



**DAVID EVANS
AND ASSOCIATES INC.**

January 24, 2024

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

Subject: Scope of Work for Review of Site Plans and Reports

(aka "Review of Stormwater and Subdivisions 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 to be saved to Amanda
- Prepare memo or similar document, in a format prescribed by COUNTY, that addresses areas of noncompliance



Assumptions: This work will be performed by 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

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) 890-2378 or by email at greg.laird@deainc.com.

Thanks,

A handwritten signature in blue ink, appearing to read 'Gregory S. Laird'. The signature is stylized and cursive.

Gregory S. Laird, P.E.
Senior Associate

Consultant Cost Estimate

David Evans and Associates

Date: January 24, 2024
 For: **Snohomish County Planning & Development Services**
 Project: Review of Site Plans and Reports

TASK 1 - Project Management and Coordination

Job Classification	Hours	Billing Rate	Total
Project Manager V	50	\$ 280.00	\$ 14,000.00
Project Coordinator III	20	\$ 118.86	\$ 2,377.20
Project Accountant III	20	\$ 113.31	\$ 2,266.20
			Task 1 Labor: \$ 18,643.40

TASK 2 - Application Materials Review Services

Job Classification	Hours	Billing Rate	Total
Engineer V	408	\$ 225.00	\$ 91,800.00
Engineer III	408	\$ 167.65	\$ 68,401.20
Engineer Designer II	408	\$ 138.07	\$ 56,332.56
			Task 2 Labor: \$ 216,533.76

REIMBURSABLES

Type	Quantity	Unit Cost	
Mileage	200 mi.	\$ 0.655	\$ 131.00
Parking	60 days	\$ 6.00	\$ 360.00
Courier	4	\$ 25.00	\$ 100.00
			Total Reimbursables: \$ 591.00

SUBCONSULTANTS:

Name	Cost	Multiplier	
			\$ -
			\$ -
			Total Subconsultants: \$ -

TOTAL ESTIMATED COST: \$ 235,768.16

PREPARED BY:



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