

## Formal Task Assignment Document

### 2019 – 2022 SNOHOMISH COUNTY ON-CALL TASK ASSIGNMENT

Name of Project: Review of Stormwater Site Plans & Reports  
Project Number: PDS  
Discipline: Engineering Services  
Task No.: TA #1 Completion Date: 12/31/2022

The COUNTY desires to authorize services pursuant to the AGREEMENT entered into with **Hale Milligan & Associates**, and executed on December 24, 2018, as Amended by Supplement No. 1 on August 3, 2021 and identified as Agreement No. **OCC19/1-5(AC)**, On-Call Consultant Services for **Civil Engineering Services**.

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.

The **Total Amount Authorized** under this TASK ASSIGNMENT, inclusive of all fees and other costs is **\$126,720.00**. **No other payment shall be allowed unless a TASK ASSIGNMENT Supplement 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*

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



April 29, 2022

Ken Crossman  
Division Manager  
Planning & Development Services  
3000 Rockefeller Ave, M/S 604  
Everett, WA 98026

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

Dear Mr. Crossman,

Below is a Scope of Work for review of stormwater 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 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, 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 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
- Prepare memo or similar document, in a format prescribed by COUNTY, that addresses areas of noncompliance

Assumptions: This work will be performed by myself of 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](mailto:kelli@halemilligan.com).

Thanks,

A handwritten signature in blue ink that reads 'Kelli Hale'.

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: 4/29/2022  
 For: **Snohomish County Planning and Development Services**  
 Project: Review of Stormwater Site Plans and Reports

**TASK 1- Project Management and Coordination**

<b>Job Classification</b>	<b>Hours</b>	<b>Billing Rate</b>	<b>Total</b>
Principal	64	\$ 165.00 ✓	\$ 10,560.00 ✓
Project Manager	0	\$ 148.50	\$ -
			<u>\$ 10,560.00</u>

**TASK 2- Application Materials Review Services**

<b>Job Classification</b>	<b>Hours</b>	<b>Billing Rate</b>	<b>Total</b>
Principal	704	\$ 165.00 ✓	\$116,160.00 ✓
Project Manager	0	\$ 148.50	\$ -
Project Engineer	0	\$ 138.50	\$ -
Senior Engineering Technician	0	\$ 132.00	\$ -
Engineering Technician	0	\$ 100.00	\$ -
CADD	0	\$ 80.00	\$ -
Project Coordinator	0	\$ 93.00	\$ -
Contract Specialist	0	\$ 86.00	\$ -
Clerical	0	\$ 55.00	\$ -
			<u>\$116,160.00</u>

**REIMBURSABLES:**

<b>Type</b>	<b>Unit Cost</b>	<b>Quantity</b>
Mileage	Current IRS Rate	

**TOTAL ESTIMATED COST:**

\$126,720.00 ✓

PREPARED BY:

*Kelli Hale*

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

