



December 15, 2023

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

Assumptions: This work will be performed by myself a Washington State licensed Professional Engineer.

Deliverables:

- Memo or similar document in WORD format that addresses areas of noncompliance with the Snohomish County Drainage Manual
- Marked up plans in Bluebeam Revu 20 format

If you have any questions about the Scope of Work please contact us by phone at (360) 474-4624, by email at kelli@halemilligan.com.

Thanks,



Kelli Hale, P.E.
President

307 N Olympic Ave.
Suite 209
Arlington, WA 98223

P: 360.474.4624
F: 425.968.1245

EXHIBIT K-1
Consultant Cost Estimate
Hale Milligan and Associates LLC

Date: 12/15/2023
 For: **Snohomish County Planning and Development Services**
 Project: Review of Site Plans and Reports

TASK 1- Project Management and Coordination

Job Classification	Hours	Billing Rate	Total
Principal	120	\$ 198.00	\$ 23,760.00
Project Manager	0	\$ 178.00	\$ -
			<u>\$ 23,760.00</u>

TASK 2- Application Materials Review Services

Job Classification	Hours	Billing Rate	Total
Principal	1248	\$ 198.00	\$247,104.00
Project Manager	0	\$ 178.00	\$ -
Project Engineer	0	\$ 166.20	\$ -
Senior Planner	0	\$ 166.20	\$ -
Senior Engineering Technician	0	\$ 147.00	\$ -
Engineering Technician	0	\$ 118.00	\$ -
CADD	0	\$ 96.00	\$ -
Project Coordinator	0	\$ 111.60	\$ -
Contract Specialist	0	\$ 103.20	\$ -
Clerical	0	\$ 66.00	\$ -
			<u>\$247,104.00</u>

REIMBURSABLES:

Type	Unit Cost	Quantity
Mileage	Current IRS Rate	

TOTAL ESTIMATED COST: \$270,864.00

PREPARED BY:

Hale Milligan and Associates LLC
 307 N Olympic Avenue Suite 209
 Arlington, WA 98223
 360.474.4624

Exhibit D

Prime Consultant Cost Computations

Fee Schedule

Consultant: Hale Milligan and Associates, LLC

Subcategory: Land Use and Plan Review

Position Classification	Direct Salary Rate	ICR @0.00%	Profit @0.00%	Max Rate Per Hour
Principal	\$0.00	\$0.00	\$0.00	\$198.00
Project Manager	\$0.00	\$0.00	\$0.00	\$178.00
Project Engineer	\$0.00	\$0.00	\$0.00	\$166.20
Senior Planner	\$0.00	\$0.00	\$0.00	\$166.20
Senior Engineering Technician	\$0.00	\$0.00	\$0.00	\$147.00
Engineering Technician	\$0.00	\$0.00	\$0.00	\$118.00
CADD	\$0.00	\$0.00	\$0.00	\$96.00
Project Coordinator	\$0.00	\$0.00	\$0.00	\$111.60
Contract Specialist	\$0.00	\$0.00	\$0.00	\$103.20
Clerical	\$0.00	\$0.00	\$0.00	\$66.00

The indirect cost rate (ICR), profit, and max rate per hour listed above are the maximum rates payable under this AGREEMENT. Rates invoiced shall be based on the direct salary of the individual employee plus ICR plus profit and shall not exceed the Max Rate Per Hour for each classification listed in this Exhibit D without prior written consent of the COUNTY.

Subconsultant Services and Other Direct Costs (ODC) will be reimbursed at the Actual Cost to the Consultant with no markup. ODCs are limited to the following items:

Reimbursable Classifications	Rates
Mileage	Current IRS Rate
Outside Vendor Costs	At Cost

Any ODC not included in the above list shall not be eligible for payment without prior written consent of the County. All reimbursable charges must be necessary for the services provided under this AGREEMENT.