



February 13, 2024

Stephen Phillips, Jr.  
Interim Division Manager  
Planning & Development Services  
3000 Rockefeller Ave, M/S 604  
Everett, WA 98026

**Subject: Scope of Work for Review of Site Plans and Reports**

Dear Mr. Phillips,

Below is a Scope of Work for review of site plans and reports submitted by applicants for land development permit applications. The purpose of the review is to determine the applicant's compliance with the Snohomish County Code, Snohomish County Drainage Manual and the Engineering Design and Development Standards, which is required before a land development permit may be issued. This review is part of the Planning & Development Services permit review process.

**Task 1 – Project Management and Coordination**

- Receive applicant submittal documents from COUNTY
- Submit marked up plans and review comments to COUNTY via hand-off meetings or mutually agreed upon alternative process
- Monthly invoices and progress reports

**Task 2 – Application Materials Review Services**

The COUNTY will provide the stormwater site plans, drainage reports, final traffic memo, hearing examiner decision, traffic review checklist and any other relevant application materials in Bluebeam Revu 20 format to the CONSULTANT. The CONSULTANT will review the materials and will provide mark ups and review comments to COUNTY which could then be transmitted to the applicant.

- Review of plans and reports for compliance with Snohomish County Code, Snohomish County Drainage Manual and the Engineering Design and Development Standards. This may include the following elements:
  - Code compliance
  - Constructability
  - Clear, concise, and readable plan set so builder can understand the plans
  - Function and maintenance: proposed plans/drainage facilities do what they are supposed to do and can be maintained in the future
- Mark up plans with review comments and complete traffic review checklist.
- Prepare memo or similar document, in a format prescribed by COUNTY, that addresses areas of noncompliance

Assumptions: This work will be performed by a Washington State licensed Professional Engineer.

Deliverables:

- Memo or similar document in WORD format that addresses areas of noncompliance with the Snohomish County Drainage Manual and/or other areas of Snohomish County Code as assigned by COUNTY.
- Marked up plans in Bluebeam Revu 20 format.

The attached project cost estimate uses the Maximum Rate Per Hour for Position Classifications identified in the Contract.

If you have any questions about the Scope of Work, please contact me by phone at (206) 735-1662 or via email at [dmurata@dowl.com](mailto:dmurata@dowl.com).

Thank you,

DOWL

A handwritten signature in black ink, appearing to read 'Darren Murata', written over the printed name below.

Darren Murata, P.E.  
Senior Project Manager

## CONSULTANT FEE ESTIMATE



**Client:** Snohomish County  
**Project:** Review of Site Plans and Reports

**Labor**

TASK NO.	TASK (Scope of Services)	DOWL PROJECT TEAM									TOTAL HOURS	LABOR COST
		Senior Manager IV	Project Manager VII	Engineer IV	Engineer III	Senior PM (DKS)	PM (DKS)	Planner (DKS)	Engineer (DKS)	Admin Manager		
		260.00	225.00	166.06	147.93	215.00	190.00	169.00	128.00	101.43		
<b>Task 1</b>	<b>Project Management and Coordination</b>	<b>2</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12</b>	<b>30</b>	<b>\$ 5,337</b>
1.1	Project Management and Coordination	2	16							12	30	\$ 5,337
<b>Task 2</b>	<b>Application Materials Review Services</b>	<b>0</b>	<b>72</b>	<b>350</b>	<b>300</b>	<b>6</b>	<b>100</b>	<b>180</b>	<b>0</b>	<b>0</b>	<b>1008</b>	<b>\$ 169,410</b>
2.1	Review of Plans and Reports		60	300	300	6	100	180			946	\$ 158,407
2.2	Review Memo		12	50							62	\$ 11,003
	<b>Labor Subtotal</b>	<b>2</b>	<b>88</b>	<b>350</b>	<b>300</b>	<b>6</b>	<b>100</b>	<b>180</b>	<b>0</b>	<b>12</b>	<b>1038</b>	<b>\$ 174,747</b>
<b>Expenses</b>	Mileage (Meetings, Site Visits)	350	Miles @		\$0.655					Mileage Total		\$ 229
	<b>Total Expenses</b>											<b>\$ 229</b>
<b>TOTAL FEE</b>											<b>\$ 174,976</b>	