



MEMORANDUM

TO: Planning Committee

FROM: Sarah Titcomb, PDS

DATE: February 2, 2024

SUBJECT: 2024 Comprehensive Plan Update SEPA Consultant On-Call Task Assignment

3000 Rockefeller Ave., M/S 604
Everett, WA 98201-4046
(425) 388-3311
www.snoco.org

Dave Somers
County Executive

Snohomish County has an On-Call Consultant Services Agreement with Berk Consulting, Inc. (Berk) that was executed on December 16, 2022, as amended by Supplement No. 1 on November 22, 2023 (Agreement Number OCC23/3-1(B)). Berk produced the Draft Environmental Impact Statement (DEIS) for the 2024 Comprehensive Plan Update under the previous On-Call Consultant Services contract (Agreement Number OCC19/3-1(D)) that expired on December 31, 2023. The next step to complete the State Environmental Policy Act (SEPA) review for the 2024 Comprehensive Plan Update is production of a Final Environmental Impact Statement (FEIS). PDS is now requesting action on Task Assignment No. 1 (TA#1) that will allow Berk to begin work on the FEIS. The requested action is to authorize the County Executive to sign TA#1.

In June 2023, Snohomish County Planning and Development Services (PDS) in conjunction with the Department of Public Works (DPW) and the Department of Conservation and Natural Resources (DCNR), advertised a request for proposal with the three consultants who have current on-call agreements with PDS to conduct the SEPA review associated with the 2024 Comprehensive Plan Update (2024 Update). Berk was the only candidate who responded to the invitation and requested an interview. County staff interviewed Berk in July 2023, and the interview panel selected Berk.

TA#1 is for Berk and their team of subconsultants to complete the SEPA review necessary for the 2024 Update and prepare a FEIS. This work will be performed under the supervision of County staff as described within the scope of work that is included in the Task Assignment document.

TA#1 was deemed compliant by the DPW contract specialist, and was approved as to form by the Prosecuting Attorney's office. As described in the cost estimate embedded in the Task Assignment document, the total amount authorized within TA#1 is \$383,354 to be spread across PDS, DPW, and DCNR in 2024.

Attachments:

- 2023-2025 Snohomish County On-Call Task Assignment #1
- Motion No. 24-_____, Authorizing the County Executive to sign 2023-2025 Snohomish County On-Call Task Assignment #1 with Berk Consulting, Inc.