Consumer Demand - such as institutional purchasing, direct market support, buy local campaign.
- Infrastructure Support - including shared processing, packing, storage, refrigeration, as well as access to loans for farm structures and equipment, and associated assessments for regional infrastructure needs.

#### B. Project Focus

This RFP is focused on the Working Farmland Access Strategic Initiative area.

Since 2018, the King Conservation District has been investing in coordinated efforts to help farmers better access farmland. Work includes maintaining formal coordinate between agencies and non-profits, helping landowners ready underutilized farmland for production, supporting new and

beginning farmers in their unique journeys to establish/expand successful farm businesses, and facilitating lasting land matches. This work requires partners to work closely with participants to understand unique barriers to advancing goals and making matches. They assemble project teams offering tailored technical assistance, training, and access to cost-sharing resources to support participants and move matches forward.

The ultimate goal of this work is to facilitate matches to bring more land into production and to increase the number of farmers farming in King County. The current work includes focus on developing a replicable, alternative land tenure model, and a new framework for succession planning.

### 3.2 Scope of Services

#### A. Overview of Services Requested

The KCD is soliciting firm or team of firms to manage a comprehensive farmland access program in King County to coordinate current service providers to assist farmers in accessing land opportunities and connecting to technical assistance to get farmland into production.

A comprehensive land access program that fits the unique needs of King County, would consist of the following tasks:

Task	Description	Outcomes and Measures
<b>Task 1: Partnership Administration and Coordination</b>		
Convene the partnership at large	<ul style="list-style-type: none"> <li>*Ensure that organizational and agency membership reflects the racial, scale, and geographic diversity of the farming community in King County (throughout the partnership, but particularly at decision-making levels)</li> <li>*Cultivate relationship building between member organizations</li> <li>*Manage internal and external communications</li> <li>*Coordinate logistics for meetings, trainings, and events</li> </ul>	Outcome: Farmer and landowner-focused agencies are working in tandem to provide services in King County via a comprehensive land access program
Lead Partnership planning efforts and conduct regular evaluation	<ul style="list-style-type: none"> <li>*Lead strategic and annual planning for the collaborative effort to ensure alignment</li> <li>*Design and implement data collection methods</li> <li>*Evaluate progress and impact</li> </ul>	Outcomes: *Coordinated Theory of Change and work plan for land access and farmer training organizations *Qualitative and quantitative data can be leveraged towards identifying gaps in resources and emerging needs and creating solutions
Foster opportunities for professional development, resource and information sharing	*Facilitate opportunities for organizational member staff to increase their knowledge about issues, policies, and new solutions that impact land access	Outcome: Increased knowledge about issues and solutions in land access  Measure: Opportunities to learn from other regional partnerships doing work in this sphere
<b>Task 2: Assist farmers in accessing land opportunities and maximizing property potential</b>		

