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Originating Organization Highways and Local Programs, Engineering Services	

Remarks and Instructions

The complete manual, revision packages, and individual chapters can be accessed at www.wsdot.wa.gov/publications/manuals/m36-63.htm.

Please contact Ruth McIntyre at 360-705-7383 with comments, questions, or suggestions for improvement to the manual.

The following list is a brief overview of each revision. The actual revision should be reviewed in-depth to become completely knowledgeable of the revision. All revisions are underlined and include a sidebar to indicate the changes to the text.

Chapter 24 Environmental Processes

Updates the Environmental Processes chapter to coordinate with the current Environmental Classification Summary Guidebook and the WSDOT *Environmental Procedures Manual*.

Appendix 24.71 Local Agency Environmental Classification Summary

Revisions to WSDOT Form 140-100 dated 01/2011.

Chapter 41 General Project Types

Adding a new Section 41.3 on Intelligent Transportation Systems that outlines the requirements for systems engineering processes and documentation of those activities.

Appendix 41.52 Design Process V Diagram

A new appendix that illustrates the system engineering process.

Appendix 41.53 Intelligent Transportation System Information Form

A new appendix form (with instructions) is designed to help agencies comply with the requirements of 23 CFR Section 940 to maintain federal participation.

Chapter 42 City and County Design Standards for Non-NHS Routes

Resource addresses, phone numbers, and website information have been updated.

Appendix 44.73 Bid Proposal Package

Some of the forms that make up the Bid Proposal Package have been changed.

Appendix 44.78 Local Agency Plans Preparation Checklist

Revisions to WSDOT Form 272-070 dated 03/2011.

Chapter 62 Enhancement, Scenic Byways, and Safe Routes to School

There are two chapter revisions of note in this update. First, Section 62.8 adds language that explains reporting expectations on education components of safe routes to school projects. The second change is updating the federal specifications required in all federally funded safe routes to school contract documents. This revision was made to match current WSDOT format that is now shown on our Specifications, Amendments, and GSP website.

Instructions for Printed Manuals

Page numbers indicating portions of the manual that are to be removed and inserted are shown below.

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Approved By Dave Mounts	Signature
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**Washington State
Department of Transportation**

Local Agency Guidelines

M 36-63.10

April 2011

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24.1 General Discussion

This chapter summarizes the regulations and federal coordination requirements that local agencies must follow on projects that receive funding from the Federal Highway Administration (FHWA). Detailed guidance for complying with the federal requirements is provided in the *Environmental Classification Summary (ECS) Guidebook* and in the *Environmental Procedures Manual (EPM)*.

Projects involving federal funds, permits, or land are governed by a number of environmental requirements, including but not limited to:

- National Environmental Policy Act (NEPA) of 1969, 42 USC 4321, et. seq.
- Council on Environmental Quality Regulations for Implementing NEPA, 40 CFR, Part 1500, et. seq.
- Federal Highway Administration and Federal Transit Administration Implementing Regulations, 23 CFR, Parts 771, 772, and 774
- Environmental Impact and Related Procedures, 49 CFR, Part 622
- Section 7 of the Endangered Species Act (ESA), 50 CFR, Part 402
- Section 106 of the National Historic Preservation Act, 36 CFR, Part 800
- Presidential Executive Order 12898 – Environmental Justice
- Section 4(f) of the U.S. Department of Transportation Act of 1966

FHWA's approval of NEPA, in particular their signature on the Environmental Classification Summary (ECS), does not signify an approval of the State Environmental Policy Act (SEPA), nor any applicable local, state, and federal permits. Local agencies are responsible for ensuring compliance with SEPA and obtaining all applicable local, state, and federal permits. While the local agency may utilize the analysis completed in the NEPA process to assist in the completion of SEPA and applicable permits, NEPA approval must not be misconstrued as a guaranteed approval of any other local, state, or federal requirement. The local agency must work with other agencies, as appropriate, to provide the required analysis to complete their responsibilities under SEPA and other local, state, and federal permit and process requirements.

24.2 NEPA Classification

Projects subject to NEPA fall into one of the three following classifications:

- Class I Projects require preparation of an Environmental Impact Statement (EIS) because the action is likely to have significant adverse environmental impacts.
- Class II Projects are Categorical Exclusions (CE) or Documented Categorical Exclusions (DCE) or Programmatic Categorical Exclusions (Programmatic CE). These actions are not likely to cause significant adverse environmental impacts. They meet the definitions contained in 40 CFR 1508.4 and 23 CFR 771.117.
- Class III Projects require preparation of an Environmental Assessment (EA) because the project's impact on the environment is not clearly understood.

