



**Challenging today.  
Reinventing tomorrow.**

January 10, 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.



**Challenging today.  
Reinventing tomorrow.**

**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". The signature is written in a cursive, slightly stylized font.

Andrea Stott  
Project Manager