



# Memorandum

**Date:** February 10, 2025

**To:** Gina Moore, Contract Specialist  
Lori Ericsson, Senior Contract Specialist

**From:** Stephen Phillips, Jr., PDS Division Manager

**Subject:** Independent Cost Estimate – David Evans and Associates, Inc. (TA#1d Amendment)

Project: Review of Site Plans and Reports

Note: This is an amendment to the current Task Assignment #1 to provide additional funding for the consultant’s services.

Background:

Snohomish County Planning and Development Services is requesting services in the Land Use & Plan Review Section of the Planning & Development Services On Call List related to review of site plan and reports submitted by applicants for land development permits. The need arises from the volume of applications and staffing shortages. PDS had been unable to hire qualified engineers to replace staff who have retired or transferred to Public Works.

Scope:

The review of stormwater site plans and reports will include markups in Bluebeam Revu 20 related to the Snohomish County Code, Snohomish County Drainage Manual and the Engineering Design and Development Standards. Review may include Full Stormwater Site Plans, Targeted Stormwater Site Plans, and related reports. Review may also address road standards. Planning and Development Services will have a project manager to coordinate the transmittal of the project to be followed up with a handoff meeting upon review completion.

**Consultant: David Evans and Associates, Inc.**

**David Evans time estimate per project will be determined on a project-by-project basis depending on the complexity of the review. For cost estimating purposes, assume 18 hours per project.**

	<u>Billing Rate</u>	<u>Hours</u>	<u>Total Est. Per Review</u>
Project Manager V	\$300.00	6	\$1,800.00
Project Accountant III	\$124.05	20	\$2,481.00
Engineer V	\$225.00	340	\$76,500.00
Engineer IV	\$180.00	225	\$40,500.00
Engineer Designer II	\$140.00	215	\$30,100.00
			Total <u>\$151,381.00</u>

Independent Cost Estimate: \$3,027.62 x 50 (approximately) projects = **\$151,381**

Due Date:

Within 2 weeks of receipt of plans and reports for each permit application.

Note: If time estimates per permit application exceed 20 hours, Consultant will notify PDS project manager to discuss any challenges with the project.