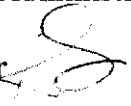


**JEFFERSON COUNTY  
BOARD OF COUNTY COMMISSIONERS**

**REGULAR AGENDA REQUEST**

**TO:** Board of County Commissioners  
Philip Morley, County Administrator

**FROM:** Al Scaff, DCD Director 

**DATE:** June 14, 2010

**SUBJECT:** Economic Development Consultant

**STATEMENT OF ISSUE:**

This agenda request is for the Board of County Commissioners to authorize a consultant services contract for a professional Economist. The Economist would work under the Joint Economic Development Planning process created by Jefferson County, the City of Port Townsend and the Port of Port Townsend for data collection, analysis and recommendations to create a strategy and vision for future economic development throughout Jefferson County.

**ANALYSIS/STRATEGIC GOALS:**

This program is consistent with the common economic development strategy of the County strategic plan to provide for economic recovery and stabilization for County/City residents and businesses.

E.D. Hovee & Company, LLC is being selected as a sole source provider per JCC 3.55.170. Hovee provided economic development analysis to the County in 2007. The economic development analysis was not completed in view of the disbanding of the economic development council (EDC) and the deobligation of funding for this work from CTED. E.D. Hovee is being sought as a sole source service provider in view of previous work completed for the County and the opportunity to utilize specific County data generated in 2007 through his company’s work effort. The previous work completed would be subject to additional refinement and updating in view of the impacts from the current recession and economic data from 2010. The previous Hovee work includes the business survey data; the GIS based industrial and commercial inventory, and development of scenarios for employment growth including a job growth trend scenario, job-housing balance scenario or a jobs premium scenario.


**FISCAL IMPACT:**

The total contract cost for the professional service is \$31,800 to be paid for by equal shares between the County, the City of Port Townsend and the Port of Port Townsend. The County’s share will be \$10,600. Adequate funds are budgeted in line item 001270000.51479.410000

**RECOMMENDATION:**

Staff recommends the Board of County Commissioners engages E.D. Hovee and Company, LLC in this professional services contract.

**REVIEWED BY:**

  
Philip Morley, County Administrator

6/8/10  
Date

# CONTRACT FOR PROFESSIONAL SERVICES

This Contract for Professional Services (the Contract) is entered into by Jefferson County, a political subdivision and municipal corporation of the State of Washington, having its principal offices at P.O. Box 1220, Port Townsend, WA 98368 (hereinafter "County") and E. D. HOVEE & Company, LLC having its principal office at 2408 Main Street, Vancouver, WA 98666 (hereinafter "Contractor").

## SECTION 1. EFFECTIVE DATE OF CONTRACT

The Contract will become effective on June 14, 2010, and terminate on December 31, 2011. In no event will any extension of the Contract become effective unless and until it is approved and executed by the Jefferson County Board of Commissioners.

## SECTION 2. SERVICES TO BE PROVIDED

- 2.1 A description of the services to be performed by the Contractor is set forth in Exhibit A: Description of Services, which is attached to the Contract and incorporated by this reference.
- 2.2 The Contractor agrees to provide its own labor and materials. Unless otherwise provided for in the Contract, no material, or labor will be furnished by the County.
- 2.3 The Contractor will perform the work specified in the Contract according to standard industry practices and in conformity with state law.
- 2.4 The Contractor will complete its work in a timely manner and in accordance with the schedule agreed to by the parties.

## SECTION 3. CONTRACT REPRESENTATIVES

- 3.1 The County and the Contractor will each have a contract representative. A party may change its representative upon providing written notice to the other party. The parties' representatives are as follows:

County's Contract Supervisor  
*Al Scalf, Director*  
*Jefferson County DCD*  
*621 Sheridan*  
*Port Townsend, WA 98368*  
*[ascalf@co.jefferson.wa.us](mailto:ascalf@co.jefferson.wa.us)*  
*(360)379-4450*

Contractor's Contract Representative  
*E. D. Hovee & Company, LLC*  
*2408 Main St*  
*Vancouver, WA 98666*  
*(360) 696-9870*

