



MEMORANDUM

TO: Planning Committee

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FROM: Sarah Titcomb, PDS

DATE: August 4, 2021

Dave Somers
County Executive

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

Snohomish County has a 2019-2021 On-Call Consultant Services Agreement with Berk Consulting, Inc. (Berk) that was executed on December 24, 2018 (Agreement Number OCC19/3-1(D)). There have been three supplemental agreements between 2018 and August of 2020, and PDS is now requesting action on Supplement No. 4 and Task Assignment No. 3. The requested action is to authorize the County Executive to sign both Supplement No. 4 and Task Assignment No. 3 simultaneously.

In April of 2021, 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 State Environmental Policy Act (SEPA) review associated with the 2024 Comprehensive Plan Update (2024 Update). County staff then interviewed the three candidates and selected Berk to perform the professional services until the current on-call agreement expires in December of 2023.

Task No. 3 is for Berk and their team of subconsultants to conduct the SEPA review necessary for the 2024 Update and prepare a draft environmental impact statement (DEIS). 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. Part of Berk's team includes ICF Jones & Stokes and Parametrix, Inc. Both subconsultants do not have pre-existing "Exhibit E Sub-consultant Cost Computations – Fee Schedules" within the current On-Call Agreement. Supplement No.4 is to add Exhibit E fee schedules to the On-Call Agreement for both subconsultants, update the project title on the Agreement to 2019-2022 On-Call Consultant Services, and update the completion date on the Agreement to December 31, 2022, with all existing Task Assignments to be completed by December 31, 2023.

Task Assignment No. 3 and Supplement No. 4 were deemed compliant by the DPW contract specialist, and were 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 Task Assignment No. 3 is \$482,450.00 to be spread across PDS, DPW, and DCNR from 2021 through 2023.

Attachments:

- 2019-2021 Snohomish County On-Call Task Assignment #3
- 2019-2021 On-Call Consultant Services Supplement #4
- Motion No. 21-xxx, Authorizing the County Executive to sign 2019-2021 On-Call Consultant Services Task No. 3 and Supplement No. 04 (OCC19/3-1(D)) with Berk Consulting, Inc.