

CONSULTANT: True Wind Collaborative LLC  
CONTACT PERSON: Cory Archer, Principal  
ADDRESS: 11435 Kinglet Lane  
Gig Harbor, WA 98332  
FEDERAL TAX ID NUMBER/U.B.I. NUMBER: Federal EIN (TIN): 87-0966378  
Washington UBI Number: 604 761 328  
TELEPHONE/FAX NUMBER: 425-516-7145  
COUNTY DEPT: Department of Emergency Management  
DEPT. CONTACT PERSON: Amy Lucas, Program Manager  
TELEPHONE/FAX NUMBER: (425) 388-5129  
PROJECT: Snohomish County Wildfire Protection Annex  
& Partner Engagement Project  
AMOUNT: Not to Exceed \$200,000  
FUND SOURCE: Community Wildfire Defense Grant  
CONTRACT DURATION: Contract execution through February 28, 2027  
unless extended or renewed pursuant to  
Section 2 hereof

### AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT (the "Agreement") is made by and between SNOHOMISH COUNTY, a political subdivision of the State of Washington (the "County") and True Wind Collaborative, LLC, a Washington limited liability company (the "Contractor"). In consideration of the mutual benefits and covenants contained herein, the parties agree as follows:

1. Purpose of Agreement; Scope of Services. The purpose of this Agreement is Snohomish County Wildfire Protection Annex & Partner Engagement Project. The scope of services is as defined in Schedule A attached hereto and by this reference made a part hereof. This Agreement is the product of RFP 25-0576RB Snohomish County Wildfire Protection Annex & Partner Engagement Project.

The services shall be performed in accordance with the requirements of this Agreement and with generally accepted practices prevailing in the western Washington region in the occupation or industry in which the Contractor practices or operates at the time the services are performed. The Contractor shall perform the work in a timely manner and in accordance with the terms of this Agreement. Any materials or equipment used by the Contractor in connection with performing the services shall be of good quality. The Contractor represents that it is fully qualified

to perform the services to be performed under this Agreement in a competent and professional manner.

The Contractor will prepare and present status reports and other information regarding performance of the Agreement as the County may request.

2. Term of Agreement; Time of Performance. This Agreement shall be effective upon contract execution (the "Effective Date") and shall terminate on February 28, 2027, PROVIDED, HOWEVER, that the term of this Agreement may be extended or renewed for up to four (4) additional one (1) year term, at the sole discretion of the County, by written notice from the County to the Contractor. The Contractor shall commence work upon the Effective Date and shall complete the work required by this Agreement no later than February 28, 2027, PROVIDED, HOWEVER, that the County's obligations after December 31, 2026, are contingent upon local legislative appropriation of necessary funds for this specific purpose in accordance with the County Charter and applicable law.

3. Compensation.

a. Services. The County will pay the Contractor for services as and when set forth in Schedule B, which is attached hereto and by this reference made a part of this Agreement.

b. Overhead and Expenses. The Contractor's compensation for services set forth in Section 3a above includes overhead and expenses and no separate claims for reimbursement of overhead or expenses will be allowed under this Agreement.

c. Invoices. The Contractor shall submit properly executed invoices to the County no more frequently than monthly. Each invoice shall include an itemization of the dates on which services were provided, including the number of hours and a brief description of the work performed on each such date. Subject to Section 8 of this Agreement, the County will pay such invoices within thirty (30) calendar days of receipt.

d. Payment. The County's preferred method of payment under this contract is electronic using the County's "e-Payable" system with Bank of America. The Contractor is highly encouraged to take advantage of the electronic payment method.

In order to utilize the electronic payment method, the Contractor shall email [SBF-SnocoEpayables@co.snohomish.wa.us](mailto:SBF-SnocoEpayables@co.snohomish.wa.us) and indicate it was awarded a contract with Snohomish County and will be receiving payment through the County's e-Payable process. The Contractor needs to provide contact information (name, phone number and email address). The Contractor will be contacted by a person in the Finance Accounts Payable group and assisted with the enrollment process. This should be done as soon as feasible after County award of a contract or purchase order, but not exceeding ten (10) business days.

Department approved invoices received in Finance will be processed for payment within seven calendar days for e-Payable contractors. Invoices are processed for payment by Finance two times a week for contractors who have selected the e-Payable payment option.

In the alternative, if the Contractor does not enroll in the electronic (“e-Payable”) payment method described above, contract payments will be processed by Finance with the issuance of paper checks or, if available, an alternative electronic method. Alternative payment methods, other than e-Payables, will be processed not more than 30 days from receipt of department approved invoices to Finance.

THE COUNTY MAY MAKE PAYMENTS FOR PURCHASES UNDER THIS CONTRACT USING THE COUNTY’S VISA PURCHASING CARD (PCARD).

Upon acceptance of payment, the Contractor waives any claims for the goods or services covered by the Invoice. No advance payment shall be made for the goods or services furnished by Contractor pursuant to this Contract.

e. Payment Method. In addition to Payment section above, the County may make payments for purchases under this contract using the County’s VISA purchasing card (PCARD).

Are you willing to accept PCARD payments without any fees or surcharges?

Yes  No

f. Contract Maximum. Total charges under this Agreement, all fees and expenses included, shall not exceed \$200,000 for the initial term of this Agreement (excluding extensions or renewals, if any).

4. Independent Contractor. The Contractor agrees that Contractor will perform the services under this Agreement as an independent contractor and not as an agent, employee, or servant of the County. This Agreement neither constitutes nor creates an employer-employee relationship. The parties agree that the Contractor is not entitled to any benefits or rights enjoyed by employees 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 this Agreement. The County shall only have the right to ensure performance. Nothing in this Agreement shall be construed to render the parties’ partners or joint venturers.

The Contractor shall furnish, employ, and have exclusive control of all persons to be engaged in performing the Contractor’s obligations under this Agreement (the “Contractor personnel”), and shall prescribe and control the means and methods of performing such obligations by providing adequate and proper supervision. Such Contractor personnel shall for all purposes be solely the employees or agents of the Contractor and shall not be deemed to be employees or agents of the County for any purposes whatsoever. With respect to Contractor personnel, the Contractor shall be solely responsible for compliance with all rules, laws and regulations relating to employment of labor, hours of labor, working conditions, payment of wages and payment of taxes, including applicable contributions from Contractor personnel when required by law.

Because it is an independent contractor, the Contractor shall be responsible for all obligations relating to federal income tax, self-employment or FICA taxes and contributions, and all other so-called employer taxes and contributions including, but not limited to, industrial insurance (workers’ compensation). The Contractor agrees to indemnify, defend, and hold the County harmless from any and all claims, valid or otherwise, made to the County because of these obligations.