Provide technical assistance for farmers/farmer cooperatives/land-seeking organizations	<ul style="list-style-type: none"> <li>* Coordinate collaboration of essential service providers</li> <li>* Broker and connect farmers with needed services and resources</li> <li>* Provide navigation of laws, rules and regulations</li> <li>* Develop community advocate program to ensure culturally competent support for New American farmers and farmers of color.</li> <li>* Track progress and advocate for farmers navigating land access barriers</li> </ul>	<p>Outcomes: *Farmers have the resources they need to access and maximize farm properties for production. *All organizations supporting a farmer or farmer cooperative are aware of progress made</p> <p>Measures: *Number of farmers supported in attaining their land access goals *Number of farmers connected to needed services</p>
Leverage land matching programs to support farmers in attaining their land goals	<p>Work with farmers/farmer cooperatives/land-seeking organizations to:</p> <ul style="list-style-type: none"> <li>*clarify land acquisition goals</li> <li>*identify priorities for suitable land</li> <li>*connect with landowners about opportunities</li> <li>*understand financing options and financial readiness</li> <li>*recognize equitable farmland leases</li> <li>*complete due diligence on specific farm properties</li> </ul>	<p>Outcomes:</p> <ul style="list-style-type: none"> <li>*Farmers begin their land searches equipped for success</li> </ul> <p>Measure: *Number of farmers supported in attaining their land access goals</p> <ul style="list-style-type: none"> <li>*Number of introductions made between parties</li> </ul>
Offer farmer training curriculum	<ul style="list-style-type: none"> <li>*Leverage available land access curriculum to host coordinated schedule of farmer trainings</li> <li>*Offer trainer training opportunities to member organizations</li> </ul>	<p>Outcome: *Increased farmer knowledge and savvy of land access</p> <p>Measures: *Number of farmers trained in curriculum *Number of trainers trained in offering curriculum</p>
<b>Task 3: Assist landowners and land managers with getting land into production</b>		
Provide technical assistance for landowners/managers	<ul style="list-style-type: none"> <li>*Develop individual transition strategies for key farmland properties</li> <li>*Work with landowners to develop plans to overcome barriers to ag production</li> <li>*Coordinate collaboration of essential service providers</li> <li>*Broker and connect landowners to needed services and resources</li> <li>*Help navigate laws, rules, and regulations</li> <li>*Track progress</li> <li>*Advocate for landowners navigating complex systems</li> </ul>	<p>Outcomes:</p> <ul style="list-style-type: none"> <li>*Farmland is available and farmable</li> <li>*Landowners have the resources they need to access and maximize farm properties for production</li> <li>*All organizations supporting a landowner/manager are aware of progress made</li> </ul> <p>Measures:</p> <ul style="list-style-type: none"> <li>* X landowners supported in exploring options for getting X acres into food production</li> <li>*Number of properties readied for food production</li> <li>*Number of connections to service providers</li> <li>*Increased number of acres available for lease or purchase</li> <li>*Identified number of farmable acreage actively farmed</li> </ul>
Leverage land matching programs to support	<p>Work with landowners to:</p> <ul style="list-style-type: none"> <li>*clarify land goals</li> <li>*identify barriers to food production</li> <li>*connect with service providers and resources</li> </ul>	<p>Outcomes:</p> <ul style="list-style-type: none"> <li>*Landowners enter tenant/buyer searches equipped for success</li> </ul>
landowners finding farm tenants/buyers	<ul style="list-style-type: none"> <li>*develop equitable lease agreements</li> <li>*connect with farmers interested in leasing or buying their properties</li> </ul>	<p>Measures:</p> <ul style="list-style-type: none"> <li>*Number of properties/plots successfully transitioned</li> <li>*Number of introductions made between parties</li> </ul>
<b>Task 4: Research, develop, and pilot creative solutions to land access barriers</b>		
Develop and trial succession planning/generational transition programming	<ul style="list-style-type: none"> <li>*Research succession program models in other regions</li> <li>*Identify potential partner organizations that could help meet the need locally</li> <li>*Develop programming for King County</li> </ul>	<p>Outcomes:</p> <ul style="list-style-type: none"> <li>*Gaps in services are filled by member partners, or other service providers</li> <li>*Pathways to generational land transfer are established and accessible</li> </ul>

	*Pilot the model	Measures: *Number of properties successfully transitioned *Number of retiring farmers supported
Develop and trial cooperative farming and alternative land tenure models	*Research successful cooperative and collaborative farming models in other regions *Provide information and technical assistance for implementation of collective tenure models for farmers	Outcome: *Tenure models are creative and responsive Measures: *Number of farming cooperatives created *Number of models researched *Number of models implemented
Develop and trial creative and responsive financing models	*Research alternative financing models *Select one or more strategies most applicable to local needs, opportunities and barriers to trial in King County *Provide information, technical assistance, and examples of creative financing models to farmers	Outcome: *Gaps in financial services are filled by partners or other service providers Measures: *Numbers of models researched *Number of models trialed *Number of service providers and potential new partners consulted

### 3.3 Other Consultant Responsibilities

The consultant shall manage the contract so that all tasks are met and contract terms and conditions are satisfied within the given budget and schedule. The consultant shall ensure that the King Conservation District Program Manager is informed in a timely manner about the status of contract deliverables.

The consultant shall submit invoices not more frequently than monthly. Invoices shall be itemized tasks with subtotals. Task hours shall be billed in quarter hour increments, and hours itemized by staff and billing rate.

### 3.4 Time of Performance

The anticipated contract term will be from January 1, 2021 through December 31, 2021. The contract period may be extended in increments of one (1) year for up to a total of four (4) additional years in accordance with the King Conservation District's (KCD) best interest and at the sole option of the KCD.

### 3.5 Budget

The total budget for the one-year contract is expected to be \$150,000. The District anticipates a similar yearly funding level in the future, budget permitting.

### 3.6 Consultant Qualifications

The King Conservation District desires a consultant team with experience and expertise in

1. Leading and managing a collaborative team with technical assistance providers from multiple partners (agencies, non-profits) focused on new farmer technical assistance and land access.
2. Facilitating communication between farmers and landowners (with a wide variety of backgrounds and a range of interests, skills, and abilities) towards the goal of increasing acres of farmland in food production.
3. Land access and land tenure laws and legal instruments.

