

Formal Task Assignment Document

2023 – 2025 SNOHOMISH COUNTY ON-CALL TASK ASSIGNMENT

Name of Project: Review of Stormwater and Subdivision Site Plans and Reports
Project Number: PDS
Discipline: Planning & Development Services
Task No.: TA#1 Completion Date: 12/31/2025

The COUNTY desires to authorize services pursuant to the AGREEMENT entered into with **David Evans and Associates, Inc.**, and executed on December 16, 2022, as amended by Supplement No. 1 on November 7, 2023 and identified as Agreement No. **OCC23/3-2(K)**, On-Call Consultant Services for **Land Use and Plan Review**.

All provisions in the AGREEMENT remain in effect except as expressly modified by this TASK ASSIGNMENT and are incorporated herein by reference.

ATTACHED TO THIS TASK ASSIGNMENT

- Scope of Work
- Cost Estimate with Total Hours to Perform Work
- Items unique to the project not included in the AGREEMENT and which are to be reimbursed at cost with no markup.

Original Task Assignment Total: **\$24,622.24**
Previous Task Amendment Total: **\$0.00**
Current Task Amendment Total: **\$0.00**
Total Task Assignment Not to Exceed: **\$24,622.24**

No other payment shall be allowed unless a TASK ASSIGNMENT Amendment for changed Scope of Work has been signed and authorized before work is performed.

All work under this TASK ASSIGNMENT shall be performed pursuant to the terms, conditions, specifications, and limitations contained in the AGREEMENT.

If you concur with this TASK ASSIGNMENT and agree to the items as stated above, please sign and date in the appropriate spaces below and return to the COUNTY for final action.

Consultant Signature

December 14, 2024

Date

Approving Authority

Date



**DAVID EVANS
AND ASSOCIATES INC.**

December 6, 2023

Ken Crossman
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. Crossman,

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 to be saved to Amanda
- 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
- 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 (425) 519-6571 or by email at greg.laird@deainc.com.

Thanks,

A handwritten signature in black ink, appearing to read 'G. Laird'. The signature is fluid and cursive, with the first letter 'G' being particularly large and stylized.

Gregory S. Laird, P.E.
Senior Associate



Consultant Cost Estimate

David Evans and Associates

Date: December 6, 2023
 For: Snohomish County Planning & Development Services
 Project: Review of Site Plans and Reports

TASK 1 - Project Management and Coordination

Job Classification	Hours	Billing Rate	Total
Project Manager V	8	\$ 280.00 ✓	\$ 2,240.00
Project Coordinator III	4	\$ 118.86 ✓	\$ 475.44
Project Accountant III	4	\$ 113.31 ✓	\$ 453.24
			Task 1 Labor: \$ 3,168.68

TASK 2 - Application Materials Review Services

Job Classification	Hours	Billing Rate	Total
Engineer III	120	\$ 167.65 ✓	\$ 20,118.00
Engineer Designer II	8	\$ 138.07 ✓	\$ 1,104.56
			Task 2 Labor: \$ 21,222.56

REIMBURSABLES

Type	Quantity	Unit Cost	Total
Mileage	200	\$ 0.655	\$ 131.00
Courier	4	\$ 25.00	\$ 100.00
			Total Reimbursables: \$ 231.00

SUBCONSULTANTS:

Name	Cost	Multiplier	Total
			\$ -
			\$ -
			Total Subconsultants: \$ -

TOTAL ESTIMATED COST:

\$ 24,622.24 ✓

CONTRACT COMPLIANT

Initial gm Date 12/13/23

PREPARED BY:

David Evans and Associates Inc.
 14432 SE Eastgate Way Suite 400
 Bellevue, WA 98007