

2023-2025 ON-CALL SUPPORT REQUEST FORM

DATE: _____ REQUESTING PROJECT MANAGER _____ EXT. _____

WHO IS PAYING FOR THIS WORK? _____ OTHER: _____

PAYMENT COORDINATOR: _____ EXT. _____

IF NEW TASK ASSIGNMENT IS BEING REQUESTED CHECK HERE: ☐

If a Task Assignment is being **AMENDED**, indicate the existing Task Assignment Number HERE: _____

ON-CALL DISCIPLINE: _____

SUBCATEGORY: _____

CONSULTANT NAME: _____

PROJECT TITLE: _____

(NOTE: If this is a Task Assignment Amendment, the Project Title should match original Task Assignment)

PROJECT #: _____ (NOTE: All PW On-Call projects **must** carry an RC, WC #, or Accounting Code#)

AMOUNT REQUESTED FOR THIS TASK ASSIGNMENT: \$ _____

(NOTE: If TA Amendment, indicate new "additional" amount, **NOT** combined total.)

WILL THIS PROJECT RECEIVE ANY FEDERAL FUNDING? ☐ YES ☐ NO IF YES, WHICH
FEDERAL AGENCY WILL PROVIDE FUNDS? _____

COMPLETION DATE: _____ (NOTE: Allow time for processing of final invoice.)

COMMENTS/SPECIAL INSTRUCTIONS: _____

CONSULTANT CONTACT: _____

EMAIL: _____ PHONE: _____

REQUIRED ATTACHMENTS: SCOPE OF WORK COST ESTIMATE INDEPENDENT ESTIMATE
CONSULTANT SELECTION FORM PROJECT BUDGET SUMMARY (Roads ACP projects only)

NOTE: If applicable, this Task Assignment Request has been discussed and agreed to by the Internal Resource Group. _____ (Director's Initials or attach Director's email authorization)

(EXAMPLE: If SWM needs Survey work, SWM must have ES Director authorization to utilize ES-Survey On-Call Consultant and ES On-Call \$ allocation.)

The undersigned attests that the above requested work is in connection with Projects/Work previously approved in the ACP, CIP and/or Six Year TIP:

SIGNATURE OF REQUESTING PROJECT MANAGER: _____

SIGNATURE OF REQUESTING PM's DIRECTOR: _____

(All requests **MUST** be signed by Requesting Project Manager's Director)



**DAVID EVANS
AND ASSOCIATES INC.**

August 30, 2024

Stephen Phillips, Jr. PLS
Division Manager, Engineering Services
Snohomish County Planning & Development Services
3000 Rockefeller Ave, M/S 604
Everett, WA 98026

SUBJECT: Review of Stormwater and Subdivision Site Plans and Reports

Dear Mr. Phillips,

This letter requests a budget amendment to our existing task order for the 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. The specific tasks and assumptions are as described most recently in our letter dated May 1, 2024.

The attached project cost estimate uses Billing Rates Per Hour under 2024-2025 Fee Schedule executed 8/14/2024.

If you have any questions about the Scope of Work, please contact me by phone at (425) 586-9769 or by email at aow@deainc.com.

Sincerely,

DAVID EVANS AND ASSOCIATES, INC.

Anthony Wilen, PE
Senior Associate/Project Manager

Copies: File
Attachments/Enclosures: Project Cost Estimate
Project Number: SCWX0000-0203
File Path: P:\S\SCWX00000203\0000CON\0010Proposals\David Evans Scope Letter Amendment 3 v2.docx

Consultant Cost Estimate

David Evans and Associates, Inc.

Date: August 30, 2024
For: Snohomish County Planning & Development Services
Project: Review of Stormwater and Subdivision Site Plans and Reports
Amendment: 3

TASK 1 - Project Management and Coordination

Job Classification	Hours	Billing Rate	Total
Project Manager V	6	\$ 300.00	\$ 1,800.00
Engineer V	36	\$ 225.00	\$ 8,100.00
Administrative Assistant IV	26	\$ 125.00	\$ 3,250.00
Project Accountant III	10	\$ 120.00	\$ 1,200.00
			<hr/>
Task 1 Labor:			\$ 14,350.00

TASK 2 - Application Materials Review Services

Job Classification	Hours	Billing Rate	Total
Engineer V	312	\$ 225.00	\$ 70,200.00
Engineer IV	312	\$ 180.00	\$ 56,160.00
Engineer Designer II	312	\$ 140.00	\$ 43,680.00
			<hr/>
Task 2 Labor:			\$ 170,040.00

REIMBURSABLES

Type	Quantity	Unit Cost	
Mileage	200 mi.	\$ 0.670	\$ 134.00
Parking	78 days	\$ 6.00	\$ 468.00
Courier	4	\$ 25.00	\$ 100.00
			<hr/>
Total Reimbursables:			\$ 702.00

SUBCONSULTANTS:

Name	Cost	Multiplier	
			\$ -
			\$ -
			<hr/>
Total Subconsultants:			\$ -

TOTAL ESTIMATED COST: \$ 185,092.00

PREPARED BY:



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



Memorandum

Date: September 3, 2024

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

From: Stephen Phillips, Jr., PDS Division Manager

Subject: Independent Cost Estimate – David Evans and Associates, Inc. (TA#1c Amendment)

Project: Review of Site Plans and Reports

Note: This is an amendment to the current Task Assignment #1 to provide additional funding for the consultant's services.

Background:

Snohomish County Planning and Development Services is requesting services in the Land Use & Plan Review Section of the Planning & Development 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 stormwater 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: David Evans and Associates, Inc.

David Evans time estimate per project will be determined on a project-by-project basis depending on the complexity of the review. For cost estimating purposes, assume 18 hours per project.

	<u>Billing Rate</u>	<u>Hours</u>	<u>Total Est. Per Review</u>
Project Manager V	\$300.00	6	\$1,800.00
Project Accountant III	\$124.05	24	\$2,983.32
Engineer V	\$225.00	350	\$78,750.00
Engineer IV	\$180.00	320	\$57,600.00
Engineer Designer II	\$140.00	320	\$44,800.00
			Total <u>\$185,933.30</u>

Independent Cost Estimate: \$2,998.93 x 62 (approximately) projects = **\$185,933.30**

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.