



**Washington State
Department of Transportation**
Douglas B. MacDonald
Secretary of Transportation

RECEIVING NO. 2414
DATE 1.26.06
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OU-002

Northwest Region
15700 Dayton Avenue North
P.O. Box 330310
Seattle, WA 98133-9710
206-440-4000
TTY: 1-800-833-6388
www.wsdot.wa.gov

12 December 2005

Don Brocha, Mayor
City of Woodinville
17301 133rd Avenue NE
Woodinville, WA 98072

Subject: F.A. No.
Sammamish Bridge Replacement Project (SBRP)
Letter of Understanding for Project Administration

Dear Mayor Brocha:

Washington State Department of Transportation Highways & Local Programs (Local Programs) is to define, for projects utilizing Federal funding, the responsibilities for grant administration, consultant selection, consultant agreements, development of plans, specifications, and estimate, environmental documents, acquisition of right of way, advertisement, award and execution of contract, and construction administration including but not limited to inspection, change orders and final project documentation.

The City of Woodinville (AGENCY), operating under an extension of Local Programs Certification Acceptance (CA) authority, shall administer this project entirely in accordance with the Local Agency Guidelines (LAG), this Letter of Understanding (LOU) and direction as provided by the Local Programs Engineer (LPE). Failure to comply with the LAG, this LOU or the direction of the LPE may result in loss or repayment of Federal funds.

1) The STATE and the AGENCY have designated CA managers as shown below:

STATE
WA State Department of Transportation
Ed Conyers, P.E.
Local Programs Engineer
P. O. Box 330310
15700 Dayton Avenue North
Seattle, WA 98133-9710
(206) 440-4734
FAX (206) 440-4806

City of Woodinville
Mick Monken, P.E.
17301 133rd Avenue NE
Woodinville, WA 98072

(425) 877-2291
FAX (425) 489-2756

All formal submittals outlined herein, either from the STATE or the AGENCY, will be sent through the designated CA Manager.

- 2) All costs that exceed the amounts authorized in the Local Agency Agreement shall be the responsibility of the AGENCY.
- 3) The AGENCY shall obtain written approval from the LPE for the solicitation and subsequent selection process of a Consulting firm for Preliminary Engineering, Right of Way and Construction Engineering or other Professional services. In addition, the AGENCY shall obtain written approval from the LPE of the Consulting Engineering Agreement prior to execution per LAG chapter 31.
- 4) Contract plans, specifications and cost estimates (PS&E) shall be prepared in accordance with the LAG to conform with the current State of Washington Standard Specifications for Road, Bridge and Municipal Construction, including APWA Division 1-99, and amendments thereto, and adopted design standards. The LPE will review and approve in writing the PS&E for compliance with the LAG.
- 5) A Professional Engineer licensed in the State of Washington must stamp any requested deviation from legally required design standards. The AGENCY shall submit any requested design deviation to the LPE for further processing and approval.
- 6) The AGENCY shall be responsible for all required environmental documentation (SEPA and NEPA) and shall submit NEPA documentation to the LPE for further processing and approval per LAG chapter 24. The AGENCY shall be responsible for obtaining all required permits and approvals.
- 7) No Right of Way (R/W) action shall proceed until the AGENCY obtains approval from the LPE and contacts the Local Agency Right of Way Coordinator. The AGENCY shall follow current R/W procedures as described in LAG chapter 25. All acquisitions of R/W including construction easements, donations, permits, etc. shall be certified by the AGENCY and the STATE.
- 8) The AGENCY shall forward the proposed advertisement for bids to the LPE for approval. Upon written approval, the AGENCY may begin advertisement for bids per LAG chapter 46.
- 9) Any pre-award issues affecting the quality and timing of the contract shall be resolved by the AGENCY under the direction of the LPE. Any required addenda to the contract documents shall be approved by the LPE.
- 10) The AGENCY shall notify the LPE of the Bid Opening date and time. The AGENCY shall transmit to the LPE, the Engineer's Estimate and Bid Tabulations along with the complete Bid Packages of the apparent three (3) lowest bidders. Upon approval by the LPE, the AGENCY may Award the Contract to the lowest responsive bidder per LAG chapter 46.

- 11) Upon the AGENCY's execution of the contract for construction, the AGENCY shall administer and inspect the Project in accordance with the contract documents, WSDOT Standard Specifications for Road Bridge and Municipal Construction, the WSDOT Construction Manual, and all applicable State and Federal laws per LAG chapter 52.
- 12) Any change to the contract shall be documented by Change Order as defined in the current edition of the WSDOT Standard Specifications for Road, Bridge and Municipal Construction Section 1-04.4. The AGENCY Project Manager shall initiate, negotiate, and document all Change Orders. Prior to obtaining the contractor signature the AGENCY Project Manager shall provide a copy of the Change Order to the LPE for review. The Change Order shall be sent to the LPE for final signature.
- 13) The AGENCY shall request the LPE to inspect the project prior to providing the "punch list" to the Contractor per LAG chapter 53.

Signature below constitutes concurrence with this Letter of Understanding.

CITY OF WOODINVILLE

By: 
Cathy VonWald
Mayor

Date: 1/9/06

STATE OF WASHINGTON
DEPARTMENT OF TRANSPORTATION

By: 
Ed Conyers, P.E.
Local Programs Engineer

Date: 12/13/05