The Contractor assumes full responsibility for the payment of all payroll taxes, use, sales, income, or other form of taxes, fees, licenses, excises or payments required by any city, county, federal or state legislation which are now or may during the term of the Agreement be enacted as to all persons employed by the Contractor and as to all duties, activities and requirements by the Contractor in performance of the work under this Agreement. The Contractor shall assume exclusive liability therefor and shall meet all requirements thereunder pursuant to any rules or regulations that are now or may be promulgated in connection therewith.

5. Ownership. Any and all data, reports, analyses, documents, photographs, pamphlets, plans, specifications, surveys, films, or any other materials created, prepared, produced, constructed, assembled, made, performed, or otherwise produced by the Contractor or the Contractor's subcontractors or consultants for delivery to the County under this Agreement shall be the sole and absolute property of the County. Such property shall constitute "work made for hire" as defined by the U.S. Copyright Act of 1976, 17 U.S.C. § 101, and the ownership of the copyright and any other intellectual property rights in such property shall vest in the County at the time of its creation. Ownership of the intellectual property includes the right to copyright, patent, and register, and the ability to transfer these rights. Material which the Contractor uses to perform this Agreement but is not created, prepared, constructed, assembled, made, performed, or otherwise produced for or paid for by the County is owned by the Contractor and is not "work made for hire" within the terms of this Agreement.

6. Changes. No changes or additions shall be made in this Agreement except as agreed to by both parties, reduced to writing and executed with the same formalities as are required for the execution of this Agreement.

7. County Contact Person. The assigned contact person (or project manager) for the County for this Agreement shall be:

Name: Amy Lucas  
Title: Program Manager  
Department: Emergency Management  
Telephone: (425) 388-5129  
Email: <amy.lucas@snoco.org>

8. County Review and Approval. When the Contractor has completed any discrete portion of the services, the Contractor shall verify that the work is free from errors and defects and otherwise conforms to the requirements of this Agreement. The Contractor shall then notify the County that said work is complete. The County shall promptly review and inspect the work to determine whether the work is acceptable. If the County determines the work conforms to the requirements of this Agreement, the County shall notify the Contractor that the County accepts the work. If the County determines the work contains errors, omissions, or otherwise fails to conform to the requirements of this Agreement, the County shall reject the work by providing the Contractor with written notice describing the problems with the work and describing the necessary corrections or modifications to same. In such event, the Contractor shall promptly remedy the problem or problems and re-submit the work to the County. The Contractor shall receive no additional compensation for time spent correcting errors. Payment for the work will not be made until the

work is accepted by the County. The Contractor shall be responsible for the accuracy of work even after the County accepts the work.

If the Contractor fails or refuses to correct the Contractor's work when so directed by the County, the County may withhold from any payment otherwise due to the Contractor an amount that the County in good faith believes is equal to the cost the County would incur in correcting the errors, in re-procuring the work from an alternate source, and in remedying any damage caused by the Contractor's conduct.

9. Subcontracting and Assignment. The Contractor shall not subcontract, assign, or delegate any of the rights, duties or obligations covered by this Agreement without prior express written consent of the County. Any attempt by the Contractor to subcontract, assign, or delegate any portion of the Contractor's obligations under this Agreement to another party in violation of the preceding sentence shall be null and void and shall constitute a material breach of this Agreement.

10. Records and Access; Audit; Ineligible Expenditures. The Contractor shall maintain adequate records to support billings. Said records shall be maintained for a period of seven (7) years after completion of this Agreement by the Contractor. The County or any of its duly authorized representatives shall have access at reasonable times to any books, documents, papers, and records of the Contractor which are directly related to this Agreement for the purposes of making audit examinations, obtaining excerpts, transcripts, or copies, and ensuring compliance by the County with applicable laws. Expenditures under this Agreement, which are determined by audit to be ineligible for reimbursement and for which payment has been made to the Contractor, shall be refunded to the County by the Contractor.

11. Indemnification.

a. To the maximum extent permitted by law and except to the extent caused by the sole negligence of the County and, if any funds for this Agreement are provided by the State, the State, the Contractor shall indemnify and hold harmless the County and the State, their officers, officials, agents and employees, from and against any and all suits, claims, actions, losses, costs, penalties and damages of whatsoever kind or nature arising out of, in connection with, or incidental to the services and/or deliverables provided by or on behalf of the Contractor. In addition, the Contractor shall assume the defense of the County and, if applicable, the State and their officers and employees in all legal or claim proceedings arising out of, in connection with, or incidental to such services and/or deliverables and shall pay all defense expenses, including reasonable attorneys' fees, expert fees and costs incurred by the County and, if applicable, the State, on account of such litigation or claims.

The above indemnification obligations shall include, but are not limited to, all claims against the County and, if applicable, the State by an employee or former employee of the Contractor or its subcontractors, and the Contractor, by mutual negotiation, expressly waives all immunity and limitation on liability, as respects only the County and, if applicable, the State, under any industrial insurance act, including Title 51 RCW, other worker's compensation act, disability

benefit act, or other employee benefit act of any jurisdiction which would otherwise be applicable in the case of such claim.

In the event that the County or, if applicable, the State incurs any judgment, award and/or cost including attorneys' fees arising from the provisions of this section, or to enforce the provisions of this section, any such judgment, award, fees, expenses and costs shall be recoverable from the Contractor.

In addition to injuries to persons and damage to property, the term "claims," for purposes of this provision, shall include, but not be limited to, assertions that the use or transfer of any software, book, document, report, film, tape, or sound reproduction or material of any kind, delivered hereunder, constitutes an infringement of any copyright, patent, trademark, trade name, and/or otherwise results in an unfair trade practice.

The indemnification, protection, defense and save harmless obligations contained herein shall survive the expiration, abandonment or termination of this Agreement.

Nothing contained within this provision shall affect or alter the application of any other provision contained within this Agreement.

12. Insurance Requirements. The Contractor shall procure by the time of execution of this Agreement, and maintain for the duration of this Agreement, (i) insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the services hereunder by the Contractor, its agents, representatives, or employees, and (ii) a current certificate of insurance and additional insured endorsement when applicable.

a. General. Each insurance policy shall be written on an "occurrence" form, except that Professional Liability, Errors, and Omissions coverage, if applicable, may be written on a claim made basis. If coverage is approved and purchased on a "claims made" basis, the Contractor warrants continuation of coverage, either through policy renewals or the purchase of an extended discovery period, if such extended coverage is available, for not less than three (3) years from the date of completion of the work which is the subject of this Agreement.