#### **SECTION 4. COMPENSATION**

- 4.1 A description of the compensation to be paid to the Contractor is set forth in Exhibit A: Compensation, which is attached to the Contract and incorporated by this reference.
- 4.2 The total amount payable under the Contract by the County to the Contractor in no event will exceed **\$31,800**.
- 4.3 Unless otherwise provided in the Contract, the Contractor may submit an invoice to the County Administrator once a month for payment of work actually completed to date. Subject to the other provisions of the Contract, then County generally will pay such an invoice within 30 days of receiving it.
- 4.4 The Contractor will be paid only for work expressly authorized in the Contract.
- 4.5 The Contractor will not be entitled to payment for any services that were performed prior to the effective date of the Contract or after its termination, unless a provision of the Contract expressly provides otherwise.
- 4.6 If the Contractor fails to perform any substantial obligation and the failure has not been cured within 10 business days following notice from the County, the County may, in its sole discretion and upon written notice to the Contractor, withhold all monies due the Contractor, without penalty, until such failure to perform is cured.

#### **SECTION 5. AMENDMENTS AND CHANGES IN WORK**

- 5.1 In the event of any errors or omissions by the Contractor in the performance of any work required under the Contract, the Contractor will make all necessary corrections without additional compensation. All work submitted by the Contractor will be certified by the Contractor and checked by the Contractor for errors and omissions. The Contractor will continue to be responsible for the accuracy of work even after the work is accepted by the County.
- 5.2 In order to be effective, any Contract renewal, amendment or modification must be in writing, be signed by both parties and be attached to the Contract. Work under a renewal, an amendment or a modification may not commence until the renewal, amendment or modification has been approved by the County Commissioners and has become effective.

#### **SECTION 6. HOLD HARMLESS AND INDEMNIFICATION**

- 6.1 The Contractor will hold harmless, indemnify and defend the County, its officers, officials, employees and agents, from and against any and all claims, actions, suits, liability, loss, expenses, damages and judgments of any nature whatsoever, including reasonable costs and attorneys' fees in defense thereof, for injury, sickness, disability or death to persons or damage to property or business, caused by or arising out of the Contractor's acts, errors or omissions in the performance of the Contract. Provided, however, that the Contractor's obligation under this provision will not extend to injury, sickness, disability, death or damage caused by or arising out of the sole negligence of the County, its officers, officials, employees or agents.

- 6.2 The Contractor's obligations under these provisions include, but are not limited to, investigating, adjusting and defending all claims alleging loss from action, error or omission, or breach of any common law, statutory or other delegated duty by the Contractor, the Contractor's employees, agents or subcontractors.

## **SECTION 7. INSURANCE**

- 7.1 The Contractor, if it is a licensed professional, will maintain professional legal liability or professional errors and omissions coverage appropriate to the Contractor's profession. The coverage will have a limit of not less than \$1 million per occurrence. The coverage will apply to liability for a professional error, act or omission arising out of the Contractor's services under the Contract. The coverage will not exclude bodily injury or property damage. The coverage will not exclude hazards related to the work rendered as part of the Contract.
- 7.2 The Contractor will maintain workers' compensation insurance as required by Title 51, Revised Code of Washington, and will provide evidence of coverage to the Jefferson County Risk Management Division.
- 7.3 The Contractor will maintain commercial general liability for bodily injury, personal injury and property damage, subject to a limit of not less than \$1 million per occurrence. The general aggregate limit will apply separately to the Contract and be no less than \$2 million. The Contractor will provide commercial general liability coverage that does not exclude any activity to be performed in fulfillment of the Contract. Specialized forms specific to the industry of the Contractor will be deemed equivalent provided coverage is no more restrictive than would be provided under a standard commercial general liability policy, including contractual liability coverage.
- 7.4 The Contractor will maintain commercial automobile liability insurance with a limit of not less than \$1 million for each accident combined bodily injury and property damage. The aggregate limit will be at least \$2 million. Coverage will include owned, hired and non-owned automobiles.
- 7.5 **Miscellaneous Insurance Provisions.**
- A. The Contractor's liability insurance provisions will be primary with respect to any insurance or self-insurance programs covering the County, its elected and appointed officers, officials, employees and agents.
  - B. Any failure to comply with reporting provisions of the policies will not affect coverage provided to the County, its officers, officials, employees and agents.
  - C. The Contractor's insurance will apply separately to each insured against whom claim is made or suit is brought, subject to the limits of the insurer's liability.
  - D. The Contractor will include all subcontractors as insureds under its policies or will furnish separate certificates and endorsements for each subcontractor. All coverage for subcontractors will be subject to all of the requirements stated in these provisions.
  - E. The insurance limits mandated for any insurance coverage required by the Contract are not intended to be an indication of exposure, nor are they limitations on indemnification.

