



**Washington State  
Department of Transportation**

**Lynn Peterson**  
Secretary of Transportation

**Olympic Region**  
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March 18, 2015

City of Milton  
1000 Laurel Street  
Milton, WA 98354

**Letter of Understanding for Project Administration**  
**LOUPA – LA8220**  
Milton Way Ped. Improvements

Attn.: Debra Perry  
Mayor of Milton

Dear Mayor Perry:

The Washington State Department of Transportation Olympic Region Local Programs Office (Local Programs) is responsible for assuring that grant administration, consultant selection, consultant agreements, development of plans, specifications, and estimates, environmental documents, acquisition of right of way, contract advertisement, award and execution of contract, and construction administration including but not limited to inspection, change orders and final project documentation, are all in accordance with Local Agency Guidelines (LAG) and federal law.

The CITY, operating under an extension of Local Programs Certification Acceptance (CA), 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 of federal funds.

1. The STATE and the CITY have designated CA managers as shown below:

STATE

WA State Department of Transportation  
Neal Campbell, Local Programs Engineer  
5720 Capitol Blvd.  
Tumwater W.A. 98504  
360-357-2666  
Email; [CampbeN@wsdot.wa.gov](mailto:CampbeN@wsdot.wa.gov)

CITY

City of Milton  
Michael Mecham, Public Works Director  
1000 Laurel Street  
Milton, WA 98354  
253-517-2735  
Email: [mmecham@cityofmilton.net](mailto:mmecham@cityofmilton.net)

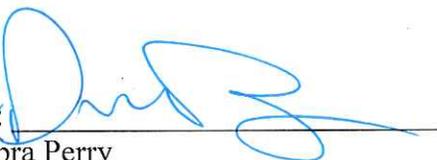
The CITY CA manager is the full time CITY employee that is in responsible charge of the project. All formal submittals outlined herein, either from the STATE or the CITY, will be sent through the designated CA Manager.

2. The CITY shall obtain approval from the LPE of the consultant solicitation method, advertisement and selection process for using a consulting engineering firm for Preliminary Engineering, Right of Way and Construction Engineering services. In addition, the CITY shall obtain approval of the Consulting Engineering Agreement from the LPE before execution (see LAG chapter 31).
3. Contract Plans, Specifications and Estimates (PS&E) shall be prepared in accordance with the current State of Washington Standard Specifications for Road, Bridge and Municipal Construction, amendments thereto, and adopted design standards (see LAG chapter 42 and 44). The CITY shall submit the PS&E and contract to the LPE for review to ensure compliance with the LAG.
4. Any deviation to design standards (see LAG chapter 42) must be stamped by a Professional Engineer licensed in the State of Washington. The CITY shall submit the design deviation to the LPE for further processing and approval.
5. The CITY shall be responsible for all required environmental documentation (SEPA and NEPA) and shall submit all required NEPA documentation to the LPE for further processing and approval (see LAG chapter 24). The CITY shall be responsible for obtaining all required permits and approvals.
6. No Right of Way (R/W) action shall proceed without concurrence from the Local Agency Right of Way Coordinator. The CITY shall follow current R/W Procedures as described in the LAG (see LAG chapter 25). The LPE shall be advised of all pre-R/W meetings. All acquisitions of R/W such as construction easements, donations, permits, etc. shall be certified by the CITY and the STATE.
7. The CITY shall forward the proposed advertisement for bids to the LPE for approval. Upon approval, the CITY may begin advertisement for bids (see LAG chapter 46). The CITY shall keep the LPE advised on any pre-award issues affecting the quality and timing of the contract. Any required addenda to the contract documents shall be approved by the LPE before it is issued.
8. The CITY is required to utilize qualified City staff, a Certified Acceptance agency, or qualified consultant staff for construction management services. The following staff must be qualified in administering construction management for FHWA funded projects, as demonstrated through acceptable previous experience. The CITY shall obtain approval of construction management staff, including Project Manager, Field Engineer, Office Manager and Lead Inspector, from the LPE before construction funds will be authorized.

9. The CITY shall notify the LPE of the Bid Opening date and time. The CITY 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 CITY may Award the Contract to the lowest responsive bidder (see LAG chapter 46).
10. Upon the CITY execution of the contract for construction, the CITY 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, the Local Agency Guidelines and all applicable State and Federal laws (see LAG chapter 52).
11. Changes to the contract will 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 CITY Project Manager shall initiate, negotiate, and document all change orders. Prior to obtaining the contractor signature on any change order the CITY Project Manager shall provide a copy of the change order to the LPE for review and concurrence, along with separate justification for the change and an independent estimate of price and working day impacts. A copy of all executed Change Orders shall be sent to the LPE.
12. The CITY shall schedule project inspection by Local Programs and receive Local Programs comments prior to providing the final "punch list" to the Contractor (see LAG chapter 53).
13. The CITY shall obtain LPE approval of any press release related to the federal aid project before it is given to the press.
14. If required, quarterly reports shall be submitted by the CITY before the 20<sup>th</sup> of March, June, September and December until the project is complete and final bill is paid.

Signature below constitutes concurrence with this Letter of Understanding.

CITY OF MILTON

By:   
Debra Perry  
Mayor

Date: 5/4/15

STATE OF WASHINGTON  
DEPARTMENT OF TRANSPORTATION

By: \_\_\_\_\_  
Neal Campbell  
Olympic Region Local Programs Engineer

Date: \_\_\_\_\_