

## Formal Task Assignment Document

### 2023 – 2025 SNOHOMISH COUNTY ON-CALL TASK ASSIGNMENT

Name of Project: Civil Plan Review  
Project Number: PDS  
Discipline: Engineering Services  
Task No.: TA#1a Completion Date: 12/31/2025

The COUNTY desires to authorize services pursuant to the AGREEMENT entered into with **Jacobs Engineering Group Inc.**, and executed on December 16, 2022, as amended by Supplement No. 1 on June 6, 2023 and identified as Agreement No. **OCC23/2-5.6(AF)**, On-Call Consultant Services for **Civil Engineering**.

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: **\$124,806.40**  
Previous Task Amendment Total: **\$0.00**  
Current Task Amendment Total: **\$187,398.00**  
Total Task Assignment Not to Exceed: **\$312,204.40**

**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*

09/30/2024

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Approving Authority*

\_\_\_\_\_  
*Date*



**Challenging today.  
Reinventing tomorrow.**

September 17, 2024

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.



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**Assumptions:**

- This work will be performed by a Washington State licensed Professional Engineer.
- This work is limited to attached project cost estimate.
- The COUNTY will facilitate Bluebeam Review Session, including Bluebeam profiles for CONSULTANT.
- The COUNTY will provide word templates for comment memos.
- The COUNTY will provide the CONSULTANT review training.

**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 (425) 443-0712 at [andrea.stott@jacobs.com](mailto:andrea.stott@jacobs.com).

Thanks,

A handwritten signature in black ink that reads "Andrea M Stott".

Andrea Stott  
Project Manager



Challenging today.  
Reinventing tomorrow.

DATE: 09/17/2024

FOR: SNOHOMISH COUNTY PLANNING & DEVELOPMENT SERVICES

PROJECT: REVIEW OF SITE DEVELOPMENT PLANS AND REPORTS

**TASK 1 - PROJECT MANAGEMENT**

POSITION CLASSIFICATION	HOURS	BILLING RATE PER HOUR	TOTAL AMOUNT
PROJECT MANAGER 5	16	\$300.00 ✓	\$4,800.00
CONTRACT ADMIN	16	\$130.00 ✓	\$2,080.00
ADMIN SUPPORT	16	\$78.00 ✓	\$1,248.00
	48		\$8,128.00

**TASK 2 - APPLICATION MATERIAL REVIEW SERVICES**

POSITION CLASSIFICATION	HOURS	BILLING RATE PER HOUR	TOTAL AMOUNT
CIVIL ENGINEER 5	530	\$213.00 ✓	\$112,890.00
CIVIL ENGINEER 3	400	\$165.00 ✓	\$66,000.00
	930		\$178,890.00

**REIMBURSABLES**

TYPE	QUANTITIES	UNIT COST	
MILEAGE	400	\$0.65	\$260.00
PARKING	12	\$10.00	\$120.00
COURIER	0	\$25.00	\$0.00
			\$380.00

**TOTAL ESTIMATED COST**

**\$187,398.00 ✓**

**CONTRACT COMPLIANT**

Initial gm Date 9/24/24