- F. The Contractor will maintain all required policies in force from the time services commence until services are completed. Certificates, policies and endorsements scheduled to expire before completion of services will be renewed before expiration. If the Contractor's liability coverage is written as a claims-made policy, then the Contractor must evidence the purchase of an extended-reporting period or "tail" coverage for a three-year period after completion of the services.

#### 7.6 Verification of Coverage and Acceptability of Insurers.

- A. The Contractor will place insurance with insurers licensed to do business in the State of Washington and having A.M. Best Company ratings of no less than A-VII, with the exception that excess and umbrella coverage used to meet the requirements for limits of liability or gaps in coverage need not be placed with insurers or reinsurers licensed in the State of Washington.
- B. The Contractor will furnish the County with properly executed certificates of insurance or a signed policy endorsement which will clearly evidence all insurance required in this Section within 10 days after the effective date of the Contract. The certificate(s) will, at a minimum, list limits of liability and coverage. The certificate(s) will provide that the underlying insurance contract may not be canceled, or allowed to expire, except on 30-days' prior written notice to the County. Any certificate or endorsement limiting or negating the insurer's obligation to notify the County of cancellation or changes must be amended so as not to negate the intent of this provision.
- C. The Contractor will furnish the County with evidence that the additional-insured provision required above has been met. Acceptable forms of evidence are the endorsement pages of the policy showing the County as an additional insured.
- D. Certificates of insurance will show the certificate holder as Jefferson County and indicate "care of" the appropriate County's contract representative. The address of the certificate holder will be shown as the current address of the appropriate County office or department.
- E. If applicable, the Contractor will request that the Washington State Department of Labor and Industries, Workers Compensation Representative, send written verification to Jefferson County that the Contractor is currently paying workers' compensation.
- F. Written notice of cancellation or change will be made to the County at the following address:
- Al Scalf, Director*                      *[ascalf@co.jefferson.wa.us](mailto:ascalf@co.jefferson.wa.us)*  
*Jefferson County DCD*                      *(360)379-4450*  
*621 Sheridan*  
*Port Townsend, WA 98368*
- G. The Contractor or its broker will provide a copy of all insurance policies specified in the Contract upon request of the Jefferson County Risk Manager.

## SECTION 8.                      TERMINATION

- 8.1 The County may terminate the Contract in whole or in part whenever the County determines, in its sole discretion, that such termination is in the best interests of the County. The County may terminate the Contract upon giving the Contractor 10 business days' written notice. In that event, the County will pay the Contractor for all costs incurred by the Contractor in performing the Contract up to the date of such notice, subject to the other provisions of the Contract.
- 8.2 If funding for the underlying project or matter is withdrawn, reduced or limited in any way after the Contract is signed or becomes effective, the County may immediately terminate the Contract notwithstanding any other termination provision in the Contract. Termination under this provision will be effective upon the date specified in the written notice of termination sent by County to the Contractor. No costs incurred after the effective date of the termination will be paid.
- 8.3 If the Contractor breaches any of its obligations under the Contract, and fails to cure the breach within 10 business days of written notice to do so by the County, the County may terminate the Contract. In that event, the County will pay the Contractor only for the costs of services accepted by the County. Upon such termination, the County, at its discretion, may obtain performance of the work elsewhere, and the Contractor will bear all costs and expenses incurred by the County in completing the work and all damages sustained by the County by reason of the Contractor's breach.

## **SECTION 9. ASSIGNMENT, DELEGATION AND SUBCONTRACTING**

- 9.1 The Contractor will perform under the Contract using only its bona fide employees or agents, and the obligations and duties of the Contractor under the Contract will not be assigned, delegated or subcontracted to any other person or firm without the prior express written consent of the County.
- 9.2 The Contractor warrants that it has not paid, nor has it agreed to pay, any company, person, partnership or firm, other than a bona fide employee working exclusively for Contractor, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of the Contract.

