



Development Division
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August 29, 2023

KPFF, Inc.
1601 Fifth Avenue, Suite 1600
Seattle WA, 98101

RE: Bridge Design Office Staff Augmentation - Project Management Services
Consultant Selection(s) – A&E Agreement

Dear Rachel Liberty:

Congratulations on your selection! Your new agreement number is Y-12869, titled Bridge Design Office Staff Augmentation - Project Management Services.” Please include this agreement number on all correspondence, emails, invoices, etc. In preparation of this agreement, there are a few administrative items that need your immediate attention.

(Please note, if your firm has an approval for your most current fiscal year end (FYE) Indirect Cost Rate (ICR) or a Safe Harbor Rate (SHR) than proceed to step 2.)

1. Approval of your firms current FYE ICR (Prime and all Subs):
Submit documentation for ICR Desk Review.
 - a. [Indirect Cost Rate Forms](#)
 - b. More information can be found on [WSDOT Audit website](#)
2. Submit an “Actuals Not To Exceed” (ANTE) rate table (Prime and all Subs):
 - a. ANTE Rate Table: [templates and samples](#)
 - b. Submit ANTE rate table for each overhead approved

Send the completed information package electronically to consultantrates@wsdot.wa.gov. Please provide the requested documentation within 15 calendar days of this notification. If for some reason, your firm cannot comply and provide the above requested information, please contact WSDOT’s HQ Consultant Services immediately at (360) 705-7019.

In addition to the above, please submit the following:

1. WSDOT agreements require the consultant to report payments through wsdot.diversitycompliance.com. Please email the agreement number (“Y-XXXXXX”), first and last name, email address, title, phone number, and fax number of the individual that will be reporting payments to CRP@wsdot.wa.gov.

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2. If this project has a DBE, SBE, or MSVWBE goal, submit required documentation to the WSDOT Consultant Liaison or WSDOT Project Manager. (See RFQ for more information).

Thank you for your interest in our projects and we look forward to working with you in the future.

Sincerely,


Schatzie Harvey

[Schatzie Harvey \(Aug 29, 2023 08:55 PDT\)](#)

SCHATZIE HARVEY
Contract Services Manager

SH:kab

cc:Craig Boone

Selection A&E - KPFF

Final Audit Report

2023-08-29

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