



Memorandum

Date: February 7, 2024

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

From: Stephen Phillips, Jr., PDS Division Manager

Subject: Independent Cost Estimate – Jacobs Engineering Group Inc.

Project: Review of Site Plans and Reports (aka Civil Plan Review)

Background:

Snohomish County Planning and Development Services is requesting services in the Civil Engineering Section of the Public Works Engineering Services On-Call List related to review of site plans 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 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: Jacobs Engineering Group Inc.

The time estimate per project will vary on a project-by-project basis depending on the complexity of the review. For cost estimating purposes, we assume 18 hours per project with overall consultant staff hours as follows:

	<u>Billing Rate</u>	<u>Hours</u>	<u>Total Est. Per Review</u>
Project Manager 3	\$215.00	40	\$8,600
Project Coordinator III	\$125.00	15	\$1,875
Project Accountant III	\$81.57	15	\$1,224
Engineer V	\$215.00	410	\$88,150
Engineer III	\$165.00	<u>160</u>	<u>\$26,400</u>
		640	\$126,249

Per project cost = \$126,249 / 36 projects* = \$3,507 per project

*640 total hrs/18 hrs per project = 36 projects

Independent Cost Estimate: **\$126,249**

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.