## **SECTION 10. INDEPENDENT CONTRACTOR**

- 10.1 The Contractor's services will be furnished by the Contractor as an independent contractor and not as an agent, an employee or a servant of the County. The Contractor specifically has the right to direct and control Contractor's own activities in providing the agreed services in accordance with the specifications set out in the Contract. The Contractor shall perform the contracted work. Any designee shall have prior County approval to substitute for the contracted representative.
- 10.2 The Contractor acknowledges that the entire compensation for the Contract is set forth in the compensation provisions of the Contract and the Contractor is not entitled to any County benefits, including, but not limited to: vacation pay; holiday pay; sick leave pay; medical, dental or other insurance benefits; fringe benefits; or any other rights or privileges afforded to Jefferson County employees.
- 10.3 The Contractor will have and maintain complete responsibility and control over all of its subcontractors, employees, agents and representatives. No subcontractor, employee, agent or representative of the Contractor will be or be deemed to be, or act or purport to act, as an employee, agent or representative of the County.

## **SECTION 11. NONDISCRIMINATION**

The Contractor, its assignees, delegates or subcontractors will not discriminate against any person in performance of any of its obligations under the Contract on the basis of race, color, creed, religion, national origin, age, sex, marital status, veteran status or the presence of any disability.

## **SECTION 12. OWNERSHIP OF MATERIALS/WORKS PRODUCED**

- 12.1 All reports, drawings, plans, specifications, all forms of electronic media, and data and documents produced in the performance of the work under the Contract will be "works for hire" as defined by the U.S. Copyright Act of 1976 and will be owned by the County. Ownership includes the right to copyright, patent, and register, and the ability to transfer these rights.
- 12.2 An electronic copy of all word processing documents will be submitted to the County upon request or at the end of the job using the word processing program and version specified by the County.

## **SECTION 13. PATENT/COPYRIGHT INFRINGEMENT**

- 13.1 The Contractor will hold harmless, indemnify and defend the County, its officers, officials, employees and agents, from and against any claimed action, cause or demand brought against the County, where such action is based on the claim that information supplied by the Contractor or subcontractor infringes any patent or copyright. The Contractor will be notified promptly in writing by the County of any notice of such claim.

## **SECTION 14. DISPUTES**

- 14.1 Differences, disputes and disagreements between the Contractor and the County arising under or out of the Contract will be brought to the attention of the County at the earliest possible time so that the matter may be settled or other appropriate action promptly taken. Any dispute relating to the quality or acceptability of performance or compensation due the Contractor will be decided by the County Administrator. All rulings, orders, instructions and decisions of the County Administrator will be final and conclusive.

## **SECTION 15. CONFIDENTIALITY**

- 15.1 The Contractor, its employees, subcontractors and their employees will maintain the confidentiality of all information provided by the County or acquired by the Contractor in performance of the Contract, except upon the prior express written consent of the County or upon an order entered by a court of competent jurisdiction. The Contractor will promptly give the County's Contract Supervisor written notice of any judicial proceeding seeking disclosure of such information, as well as any contacts by citizens, proponents or interested parties as to matters before the contractor.
- 15.2 The County is a political subdivision of the State of Washington and as such is subject to Ch. 42.56 RCW, the Public Records Act, which requires disclosure of non-exempt documents and records to a person or entity that requests such documents or records.



## **SECTION 16. CHOICE OF LAW, JURISDICTION AND VENUE**

- 16.1 The Contract will be construed as having been made and delivered within the State of Washington, and it is agreed by each party that the Contract will be governed by the laws of the State of Washington, both as to its interpretation and performance.
- 16.2 Any action of law, suit in equity or other judicial proceeding arising under or out of the Contract may be instituted and maintained only in Superior Court for Jefferson County.