By requiring the minimum insurance coverage set forth in this Section 12, the County shall not be deemed or construed to have assessed the risks that may be applicable to the Contractor under this Agreement. The Contractor shall assess its own risks and, if it deems appropriate and/or prudent, maintain greater limits and/or broader coverage.

b. No Limitation on Liability. The Contractor's maintenance of insurance as required by this Agreement shall not be construed to limit the liability of the Contractor to the coverage provided by such insurance, or otherwise limit the County's recourse to any remedy available at law or in equity.

c. Minimum Scope and Limits of Insurance. The Contractor shall maintain coverage at least as broad as, and with limits no less than:

(i) General Liability: \$1,000,000 per occurrence for bodily injury, personal injury, and property damage, and for those policies with aggregate limits, a \$2,000,000 aggregate limit. CG 00 01 current edition, including Products and Completed Operations;

(ii) Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage. CA 0001 current edition, Symbol 1 or applicable.

(iii) Workers' Compensation: To meet applicable statutory requirements for workers' compensation coverage of the state or states of residency of the workers providing services under this Agreement.

(iv) Employers' Liability or "Stop Gap" coverage: \$1,000,000

d. Other Insurance Provisions and Requirements. The insurance coverages required in this Agreement for all liability policies except workers' compensation and Professional Liability, if applicable, must contain, or must be endorsed to contain, the following provisions:

(i) The County, its officers, officials, employees, and agents are to be covered as additional insureds as respects liability arising out of activities performed by or on behalf of the Contractor in connection with this Agreement. Such coverage shall be primary and non-contributory insurance as respects the County, its officers, officials, employees and agents. Additional Insured Endorsement shall be included with the certificate of insurance, "CG 2026 07/04" or its equivalent is required.

(ii) The Contractor's insurance coverage shall apply separately to each insured against whom a claim is made and/or lawsuit is brought, except with respect to the limits of the insurer's liability.

(iii) Any deductibles or self-insured retentions must be declared to, and approved by, the County. The deductible and/or self-insured retention of the policies shall not limit or apply to the Contractor's liability to the County and shall be the sole responsibility of the Contractor.

(iv) Insurance coverage must be placed with insurers with a Best's Underwriting Guide rating of no less than A: VIII, or, if not rated in the Best's Underwriting Guide, with minimum surpluses the equivalent of Best's surplus size VIII. Professional Liability, Errors and Omissions insurance coverage, if applicable, may be placed with insurers with a Best's rating of B+:VII. Any exception must be approved by the County.

Coverage shall not be suspended, voided, canceled, reduced in coverage or in limits until after forty-five (45) calendar days' prior written notice has been given to the County.

If at any time any of the foregoing policies fail to meet minimum requirements, the Contractor shall, upon notice to that effect from the County, promptly obtain a new policy, and shall submit the same to the County, with the appropriate certificates and endorsements, for approval.

e. Subcontractors. The Contractor shall include all subcontractors as insureds under its policies or shall furnish separate certificates of insurance and policy endorsements for each subcontractor. **Insurance coverages provided by subcontractors instead of the**

**Contractor as evidence of compliance with the insurance requirements of this Agreement shall be subject to all of the requirements stated herein.**

13. County Non-discrimination. It is the policy of the County to reject discrimination which denies equal treatment to any individual because of his or her race, creed, color, national origin, families with children, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability as provided in Washington's Law against Discrimination, Chapter 49.60 RCW, and the Snohomish County Human Rights Ordinance, Chapter 2.460 SCC. These laws protect against specific forms of discrimination in employment, credit transactions, public accommodation, housing, county facilities and services, and county contracts.

The Contractor shall comply with the substantive requirements of Chapter 2.460 SCC, which are incorporated herein by this reference. Execution of this Agreement constitutes a certification by the Contractor of the Contractor's compliance with the requirements of Chapter 2.460 SCC. If the Contractor is found to have violated this provision, or to have furnished false or misleading information in an investigation or proceeding conducted pursuant to this Agreement or Chapter 2.460 SCC, this Agreement may be subject to a declaration of default and termination at the County's discretion. This provision shall not affect the Contractor's obligations under other federal, state, or local laws against discrimination.

14. Federal Non-discrimination. Snohomish County assures that no persons shall on the grounds of race, color, national origin, or sex as provided by Title VI of the Civil Rights Act of 1964 (Pub. L. No. 88-352), as amended, and the Civil Rights Restoration Act of 1987 (Pub. L. No. 100-259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any County sponsored program or activity. Snohomish County further assures that every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not.

15. Employment of County Employees. SCC 2.50.075, "Restrictions on future employment of County employees," imposes certain restrictions on the subsequent employment and compensation of County employees. The Contractor represents and warrants to the County that it does not at the time of execution of this Agreement, and that it shall not during the term of this Agreement, employ a former or current County employee in violation of SCC 2.50.075. For breach or violation of these representations and warranties, the County shall have the right to terminate this Agreement without liability.

16. Compliance with Other Laws. The Contractor shall comply with all other applicable federal, state, and local laws, rules, and regulations in performing this Agreement.

17. Compliance with Grant Terms and Conditions. The Contractor shall comply with any and all conditions, terms, and requirements of any federal, state, or other grant, if any, that wholly or partially funds the Contractor's work hereunder.

18. Prohibition of Contingency Fee Arrangements. The Contractor warrants that it has

not employed or retained any company or person, other than a bona fide employee working solely for the Contractor, to solicit or secure this Agreement and that it has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the Contractor, any fee, commission, percentage, brokerage fee, gifts or any other consideration, contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, the County shall have the right to terminate this Agreement without liability or, in its discretion, to deduct from the Agreement price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift or contingent fee.

19. Force Majeure. If either party is unable to perform any of its obligations under this Agreement as a direct result of an unforeseeable event beyond that party's reasonable control, including but not limited to an act of war, act of nature (including but not limited to earthquake and flood), embargo, riot, sabotage, labor shortage or dispute (despite due diligence in obtaining the same), or governmental restriction imposed subsequent to execution of the Agreement (collectively, a "force majeure event"), the time for performance shall be extended by the number of days directly attributable to the force majeure event. Both parties agree to use their best efforts to minimize the effects of such failures or delays.

20. Suspension of Work. The County may, at any time, instruct the Contractor in writing to stop work effective immediately, or as directed, pending either further instructions from the County to resume the work or a notice from the County of breach or termination under Section 21 of this Agreement.