4. Integrating diversity, equity, and social justice goals in programming and goal setting.
5. Engaging with multilingual and multicultural farming communities.
6. Conducting outcomes-based program evaluation and adapt services to improve results. Feasible and practical evaluation methodology that matches audience type and program goals should be used to measure program results.
7. Coordinating programs of size and budget similar to those described in this RFP.
8. Strategic Planning

### **3.7 Format for Responses**

Limit the proposal to 10 pages of text, with consecutively numbered pages, and using 11-pt. type or larger. The cover letter, table of contents, budget and appendices are **not** included in the 10-page limit. All pages shall be numbered, including resumes and appendices, and listed in a table of contents. Proposals shall contain and be organized in the following format:

- A. Cover Letter with Proposers signature: Include the name, phone number and email of a contact person. The cover letter shall be no longer than one single-sided page.
- B. Table of Contents: Include all appendices
- C. Written Proposal (limit to 10 pages)

#### **I. Organization and Management**

Description of your proposed project team, including the following:

1. Composition of the team, including principals, staff, and any sub-consultants, with responsibilities, skills, area of expertise and years of experience for each team member; appropriateness of the team's experience related to the Scope of Work; and an organization chart of the team.
2. Team's experience working together and ability to coordinate efficient and effective delivery of work products.
3. Management approach.
4. Demonstrated understanding of an effective relationship with a client such as King Conservation District.

#### **II. Qualifications and Related Experience**

Describe at least three projects relevant to the Scope of Work which your organization or team members have implemented that demonstrate:

1. Experience leading and managing a collaborative team with technical assistance providers from multiple partners (agencies, non-profits) focused on new farmer technical assistance and land access.
2. Experience facilitating communication between farmers and landowners (with a wide variety of backgrounds and a range of interests, skills, and abilities) towards the goal of increasing acres of farmland in food production.
3. Familiarity with and understanding of land access and land tenure laws and legal instruments.

4. Experience within the team that reflects community relationships to enable the implementation of King Conservation District's equity and social justice goals.
5. Experience engaging with multilingual and multicultural farming communities.
6. Experience and ability to conduct outcomes-based program evaluation and adapt services to improve results. Feasible and practical evaluation methodology that matches audience type and program goals should be used to measure program results.
7. Experience coordinating programs of size and budget similar to those described in this RFP.

For each project, include the following information:

- Name of the client, whether the proposer was the prime or the sub-consultant, the total fee, contract completion date, proposer's project manager and client contact information.
- A brief description of the project, including goals, objectives and strategy.
- How the results were measured.
- Include work samples of relevant materials developed by yourself or personnel that are proposed to work on this contract. Work samples should be marked "Work Samples" and labeled with the project title, client name, name of team member who completed the work, and the type of work they performed (e.g., "graphic design"). Please limit Work Samples to TWO per example project. Attach all work samples in the appendices section. The page limit for related project experience does not apply to work samples.

### **III. Approach to Scope of Work**

In this section, the proposer shall provide a vision and describe a methodology for carrying out the programs described in the Scope of Work of this RFQ and demonstrate the following:

1. Expertise, creativity, and effectiveness in proposed approach to Scope of Work and in approach to ensuring participation by farmers, farmer cooperatives, farmland seekers, and farmland owners.
2. Understanding of King County's six goal areas in the Equity and Social Justice Strategic Plan, with specific attention on how this body of work can help fulfill the XXXXXXXXXXXXXXX goal areas.
3. Understanding of program goals and how to work effectively with all members of the farmland services partnership in King County, including agencies, non-profits, farmers and landowners.
4. Understanding of barriers, needs and opportunities associated with both farmers seeking new and with farmland owners and managers.
5. Understanding of how to provide assistance to farmers on land access, tenure and food production that will result in both increased farms in King County and increased farmland in production.

This section of the proposal shall include the following:

- Your vision of the project
- Specify how you will work with a collaborative partnership of agencies and non-profits to lead, manage and deliver farmland access services with farmers and landowners that will increase the number of King County farmers and increase the acres of farmland in food production.
- Methods you would use, including partnerships with other agencies, to accomplish the work and meet project goals
- Measurements of success or effectiveness for the project.

D. Proposed Budget (2-page maximum)

Proposals shall include the proposer's budget by task, the names of assigned team members assigned to each task (where known or appropriate), each team member's labor rate (including overhead and profit) or direct payroll costs, and the number of hours to be spent on each task by each team member. Budgets should include:

1. Appropriate allocation of hours and expenses for each task.
2. Clarity and completeness of pricing structure, fees, overhead, profit, hourly rates.
3. Value provided to King Conservation District related to other proposals and similar work done in the region.

E. Appendices

1. Resumes: Submit one-page resume for each proposed team member in a key role, including the prime and sub-consultants. The resumes shall list relevant / related professional experience in chronological order with dates.
2. List of three (3) references, who are familiar with your work, as relevant to the scope of work, and include a contact name, phone number and email address for each.
3. Work Samples: Work samples should be marked "Work Samples" and labeled with the project title, client name, name of team member who completed the work, and the type of work they performed (e.g., "graphic design"). Limit work samples to a maximum of two per project example from the "Qualifications and Related Experience" section.
4. Other, as determined needed or related.