## **SECTION 17. MISCELLANEOUS**

- 17.1 **No Waiver.** The parties agree that the excuse or forgiveness of performance, or waiver of any provisions of the Contract, does not constitute a waiver of such provision or future performance, or prejudice the right of the waiving party to enforce any of the provisions of the Contract at a later time.
- 17.2 **Tax Payments.** The Contractor will pay all applicable federal, state and local taxes, fees (including licensing fees) and other amounts including, but not limited to, the employer's portion of any taxes that arise from compensation owed or paid to employees, agents or representatives of the Contractor or are otherwise mandated by Title 26 U.S.C.
- 17.3 **Personnel Removal.** The Contractor agrees to remove immediately any of its subcontractors, employees, agents or representatives from assignment to perform services under the Contract upon receipt of a written request to do so from the County Contract Supervisor.
- 17.4 **Legal Compliance.** The Contractor and its subcontractors, employees, agents and representatives will comply with all applicable federal, state and local laws, rules and regulations in their performance under the Contract. The Contractor shall be entitled to seek legal advice from the Jefferson County Prosecuting Attorney or his or her designee to the extent that the Prosecuting Attorney or his or her designee can provide such legal advice in a manner consistent with the applicable rules governing a lawyer's conduct.
- 17.5 **Records Inspection and Retention.** The County may, at reasonable times, inspect the books and records of the Contractor relating to the performance of the Contract. The Contractor will retain for audit purposes all Contract-related records for at least six years after termination of the Contract.
- 17.6 **Successors and Assigns.** The County, to the extent permitted by law, and the Contractor each bind themselves, their partners, successors, executors, administrators and assigns to the other party to the Contract and to the partners, successors, administrators and assigns of such other party in respect to all covenants to the Contract.
- 17.7 **Severability.** If a court of competent jurisdiction holds any provision of the Contract to be illegal, invalid or unenforceable, in whole or in part, the validity of the remaining provisions will not be affected, and the parties' rights and obligations will be construed and enforced as if the Contract did not contain the particular provision held to be invalid. If any provision of the Contract conflicts with any statutory provision of the State of Washington, the provision will be deemed inoperative to the extent of the conflict or modified to conform to statutory requirements.

17.8 **Entire Agreement.** The parties acknowledge that the Contract is the complete expression of their agreement regarding the subject matter of the contract. Any oral or written representations or understandings not incorporated in the Contract are specifically excluded.

17.9 **Notices.** Any notices will be effective if personally served upon the other party or if mailed by registered or certified mail, return receipt requested, to the addresses set out in the contract representatives provision of the Contract. Notice may also be given by facsimile with the original to follow by regular mail. Notice will be deemed to be given three days following the date of mailing, or immediately if personally served. For service by facsimile, service will be effective at the beginning of the next working day.

IN WITNESS WHEREOF:

Jefferson County and the Contractor have signed this contract on the date noted:

JEFFERSON COUNTY

CONTRACT SERVICE PROVIDER

\_\_\_\_\_  
*David Sullivan, Chairman*

\_\_\_\_\_  
*Eric Hovee, E.D. Hovee & Company, LLC*

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

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

Attest/Authenticated:

Approved as to Form Only:

\_\_\_\_\_  
Erin Lundgren, Clerk of the Board

*David Alvarez* 6/10/2010  
\_\_\_\_\_  
David Alvarez, Deputy Prosecuting Attorney

EXHIBIT A

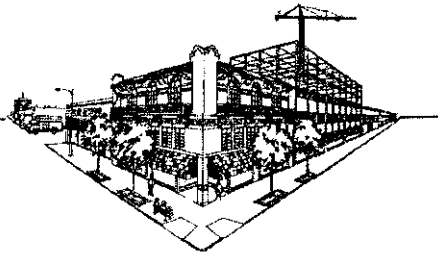
See attached PROPOSAL MEMORANDUM dated April 28, 2010 from E.D. Hovee & Company, LLC (5 pages).

BUDGET:

Base contract:	\$26,250
Additional trips if needed: \$1,850 x 3 =	\$5,550
<b>TOTAL CONTRACT (MAXIMUM)</b>	<b>\$31,800</b>

# E. D. Hovee & Company, LLC

Economic and Development Services



## PROPOSAL MEMORANDUM

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**To:** Al Scalf, Jefferson County  
Rick Sepler, City of Port Townsend  
Eric Toews, Cascadia Planning / Port of Port Townsend

**From:** Eric Hovee

**Subject:** Joint Economic Development Planning -- Proposal for Consultant Services

**Date:** April 28, 2010

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This memorandum is intended to provide an updated proposal to provide economic consulting services for Joint Economic Development Planning on behalf of the Jefferson County, the City of Port Townsend, and Port of Port Townsend. Pursuant to a February 10, 2010 Memorandum of Understanding (MOU) between the County, City and Port, substantive subjects of joint economic development planning are anticipated to cover:

- Data collection and analysis
- Development of a common economic development vision
- Development of coordinated and complementary economic development policies based on market demand