21. Non-Waiver of Breach; Termination.

a. The failure of the County to insist upon strict performance of any of the covenants or agreements contained in this Agreement, or to exercise any option conferred by this Agreement, in one or more instances shall not be construed to be a waiver or relinquishment of those covenants, agreements or options, and the same shall be and remain in full force and effect.

b. If the Contractor breaches any of its obligations hereunder, and fails to cure the same within five (5) business days of written notice to do so by the County, the County may terminate this Agreement, in which case the County shall pay the Contractor only for the services and corresponding reimbursable expenses, if any, accepted by the County in accordance with Sections 3 and 8 hereof.

c. The County may terminate this Agreement upon ten(10) business days' written notice to the Contractor for any reason other than stated in subparagraph b above, in which case payment shall be made in accordance with Sections 3 and 8 hereof for the services and corresponding reimbursable expenses, if any, reasonably and directly incurred by the Contractor in performing this Agreement prior to receipt of the termination notice.

d. Termination by the County hereunder shall not affect the rights of the County as against the Contractor provided under any other section or paragraph herein. The County does not, by exercising its rights under this Section 21, waive, release, or forego any legal remedy for any violation, breach, or non-performance of any of the provisions of this Agreement. At its sole

option, the County may deduct from the final payment due the Contractor (i) any damages, expenses or costs arising out of any such violations, breaches, or non-performance and (ii) any other setoffs or credits including, but not limited to, the costs to the County of selecting and compensating another contractor to complete the work of the Agreement.

22. Notices. All notices and other communications shall be in writing and shall be sufficient if given, and shall be deemed given, on the date on which the same has been mailed by certified mail, return receipt requested, postage prepaid, addressed as follows:

If to the County:  
Management  
Snohomish County Department of Emergency  
720 80<sup>th</sup> St SW Bldg. A M/S 307  
Everett, Washington 98203-6217  
Attention: Amy Lucas, Program Manager

and to:  
Snohomish County Purchasing Division  
3000 Rockefeller Avenue, M/S 507  
Everett, Washington 98201  
Attention: Purchasing Manager

If to the Contractor:  
True Wind Collaborative LLC  
11435 Kinglet Ln  
Gig Harbor, WA 98332  
Attention: Cory Archer, Principal

The County or the Contractor may, by notice to the other given hereunder, designate any further or different addresses to which subsequent notices or other communications shall be sent.

23. Confidentiality. The Contractor shall not disclose, transfer, sell or otherwise release to any third party any confidential information gained by reason of or otherwise in connection with the Contractor's performance under this Agreement. The Contractor may use such information solely for the purposes necessary to perform its obligations under this Agreement. The Contractor shall promptly give written notice to the County of any judicial proceeding seeking disclosure of such information.

24. Public Records Act. This Agreement and all public records associated with this Agreement shall be available from the County for inspection and copying by the public where required by the Public Records Act, Chapter 42.56 RCW (the "Act"). To the extent that public records then in the custody of the Contractor are needed for the County to respond to a request under the Act, as determined by the County, the Contractor agrees to make them promptly available to the County. If the Contractor considers any portion of any record provided to the County under this Agreement, whether in electronic or hard copy form, to be protected from disclosure under law, the Contractor shall clearly identify any specific information that it claims to be confidential or proprietary. If the County receives a request under the Act to inspect or copy

the information so identified by the Contractor and the County determines that release of the information is required by the Act or otherwise appropriate, the County's sole obligations shall be to notify the Contractor (a) of the request and (b) of the date that such information will be released to the requester unless the Contractor obtains a court order to enjoin that disclosure pursuant to RCW 42.56.540. If the Contractor fails to timely obtain a court order enjoining disclosure, the County will release the requested information on the date specified.

The County has, and by this section assumes, no obligation on behalf of the Contractor to claim any exemption from disclosure under the Act. The County shall not be liable to the Contractor for releasing records not clearly identified by the Contractor as confidential or proprietary. The County shall not be liable to the Contractor for any records that the County releases in compliance with this section or in compliance with an order of a court of competent jurisdiction.

25. Interpretation. This Agreement and each of the terms and provisions of it are deemed to have been explicitly negotiated by the parties. The language in all parts of this Agreement shall, in all cases, be construed according to its fair meaning and not strictly for or against either of the parties hereto. The captions and headings of this Agreement are used only for convenience and are not intended to affect the interpretation of the provisions of this Agreement. This Agreement shall be construed so that wherever applicable the use of the singular number shall include the plural number, and vice versa, and the use of any gender shall be applicable to all genders.

26. Complete Agreement. The Contractor was selected through the County's RFP or RFQ identified in Section 1. The RFP or RFQ and the Contractor's response are incorporated herein by this reference. To the extent of any inconsistency among this Agreement, the RFP or RFQ, and the Contractor's response, this Agreement shall govern. To the extent of any inconsistency between the RFP or RFQ and the Contractor's response, the RFP or RFQ shall govern.

27. Conflicts between Attachments and Text. Should any conflicts exist between any attached exhibit or schedule and the text or main body of this Agreement, the text or main body of this Agreement shall prevail.

28. No Third Party Beneficiaries. The provisions of this Agreement are for the exclusive benefit of the County and the Contractor. This Agreement shall not be deemed to have conferred any rights, express or implied, upon any third parties.

29. Governing Law; Venue. This Agreement shall be governed by the laws of the State of Washington. The venue of any action arising out of this Agreement shall be in the Superior Court of the State of Washington, in and for Snohomish County.

30. Severability. Should any clause, phrase, sentence or paragraph of this agreement be declared invalid or void, the remaining provisions of this Agreement shall remain in full force and effect.

31. Authority. Each signatory to this Agreement represents that he or she has full and sufficient authority to execute this Agreement on behalf of the County or the Contractor, as the case may be, and that upon execution of this Agreement it shall constitute a binding obligation of the County or the Contractor, as the case may be.

32. Survival. Those provisions of this Agreement that by their sense and purpose should survive expiration or termination of the Agreement shall so survive.

33. Execution in Counterparts. This Agreement may be executed in counterparts, each of which shall constitute an original and all of which shall constitute one and the same Agreement.

SNOHOMISH COUNTY:  
LLC:

TRUE WIND COLLABORATIVE,

\_\_\_\_\_  
County Executive Director                      Date

Cory Archer                      Mar 25, 2026  
Cory Archer (Mar 25, 2026 12:50:20 PDT)  
\_\_\_\_\_  
Principal                      Date

Approved as to insurance  
and indemnification provisions:

Approved as to form only:

Rousseau, Stephanie Digitally signed by Rousseau, Stephanie  
Date: 2026.03.25 17:10:19 -05'00'  
\_\_\_\_\_  
Risk Management                      Date

Cory Archer                      Mar 25, 2026  
Cory Archer (Mar 25, 2026 12:50:20 PDT)  
\_\_\_\_\_  
Legal Counsel to the Contractor                      Date

Approved as to form only:

Guadamud, Rebecca Digitally signed by Guadamud,  
Rebecca  
Date: 2026.03.09 13:02:06 -07'00'  
\_\_\_\_\_  
Deputy Prosecuting Attorney                      Date

Schedule A  
Scope of Services

The anticipated outcome of this project is to develop and publish CWPP local area annexes for the 5 zones identified in the Community Wildfire Protection Plan (CWPP) base plan (<https://www.snohomishcountywa.gov/DocumentCenter/View/140436/2025-Community-Wildfire-Protection-Plan-fully-executed>, page 11). The annexes will be aligned with the CWPP base plan and the planning process outlined in the FEMA Community Preparedness Guide.

