



# Memorandum

**Date:** October 11, 2024

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

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

**Subject:** Independent Cost Estimate Addendum TA 1a – DOWL, LLC

Project: Review of Site Plans and Reports (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 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 applicant submittals 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 address drainage and 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:** DOWL, LLC

**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 19 hours per project.**

	<u>Billing Rate</u>	<u>Hours</u>	<u>Total Est. Per Review</u>
<b>Project Management:</b>			
Senior Manager IV	\$266.13	12	\$3,193.56
Engineer VII	\$215.00	12	\$2,580.00
Admin.	\$98.80	12	<u>\$1,185.60</u>
<b>Drainage Reviews:</b>			
Engineer VII	\$215.00	124	\$26,660.00
Engineer IX	\$261.45	130	\$33,988.50
Engineer IV	\$161.75	390	\$63,082.50
Engineer III	\$144.09	210	\$30,258.90
Engineer II	\$121.66	210	<u>\$25,548.60</u>
		Total	<b><u>\$186,497.70</u></b>

Independent Cost Estimate:  
 \$3,108.29 x 60 drainage projects = **\$186,497.70**

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

Note: If time estimates per permit application exceed 15 hours, Consultant will notify PDS project manager to discuss any particular challenges with the project.