

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.

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 - DOWL



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	Engineer VIII	Engineer IX	Engineer IV	Engineer III	Engineer II	Admin Manager						
Task 1	Project Management and Coordination	266.13	215.00	261.45	161.75	144.09	121.66	98.80	0	0	0	10	26	\$ 4,837
1.1	Project Management and Coordination	8	8	0	0	0	0	0	0	0	10	26	\$ 4,837	
Task 2	Application Materials Review Services	0	112	120	380	200	200	0	0	0	0	1012	\$ 170,069	
2.1	Review of Plans and Reports		56	120	340	200	200					916	\$ 151,559	
2.2	Review Memo		56		40							96	\$ 18,510	
	Labor Subtotal	8	120	120	380	200	200	0	0	0	10	1038	\$ 174,906	

Subconsultants

Expenses

Mileage (Meetings, Site Visits)
Total Expenses

Miles @

Mileage Total

\$ -
 \$ -

TOTAL FEE

\$ 174,906