Table A – Summary of Contractor Services

<b>Task</b>	<b>Description Summary</b>	<b>Milestones/Deliverables</b>	<b>Timeline (As of execution of contract)</b>
Task A	Project Kick-off; Developing a CWPP Annex Template	Approved CWPP Annex Template; confirmed high-level work plan and schedule.	March – April 2026 Month 1-2
Task B	Public Information & Outreach Support	Updated CWPP webpage; coordinated outreach plan; initial public outreach and communications materials.	March – May 2026 (with updates as needed thereafter)
Task C	Inventory & Data Collection	Updated countywide fire response inventory; zone-specific inventory tables for each CWPP annex.	April – July 2026
Task D	Facilitate Local Planning	Minimum four partner meetings per zone including, at minimum, CWPP Planning Team members (as defined in the CWPP base plan); generate zone decision logs; generate consolidated input matrices.	April – October 2026
Task E	Support Regional Coordination	Convene a Local Coordination Group with CWPP Planning Team members and their stakeholders as directed by the County; ongoing coordination of planning and stakeholder outreach materials.	April 2026 – February 2027
Task F	Public Engagement	Five completed public meetings; meeting summaries and input synthesis.	July – October 2026
Task G	Public Survey & Reporting	Updated survey; aggregate dataset; survey findings report.	July – October 2026
Task H	Mapping & Spatial Analysis	Complete draft and final maps for each CWPP annex GIS data dictionary; validated overlays supporting CWPP annex content.	May – November 2026
Task I	Draft Annex Development	Five full draft CWPP annexes delivered for, at minimum, participants in the base plan CWPP Planning Team and their stakeholders review; consolidated zone review matrices for the Contractor to track changes.	August – November 2026
Task J	Public Review & Revision	Five public review drafts posted;	October – December

		public comment matrix; updated CWPP annex drafts.	2026
Task K	Final Annex Delivery	Final CWPP annexes delivered to DEM by November 2026 (three months before contract end); all materials published online by December 2027 (two months before contract end)	December 2026 – February 2027

The Contractor will achieve the schedule of work with the following tasks and deliverables:

**Task A – Developing a CWPP Annex Template Timeline: March – April 2026**

Create a standardized template for Local Zone Annexes, based on the CWPP base plan, to assess wildfire hazards, local response capabilities, equipment inventories, fuel reduction strategies, home hardening recommendations, and policy/code opportunities.

1. In partnership with DEM, lead a collaborative development process with the CWPP Planning Team involved in the CWPP base plan development as well as their local stakeholders (“Partners”) to create a CWPP Annex Template that establishes consistent structure, format, and content standards across all five zones.
2. Define required data inputs, map elements, mitigation strategy sections, and implementation tracking tools to ensure usability by both County staff and Partners.
3. Align the template with the CWPP base plan, FEMA guidance, and the Washington DNR’s Community Wildfire Defense Grant requirements.
4. Follow a structured, transparent, and repeatable process that ensures consistency while allowing for local specificity.
5. Follow the validated CWPP Annex Template in Task A (1) and incorporate the updated fire response inventories, mapping produced by Contractor, Partner inputs, and public feedback.

**Key Activities:** Project kickoff—facilitate project kickoff meeting with County staff; initial data and document review by Contractor; development of a draft CWPP annex template; coordination with County GIS and DEM; incorporation of Washington State Department of Natural Resources input.

**Milestones / Deliverables:** CWPP Annex Template approved by DEM; high-level work plan and schedule. **DEM Check-ins:** Kickoff meeting; template reviewed by DEM; template approval session with DEM and Partners.

**Task B – Public Information & Outreach Support Timeline: March – May 2026 (with updates as needed thereafter)**

Collaborate with the DEM Project Manager and Public Information Officer (PIO) to either update the existing CWPP webpage or develop alternative method(s)/platform(s) that shares meeting notices for Partners and the public, provides easy access to CWPP base plan content and annex materials, links to project and annex maps, hosts online surveys, and publishes schedules for public meetings. Develop in concert with the DEM Public Information Officer a

coordinated outreach plan, including content for social media and other communication tools that maximizes public and stakeholder (as determined by the Local Coordination Group) awareness and participation.

1. Develop a tailored stakeholder and public outreach plan that guides the project activities, key messages, tools, and materials to foster broad awareness of and participation in the planning process.
  - a. Outline two separate approaches for: how the Contractor will engage with Partners and with the broader public.
    - i. Include milestones, clear roles across the Contractor and DEM staff team, and objectives for each engagement activity.
  - b. Include this information in the designated sections of the Snohomish County Stratcom worksheet, as required by the DEM public information officer (PIO), and submit to the DEM Project Manager and PIO for the review and approval process.
2. The Contractor will work with the DEM Public Information Officer to develop an online hub of information to ensure interested parties have easy access to meeting notices, documents and resources, maps, engagement opportunities, and other key announcements that will be shared throughout the project.
  - a. The Contractor will use the existing CWPP webpage (CivicPlus) or a yet to be determined platform that can accommodate more complex information sharing, and determined by the County in its sole discretion.
  - b. The Contractor will support proactively updating the information hub throughout the life of the project, as required by the DEM public information officer, by providing the DEM PIO approved content and updates to be placed on the County's page using CivicPlus, or by developing content and updates on a DEM approved alternative platform.

**Key Activities:** Update existing CWPP webpage; develop a coordinated outreach plan with DEM Public Information Officer; prepare initial factsheets, slide decks, and social-media-ready materials; coordinate with fire districts on zone-specific messaging.

**Milestones / Deliverables:** Updated CWPP webpage; coordinated outreach plan; initial outreach and communications materials. **DEM Check-ins:** Monthly communications coordination; DEM PIO approval of webpage updates and initial outreach content.

#### Task C – Inventory & Data Collection Timeline: April – July 2026

Collect and update data on fire district equipment, staffing, and response capabilities. Produce local fire response inventories for each annex zone, update the countywide inventory, and integrate the results into annex planning.