This proposal is focused on providing consulting assistance covering the first of these items -- focused on data collection, analysis and resulting recommendations in conjunction with a proposed Joint Economic Development Planning Agreement which will serve to further the February MOU. It is our understanding that preparation of the common vision and policies will be conducted through a planning process involving an elected working group, inter-local staff team, Team Jefferson, and Joint Growth Management Steering Committee (JGMSC)

## PROJECT BACKGROUND & UNDERSTANDING

In recent years, considerable economic development planning has been conducted for public jurisdictions and economic development organizations in Jefferson County:

- In 2002, Paul Sommers prepared a Jefferson County economic assessment – covering demographic and employment trends, interview and survey findings, potential approaches and recommendations for economic development in Jefferson County.
- In 2007, E. D. Hovee & Company, LLC (Consultant) conducted preliminary work toward a countywide industrial and commercial land inventory, infrastructure assets and economic development analysis – with key products including a business survey, alternative employment and land demand scenarios and commercial and industrial lands inventory analysis.

The purpose of this update is not to duplicate existing data or conduct a complete quantitative update, but rather to build from these prior analyses. A need that has emerged since the 2002 and 2007 reports is to take into account effects of the economic recession and ensuing economic recovery.

While readily available data will be used to inform this discussion, it is understood that this updated assessment should be qualitative as well as quantitative in nature. In effect, a key purpose intent is to also provide an outside consulting perspective regarding how the economic landscape has changed and may continue to change over the next 1-2 decades.

## SCOPE OF SERVICES

Suggested for consideration with this updated proposal is a seven-point scope of services to be performed by the E. D. Hovee & Company, LLC (as Consultant):

**A. Economic Data Collection & Analysis.** The purpose of this initial task will be to compile and analyze economic data identified by the County, City and Port as important to preparing a Joint Economic Development Strategy.

At the outset, Consultant will review previously completed analyses – including the Sommers and E. D. Hovee reports noted above together with other documents as may be provided by the public agency participants. This will include documentation of current planning and economic development priorities for the County, City and Port – including rural subareas of the County as may be discussed with the Inter-Local Staff Team.

Anticipated is a start-up meeting with representatives of the County, City and Port. Purposes would be to discuss project objectives, key issues to be addressed, anticipated public involvement, and key changes in land use and economic development by jurisdiction and planning area experienced since 2006-07.

The Consultant anticipates updating a limited set of key readily available economic indicators for the time period since the last completed 2007 economic analysis, including updates for:

- Population and households
- Labor force and unemployment
- Covered employment and payrolls by industry sector
- Income by source
- Other readily available data items as may be determined by the Consultant and Inter-Local Staff Team.

With this update, Consultant may also summarize findings regarding industrial and commercial property sales and rents – based on data as may be provided by the County, City and Port. Attention also will be given to national forecasts of, as for: employment by industry sector (covering both gaining and declining sectors); and changing demographics of the population (including aging of population and anticipated slowing of labor force growth).

**B. Regional/Local Position of County/City/Port.** This second task involves an analysis of the regional and local market position of Jefferson County, the City of Port Townsend, and the Port of Port Townsend. This preliminary assessment will draw from existing studies and information – including Task A economic data collection and analysis.

Assessing current and prospective regional and local market position will involve an overview scan to identify and assess key implications of the economic downturn and early phase recovery. Consideration will also be given to longer-term implications including potential post-recovery structural shifts that may be anticipated over the next 10-20 years.

Discussion may include analysis of economic implications of issues such as restructuring of financial markets, patterns of changing global competitive advantage, and opportunities related to an emerging green development and business ethic. Implications of these observed and emerging trends will be considered at three scales of geography – a global and U.S. macro scale, regionally for the Pacific Northwest, and locally for the County, City and Port..

**C. Economic Data Gaps & Update Needs.** This task will involve Consultant identification of economic data gaps and further updates to information where critically necessary to ensure sound economic development strategy recommendations. While the Consultant will not be responsible for added data collection that may be recommended (beyond what is covered by Task A), recommendations will address anticipated means and options for accomplishing any added critical data compilation.

**D. SWOT Assessment.** The Consultant will prepare a strengths, weaknesses, opportunities and threats (SWOT) assessment of the local economy. This assessment will be focused on findings specific to the City, unincorporated county and Port. As appropriate, the SWOT will also address elements of data collection and analysis as outlined by the current MOU related to:

- Industrial and commercial lands

- Infrastructure needs and limitations,
- Industrial/commercial property sales and rents (as information is available)
- Economic sectors most likely to experience future growth
- Identification of geographic areas of the County most likely to attract and support specific economic sectors

The strengths and weaknesses portion of the assessment will reflect recent trends and current conditions. Opportunities and threats will be forward looking, over a 10-20 year time horizon.

