

## Hickey, Lisa

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**From:** Nico Vanderhorst <nico.vanderhorst@otak.com>  
**Sent:** Wednesday, December 6, 2023 4:33 PM  
**To:** Phillips Jr, Stephen  
**Cc:** Courtney Hough; Tyson Hounsel  
**Subject:** RE: Snohomish County On-Call - Civil Engineering Review / Transportation Review

**Follow Up Flag:** Follow up  
**Flag Status:** Completed



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Hi Steve,

Thanks for considering Otak for this opportunity. After meeting with several of our team members today we have determined that it is best for us to pass on this assignment. The key staff members that Otak would propose for this new work are dedicated to several other projects, including other Snohomish County projects. We feel it is best to not disrupt these existing roles and commitments in the short term.

We do appreciate this request and wish you success in getting another consultant selected for this work assignment. If you have any other upcoming needs, we will welcome the opportunity to discuss these further with you.

Thanks

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Nico



**Nico M. Vanderhorst, PE** | Principal

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Direct: 425.739.4212 | Cell: 425.890.2386 | Main: 425.822.4446

[www.otak.com](http://www.otak.com)

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**From:** Phillips Jr, Stephen <Stephen.Phillips@co.snohomish.wa.us>  
**Sent:** Tuesday, December 5, 2023 3:29 PM  
**To:** Nico Vanderhorst <nico.vanderhorst@otak.com>  
**Subject:** RE: Snohomish County On-Call - Civil Engineering Review / Transportation Review

You don't often get email from [stephen.phillips@co.snohomish.wa.us](mailto:stephen.phillips@co.snohomish.wa.us). [Learn why this is important](#)

Missing attachment.

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**From:** Phillips Jr, Stephen  
**Sent:** Tuesday, December 5, 2023 3:08 PM

To: [nico.vanderhorst@otak.com](mailto:nico.vanderhorst@otak.com)

Subject: Snohomish County On-Call - Civil Engineering Review / Transportation Review

Good afternoon, Nico,

I left a voice mail for you earlier today. The County is looking to issue task orders related to your On-Call services contract.

**Project Overview:**

Snohomish County Planning and Development Services is requesting services in the Engineering Section related to civil plan review including drainage plans, road plans, traffic studies, stormwater site plans and other reports. This will include markups in Bluebeam related to the Snohomish County Code, Snohomish County Drainage Manual and the Engineering Design and Development 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.

**Timeframe:**

PDS would like to start the review process as soon as possible due to staffing issues. We are currently scheduling for interviews:

12/14/2023 – 11:00 am – 12:00 pm

12/14/2023 – 1:00 pm – 2:00 pm

12/14/2023 – 2:00 pm – 3:00 pm

12/14/2023 – 3:00 pm – 4:00 pm

Please provide the County with an acknowledgment of receipt of this email, your intent to pursue or not to pursue this task request and what times work best for your interview should you wish to move forward. We will send a meeting invite upon receiving your information.

Thank you!

**Stephen (Steve) Phillips, Jr. PLS** | *Division Manager, Engineering Services*

Work Hours 7:00am-4:00pm M-F

[Snohomish County Planning & Development Services](#)

3000 Rockefeller Ave., M/S 604 | Everett, WA 98201

425-312-0604 (D) 425-583-7975 (Cell) | [Stephen.Phillips@co.snohomish.wa.us](mailto:Stephen.Phillips@co.snohomish.wa.us)



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