1. Update zone-specific wildfire risk analysis beginning with expanding and refining the existing Countywide risk baseline through a localized, zone-level inventory and data collection effort.
  - a. This work focuses on capturing additional granularity and addressing any necessary corrections to the first round of data collected for the CWPP base plan

#### Fire Response Survey.

2. Coordinate with zone partners to refine and update fire response inventory tables, ensuring that things like equipment, staffing, response capabilities, water supply points, critical infrastructure, and operational constraints are fully documented.
  - a. Create a localized fire response inventory to serve as the foundational dataset against which hazard exposure and vulnerabilities can be assessed.
3. Integrate the updated inventories with additional hazard and risk modelling datasets developed through the Washington Department of Natural Resources (DNR) Wildfire Hazard and Risk Mapping initiative. These datasets, when published, will provide the most current and highest resolution spatial information on wildfire likelihood, fire behavior potential, and fuels conditions.
  - a. Work with fire marshals, city code officials, and city and county representatives, and DNR through the hazard and risk mapping process, and inform Partners about the intended uses, assumptions, and limitations of the forthcoming statewide maps.
4. Integrate these hazard layers in GIS with data from each annex zone and link them directly to updated inventories, producing a more detailed and contextually grounded understanding of wildfire risk for the five zones within Snohomish County.

Key Activities: Collect and update fire response inventory data and external DNR data sources; update incomplete base-plan inventories with localized data and local input; coordinate with fire districts and Partner agencies.

Milestones / Deliverables: Updated countywide inventory; zone-specific inventory tables for each annex. DEM Check-ins: Inventory status check-in (March 2026); inventory validation review (May 2026).

#### Task D – Facilitate Local Planning Timeline: April – October 2026

Convene and support CWPP annex Partners in each zone. Assist participating Snohomish County jurisdictions and State and Federal agencies in building stakeholder teams and developing annex content that accounts for mutual aid response needs, addresses increasing brush fire activity, supports fuel reduction in vulnerable communities, and promotes resident and visitor preparedness for wildfire evacuation. Follow the framework provided in the CWPP base plan and template prepared in Task 1.

The Contractor will engage Partners with the following process, including, but not limited to:

1. Identify the stakeholder/partner lists in collaboration with DEM and develop a clear, introductory email to invite participation in the process.
  - a. Add this information to the Snohomish County Stratcom worksheet, as required by the DEM public information officer, in the designated sections.
2. Plan for and host a virtual kickoff meeting for the partners in each zone area to introduce the project framework, review the CWPP base plan, and clarify roles, verify the intended meetings process will work for Partners, and confirm timelines.
  - a. Establish relationships among local Partners, set early expectations, identify existing data and resources, and confirm the focal areas that will guide each

annex's development.

3. Facilitate three hybrid in-person annex planning and content development meetings with Partners and their stakeholders within each annex zone (approximately 3-4 hours each), including one longer in-person workshop to include but not limited to finalizing content, identifying fuel mitigation opportunities, identifying assets and infrastructure at risk, and developing mitigation strategies (approximately six hours in length).
4. Allow Partners to review wildfire risk and response data, validate draft maps, identify local mitigation strategies, and refine recommendations that reflect each community's capacity and goals.
5. Design engagement to layer local operational knowledge onto the established DNR risk datasets and FEMA-required CWPP elements, avoid duplicative analysis while ensuring that zone annexes reflect conditions on the ground.
  - a. Feedback from Partners will be captured in structured matrices and clear meeting summaries.
  - b. The Contractor will integrate feedback into updated drafts before moving to the next phase.
  - c. Ensure that annex content reflects both technical datasets and the operational realities of local agencies.
  - d. Ensure that technical materials are presented in clear, accessible formats for Partners to ensure consistent interpretation across zones.
6. Host two virtual office-hour sessions open to any Partner from across all zones.
  - a. Provide space for technical questions, targeted feedback, and one-on-one coordination, allowing local jurisdictions and agencies to access support at their own pace.
7. Provide facilitation, documentation, and decision tracking to ensure that all discussions with Partners, County personnel, stakeholders and the public during meetings, workshops and office hours are transparent and well-documented. All Partners may participate at key milestones such as template validation, draft mapping reviews, and draft annex reviews to provide technical expertise along the way.
  - a. The Contractor will distribute meeting notes to DEM and the Partners within 2 weeks of the local engagement meetings.

**Key Activities:** Convene and support local partner teams; validate inventories; review draft maps; develop mitigation strategy inputs.

**Milestones / Deliverables:** Minimum four Partner meetings per zone; zone decision logs; consolidated input matrices. **DEM Check-ins:** Semi-monthly project meetings; milestone reviews for inventory validation, map review, and mitigation review.

**Task E – Support Regional Coordination Timeline: April 2026 – February 2027**

Assist DEM in coordinating the first Local Coordination Group meeting. Encourage participation of annex Partners in ongoing coordination groups and sub-workgroups focused on grants, fuel reduction projects, shared staffing and training, and response capacity building.

1. Assist DEM in organizing a hybrid Local Coordination Group meeting to connect

- representatives from all five zones.
2. Work with DEM and other County staff to design and plan a countywide coordination forum where Partners can share lessons learned, discuss mutual-aid opportunities, and identify cross-jurisdictional needs such as shared staffing, training, or equipment.
    - a. For each session, use working agendas, decision logs, and summary memos to document Partner input, track questions, and preserve alignment across zones.
    - b. Ensure that technical considerations, response capabilities, and mitigation perspectives are captured consistently and transparently.
  3. Work with DEM and other County Staff to develop the meeting agendas and presentations.
  4. Provide facilitation and documentation assistance during the full Local Coordination Group meeting and support sessions.
    - a. The Contractor will distribute meeting notes to all Partners for review and distribution to the attendees within 2 weeks of the Local Coordination Group meetings.

Key Activities: Assist DEM in planning and facilitating the first Local Coordination Group meeting; support ongoing coordination sub-groups (focused on grants, fuel reduction projects, shared staffing and training, and response capacity building).

Milestones / Deliverables: Local Coordination Group convened; ongoing coordination materials.

#### Task F – Public Engagement Timeline: July – October 2026

Work with local fire agencies and DEM to develop materials for and facilitate one public meeting in each zone (for a total of five meetings). Meetings will promote wildfire preparedness, evacuation awareness, and participation in the CWPP survey.

1. Work closely with the County’s DEM Public Information Officer (PIO) to develop and complete a Strategic Communications Plan (StratCom) worksheet that aligns with the County’s existing coordinated communications plans. This plan will serve as the backbone for all engagement efforts, ensuring that information about the CWPP annex process is shared consistently, clearly, and through trusted channels.
2. Work with the PIO and project team to identify target audiences, determine the most effective communication tools for each zone, and establish a calendar of outreach milestones to keep communities informed at every stage.
3. Develop clear, consistent and accessible outreach materials, including factsheets, social media graphics, display boards, and slide decks, ensuring residents can easily understand wildfire concepts, zone-specific issues, and opportunities for input.
4. In partnership with DEM, update or expand the County’s existing webpage to serve as a central hub for project information.
  - a. Host meeting announcements, interactive maps, surveys, and downloadable materials, giving partners and residents a one-stop location to explore local wildfire risks and preparedness actions.
  - b. Ensure the annex materials meet accessibility standards already established in County web infrastructure.