**E. Existing Conditions Report.** Upon complete of Tasks A-D, Consultant will prepare an Existing Conditions Report summarizing the results of the data analysis including review of global, regional and local trends. At a minimum, this draft report strategy can be expected to cover the following topics:

- Executive summary  
(suitable for separate distribution as a stand-alone document)
- Economic indicator review  
(covering key data points and observations from prior work and current update)
- Economic data gaps & update needs  
(including options for data compilation)
- SWOT assessment  
(providing findings specific to County, City, and Port plus multi-jurisdiction synopsis)

Consultant will submit a draft of this Existing Conditions Report, followed by a final document addressing questions and comments received.

**F. Key Findings & Recommendations.** Subsequent to submittal and review of the Existing Conditions Report, Consultant will prepare a separate report summarizing key findings and recommendations to inform the resulting preparation of a Draft Economic Development Direction Statement and Coordinated Economic Development Strategy.

Findings and recommendations will be specific to each of the County, City and Port jurisdictions as participants to the Joint Economic Development Planning Agreement. As with the Existing Conditions Report, Consultant will submit a draft memo report of Key Findings and Recommendations, followed by a final document addressing questions and comments received.

**G. Public Meeting Presentations.** Over the course of this project, Consultant is available to participate in 1-2 meetings with the Joint Growth Management Steering Committee (JGMSC) and in one public presentation. Scheduling and format of these presentations will be as determined mutually by the Inter-Local Staff Team and Consultant.

**Subsequent Phase Services.** If requested by participants in the Joint Economic Development Planning Agreement, Consultant would be available to provide subsequent phase services on a basis as mutually agreed. Such services could include but are not limited to additional economic data research, land inventory updating and/or analysis, preparation of more

detailed implementation work programs, added strategy drafts (including final documentation), and/or participation in added on-site meetings / presentations.

## BUDGET & SCHEDULE

Consultant E. D. Hovee & Company, LLC proposes to complete the scope of services as outlined by this proposal for a professional fee of \$26,250 including reimbursable expenses (as for travel and data). Anticipated budget allocation by task is estimated as shown by the following chart.

Project Task	Budget	Comments
A. Economic Data Collection & Analysis	\$5,960	Includes start-up meeting (@ 1/2 travel cost)
B. Regional/Local Position of County/City/Port	\$2,980	Includes review of current planning documents
C. Economic Data Gaps & Updates	\$1,320	Best practices assessment
D. SWOT Assessment of Local Economy	\$2,460	Findings specific to County/City/Port
E. Existing Conditions Report	\$4,030	Covering work tasks A-D (draft & final)
F. Key Findings & Recommendations	\$1,580	Memo report (draft & final)
G. Public Meeting Presentations	\$6,120	Three trips w/preparation & presentation materials
Subtotal Professional Services	\$24,450	
Expenses (travel, data, miscellaneous)	\$1,800	Includes 3.5 on-site trips (one shared w/Port Townsend)
Total Project Budget	\$26,250	

This budget assumes that all draft and final project deliverables will be submitted in electronic (word, pdf) formats, suitable for reproduction and distribution at the discretion of the County, City and Port. Consultant reserves the right to reallocate professional services costs between task line items, subject to the overall project maximum noted above. Invoice are typically submitted on a monthly basis for services rendered and expenses incurred during the prior month. Payment terms are net 30 days.

Subsequent phase services, if requested, could be provided on a time and materials basis or subject to a not to exceed amended work scope and budget. Consultant participation in additional meetings or presentation, if desired, can be provided at an estimated per trip expense of \$1,850 including time and travel expense.

Anticipated schedule for completion of Consultant prepared documentation is September 3, 2010. This schedule is predicated on contract authorization by May 10, 2010. Meeting scheduling is as mutually agreed between the parties.

## NEXT STEPS

This updated proposal for consulting services is subject to revision based on questions and suggestions received. Consultant E. D. Hovee & Company, LLC would enjoy working with Team Jefferson in moving toward a joint economic development strategy responsive to current market dynamics and community priorities in the months ahead.