5. For each of the five annex zones, collaborate with DEM and local fire agencies to plan and facilitate one in-person public meeting. These sessions will be designed to meet people where they are, both geographically and in terms of wildfire awareness.
  - a. Meetings may take the form of open houses, facilitated discussions, or community workshops, depending on local context.
  - b. For each meeting, the Contractor will produce large-format maps, easy-to-read visuals, and opportunities for residents to identify places they care about or areas of concern, such as evacuation routes, fuel buildup, or access limitations.
  - c. Ensure discussions are welcoming, focused, and productive, helping participants see how their local knowledge directly shapes the annex content.
  - d. Help the public and Partners interpret maps and provide technical explanations when needed, ensuring residents receive accurate and consistent information.
  - e. Provide statewide CWPP context to the public and Partners and reinforce how public feedback aligns with broader wildfire resilience practices.
6. Communications will emphasize clarity, empathy, and inclusivity.
  - a. Use plain language to explain technical wildfire concepts, offer factual messaging around risk that prioritizes learning, and ensure that materials reflect the diversity of Snohomish County communities through translation or bilingual resources as appropriate.
7. For each zone, prepare a short “What We Heard” summary clearly showing how public comments influenced draft revisions.

Key Activities: Prepare public meeting materials; coordinate with local fire agencies; facilitate one in-person public meeting in each zone; document and synthesize community input.

Milestones / Deliverables: Five completed public meetings; meeting summaries and input synthesis. DEM Check-ins: Pre-meeting materials review; post-meeting debrief for each zone.

#### Task G – Public Survey & Reporting Timeline: July – October 2026

Re-open the CWPP public preparedness survey, gather additional zone-specific data, and produce a summarized report to append to the annexes.

1. To complement in-person events, re-open the countywide CWPP preparedness survey and tailor it to collect zone-specific insights.
  - a. Utilize plain language for technical concepts and gather zone-specific and place-based feedback on wildfire preparedness and community priorities.
2. Develop interactive web-based mapping platforms that allow community members to visualize project details and provide location-specific feedback directly on maps.
  - a. Ensure that input is tied to geographic areas, improving the relevance and usability of public comments.
3. Enable real-time data collection and visualization, fostering informed decision-making and collaborative planning across jurisdictions to gather richer, place-based information and help residents visualize wildfire risk in their own communities.
4. Summarize results in an easy-to-read report that highlights key themes and local priorities, which will then be appended to each zone annex.

- a. Spatially aggregate anonymized survey responses for integration into mapping where applicable, supporting annex-level narratives about community-identified priorities and needs.

Key Activities: Reopen and update the CWPP public preparedness survey, collect zone-specific responses; analyze results; produce survey summary report.

Milestones / Deliverables: Updated survey; aggregate dataset; survey findings report. DEM  
Check-ins: Survey instrument approval; findings review.

#### Task H – Mapping & Spatial Analysis Timeline: May – November 2026

Publish localized map sets for each annex, building on the CWPP base plan and incorporating new data and survey inputs. Map sets should include Wildland-Urban Interface (WUI) Maps, Wildfire Risk Maps, Critical Infrastructure and Key Resources Maps, Community and Historically Valued Places Maps, and additional maps requested by annex partners (e.g., evacuation routes, fuel load maps).

1. Lead the mapping and spatial analysis effort in close collaboration with Snohomish County's GIS staff, ensuring all annex products integrate seamlessly with existing County data architecture.
2. Compile GIS layers from the CWPP base plan and standardizing Partner-provided datasets, including critical facilities, fire and EMS resources, water sources, transportation networks, past fuel treatments, and cultural and historic resource inputs. This data management process builds on the Contractor's established work with Snohomish County DEM and enables the County to incorporate wildfire-related datasets into the Climate Vulnerability Index, filling existing gaps without creating parallel data systems.
3. Use the validated CWPP annex template to develop a standardized suite of map products for all five zones, establishing consistent symbology, labeling, and metadata.
  - a. The core map set will include wildfire hazard and risk maps using Washington DNR's authoritative datasets; WUI maps; overlays identifying critical infrastructure and vulnerable assets; and operational maps depicting fire response resources, water supply points, and access/egress constraints.
  - b. Additional map products—such as potential fuel treatment opportunity maps, cultural/historic values maps, and prioritized evacuation route maps—will be produced using the County's base layers and supplemental data collected during annex development.
4. To support risk-informed decision-making, conduct targeted zone-level overlays to quantify exposure and identify consequence hot spots, such as counts of assets within high hazard classes or lane-miles of transportation corridors intersecting elevated risk zones.
  - a. Use the overlays to generate zone-specific inventory tables for each annex that identify assets at risk, access or water supply constraints, and areas where prior mitigation has occurred. These tabular products will directly feed the annex development process and help partners link mapped conditions to mitigation priorities.

5. Distribute all draft map products for structured validation to local subject-matter experts—including fire districts, County GIS staff, public works, and community development personnel—to verify accuracy, operational relevance, and representation of local conditions.
  - a. Provide statewide consistency checks based on their experience with CWPP best practices across Washington.
  - b. Document adjustments through a version-controlled GIS workflow maintained throughout the project, including a data dictionary listing data sources, update dates, and processing steps.
6. Provide publication-ready map figures, supporting graphics, and high-resolution exports for annex insertion, meeting materials, and online posting.
7. Participate in key Partner and public meetings to interpret map products, answer technical questions, and document feedback for subsequent iterations.
8. Coordinate data inputs and Partner review cycles, while the Contractor maintains technical QA/QC to ensure all spatial products remain accurate, consistent across zones, and aligned with County standards.

**Key Activities:** Integrate base-plan GIS layers and updated inventories; produce zone-level hazard, Wildland Urban Interface, Critical Infrastructure and Key Resources, Community Values and Assets, fuel load, operational, and treatment-opportunity map sets; validation with Partners; prepare web-ready and annex-ready map exports.

**Milestones / Deliverables:** Complete draft and final map suites; GIS data dictionary; validated overlays supporting annex content. **DEM Check-ins:** Map structure review (March 2026); draft map review (May–June 2026); final map validation (August–September 2026).

#### Task I – Draft Annex Development Timeline: August – November 2026

Prepare draft annexes for each zone using the standardized template. Collaborate with the DEM PIO and fire agency PIOs to publish annex drafts online and circulate for a two-week Partner review. Collect input through a feedback survey drafted to streamline revisions.

1. Develop an annex for each zone following a structured, transparent, and repeatable process that ensures consistency while allowing for local specificity.
  - a. Follow the validated CWPP Annex Template and will incorporate the updated inventories, mapping products, partner inputs, and public feedback captured throughout the engagement process.
  - b. Ensure that each annex follows the common framework and reflects the unique conditions, risks, and operational realities of its respective zone.
  - c. Organize all zone-level data (e.g. updated inventories, GIS outputs, validated risk overlays, partner notes, and public meeting summaries) into the template structure.
2. Synthesize inputs into clear, concise narrative sections that explain what is driving wildfire risk in the zone, describe local assets and vulnerabilities, and articulate operational considerations.
3. Develop mitigation strategies and implementation actions through the facilitated

discussions with zone partners and reflect feasible steps tied directly to identified risk drivers, response capacity, and existing or planned programs.

4. Integrate finalized map sets, tables, and spatial analyses into each annex.
  - a. Insert maps and data tables in a standardized format that supports cross-zone comparability and aligns with the formatting conventions established in the annex template.
  - b. Conduct advisory reviews of draft content to ensure alignment with statewide CWPP standards.

**Key Activities:** Compile updated inventories, maps, survey results, and Partner input into zone draft annexes; complete mitigation strategy sections; prepare structured drafts for Partner review.

**Milestones / Deliverables:** Five full draft annexes delivered for Partner review; consolidated zone review matrices. **DEM Check-ins:** Draft annex review meetings for each zone.

**Task J – Public Review & Revision Timeline: October – December 2026**

Prepare revised drafts for four-week public review and incorporate feedback approved by DEM. Finalize content for each annex.

1. Prepare, refine and distribute each annex draft for two structured review cycles: one with the CWPP Planning Team and one with the County.
  - a. Contractor will prepare clean review drafts, maintain a change log documenting revisions, and incorporate comments in a transparent and traceable manner.
  - b. Structured review forms will allow CWPP Planning Team to provide targeted input on accuracy, completeness, and feasibility of mitigation actions.
2. Integrate all revisions into updated drafts prior to public presentation. Following Partner and County review, the Contractor will prepare public review drafts for a four-week comment period.
  - a. Include clear instructions for providing feedback through the County webpage and feedback survey.
3. After the public review period, the Contractor will synthesize all comments into a summary matrix and work with the County to determine which revisions should be incorporated into the final annexes.
4. Prepare final annexes using consistent formatting, embedded map products, and high-quality figures appropriate for both publication and ongoing operational use.

**Key Activities:** Prepare public review drafts; release for four-week public comment; synthesize feedback; revise drafts in collaboration with DEM.

**Milestones / Deliverables:** Five public review drafts posted; public comment matrix; updated annex drafts. **DEM Check-ins:** Approval to release public review drafts; comment integration review meetings.

**Task K – Final Annex Delivery Timeline: December 2026 – February 2027**

Deliver final annexes for each zone to DEM no later than three months before the end of the

contract for submission to the Washington Department of Natural Resources and the State Forester. Support the DEM PIO in publishing the final base plan and annex materials online no later than two months before the end of the contract.

1. At project completion, Contractor will deliver fully formatted, publication-ready annexes for all five zones, along with editable files, GIS data packages, and supporting documentation.
2. All final products will adhere to the CWPP base plan structure and FEMA and DNR expectations and will be designed to serve as living documents that Snohomish County can easily update in future cycles.

Key Activities: Incorporate approved revisions; finalize annexes and map sets; prepare website-ready files; coordinate publication of annex materials and updated base plan; validate alignment with DNR and State Forester submission requirements.

Milestones / Deliverables: Final annexes delivered to DEM by November 2026 (three months before contract end); all materials published online by December 2026 (two months before contract end). DEM Check-ins: Final annex approval meeting; publication readiness check.

Schedule B  
Compensation

Scope of Services Task	Description of Work	Estimated Hours	Extended Cost
Task A – Annex Template Development	Develop standardized template for all zone annexes based on CWPP base plan	48	\$6214
Task B – Information Platform & Outreach	Update CWPP webpage or develop method/platform; outreach plan & materials	37	\$6130
Task C – Data Collection & Inventories	Fire district equipment and response capabilities; update countywide fire response inventory	135	\$22945
Task D – Local Planning Support	Partner meetings, stakeholder team formation, annex content development	419	\$68715
Task E – Local Coordination Group	Support and facilitate initial Local Coordination Group meeting	69	\$10695
Task F – Public Engagement	Facilitate public meetings in each annex zone; promote preparedness & survey	180	\$29000
Task G – Survey & Reporting	Re-open CWPP public survey, analyze results, prepare report	33	\$5512
Task H – Mapping & GIS Products	Produce annex-level WUI, risk, infrastructure, community maps, etc.	94	\$15777
Task I – Draft Annex Development	Prepare draft annexes, circulate for review, collect and summarize feedback	100	\$14720
Task J – Public Review & Revisions	Incorporate comments, prepare revised drafts for 4-week public review	67	\$10899
Task K – Final Annex Delivery	Deliver final annexes; coordinate State review/approval; publish online	40	\$6200
<b>(NTE \$200,000.00)</b>		<b>Total Cost</b>	<b>\$196807</b>

Signature: *Cory Archer*  
Cory Archer (Mar 25, 2026 12:51:25 PDT)

Email: cory@truewindcollab.com



# True Wind Contract

Final Audit Report

2026-03-25

Created:	2026-03-25
By:	Dara Salmon (Dara.Salmon@co.snohomish.wa.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAA7jqg3szuXW1mjFfflPBNU_CSGU8gKBnh

## "True Wind Contract" History

-  Web Form created by Dara Salmon (Dara.Salmon@co.snohomish.wa.us)  
2026-03-25 - 7:40:30 PM GMT
-  Web Form filled in by Cory Archer (cory@truewindcollab.com)  
2026-03-25 - 7:50:20 PM GMT
-  Email verification link emailed to Cory Archer (cory@truewindcollab.com)  
2026-03-25 - 7:50:23 PM GMT
-  Email viewed by Cory Archer (cory@truewindcollab.com)  
2026-03-25 - 7:50:41 PM GMT
-  E-signature verified by Cory Archer (cory@truewindcollab.com)  
2026-03-25 - 7:50:41 PM GMT
-  Document emailed to Cory Archer (cory@truewindcollab.com) for signature  
2026-03-25 - 7:50:42 PM GMT
-  Email viewed by Cory Archer (cory@truewindcollab.com)  
2026-03-25 - 7:51:00 PM GMT
-  Document e-signed by Cory Archer (cory@truewindcollab.com)  
Signature Date: 2026-03-25 - 7:51:25 PM GMT - Time Source: server
-  Agreement completed.  
2026-03-25 - 7:51:25 PM GMT