.21 NEPA Class I Projects (EIS). Actions that are likely to have significant impact on the environment because of their effects on land use, planned growth, development patterns, traffic volumes, travel patterns, transportation services, natural resources, or because they are apt to create substantial public controversy. See Appendix L in the ECS Guidebook and the EPM for guidance on preparing an EIS. Projects that usually require an EIS, as defined in 23 CFR 771.115, are:

- New controlled-access freeway.
- Highway project of four or more lanes in a new location.
- New construction or extension of fixed rail transit facilities (e.g., rapid rail, light rail, commuter rail, automated guideway transit).
- New construction or extension of a separate roadway for buses or high-occupancy vehicles not located within an existing highway facility.

Although examples are given, it is important to remember that the size and significance of the potential impacts determine the need for an EIS, not the size of the project.

.22 NEPA Class II Projects (CE, DCE, Programmatic CE). Actions that meet descriptions contained in NEPA rules (40 CFR 1508.4, 23 CFR 771.117) and do not typically involve significant environmental impacts. Unless specifically requested by other agencies or due to public controversy, these actions do not require an EIS or an EA. Class II projects typically:

- Do not induce significant impacts to planned growth or land use.
- Do not require the relocation of significant numbers of people.
- Do not have a significant impact on any natural, cultural, recreational, historic, or other resource.

- Do not involve significant air, noise, or water quality impacts.
- Do not have significant impacts on travel patterns.
- Do not otherwise, either individually or cumulatively, have any significant environmental impacts.

Class II Projects are subdivided into three subcategories, which determine the documentation and approval requirements.

- a. **Categorical Exclusions (CE).** Class II Projects that do not require documentation for FHWA concurrence. Federal actions meeting the CEQ and FHWA criteria for Categorical Exclusions (CEs) are listed in FHWA regulations (23 CFR 771.117 (c)). Known as the “c list”, these actions are generally minor actions that have little or no physical impacts associated with them. No further approval or documentation is required by FHWA. The following actions meet the criteria for CEs in the CEQ regulation and normally do not require any further NEPA approvals:
1. Activities which do not involve or lead directly to construction, such as planning and technical studies; grants for training and research programs; research activities as defined in 23 USC 307; approval of a unified work program and any findings required in the planning process pursuant to 23 USC 134; approval of statewide programs under 23 CFR part 630; approval of project concepts under 23 CFR part 476; engineering to define the elements of a proposed action or alternatives so that social, economic, and environmental effects can be assessed; and Federal-aid system revisions which establish classes of highways on the Federal-aid highway system.
 2. Approval of utility installations along or across a transportation facility.
 3. Construction of bicycle and pedestrian lanes, paths, and facilities.
 4. Activities included in the state’s highway safety plan under 23 USC 402.
 5. Transfer of Federal lands pursuant to 23 USC 317 when the subsequent action is not an FHWA action.
 6. The installation of noise barriers or alterations to existing publicly owned buildings to provide for noise reduction.
 7. Landscaping.
 8. Installation of fencing, signs, pavement markings, small passenger shelters, traffic signals, and railroad warning devices where no substantial land acquisition or traffic disruption will occur.

9. Emergency repairs under 23 USC 125.
 10. Acquisition of scenic easements.
 11. Determination of payback under 23 CFR part 480 for property previously acquired with Federal-aid participation.
 12. Improvements to existing rest areas and truck weigh stations.
 13. Ridesharing activities.
 14. Bus and rail car rehabilitation.
 15. Alterations to facilities or vehicles in order to make them accessible for elderly and handicapped persons.
 16. Program administration, technical assistance activities, and operating assistance to transit authorities to continue existing service or increase service to meet routine changes in demand.
 17. The purchase of vehicles by the applicant where the use of these vehicles can be accommodated by existing facilities or by new facilities which themselves are within a CE.
 18. Track and railbed maintenance and improvements when carried out within the existing right of way.
 19. Purchase and installation of operating or maintenance equipment to be located within the transit facility and with no significant impacts off the site.
 20. Promulgation of rules, regulations, and directives.
- b. **Documented Categorical Exclusions (DCE).** Class II Projects that require additional environmental documentation. The second part of this CFR (23 CFR 771.117 (d)) is known as the “d-list.” This list includes actions with a higher potential for impacts but because they still meet the criteria for categorical exclusions they may be classified as a documented categorical exclusion (DCE) upon FHWA (or other federal NEPA lead) approval. H&LP uses the ECS as described in the ECS Guidebook for documenting the categorical exclusion. Supporting documentation, such as a wetlands report or cultural resources survey is always submitted to FHWA with the ECS form. Examples of DCE-level projects identified in 23 CFR 771.117 (d) include but are not limited to:
1. Modernization of a highway by resurfacing, restoration, rehabilitation, reconstruction, adding shoulders, or adding auxiliary lanes (e.g., parking, weaving, turning, climbing).

2. Highway safety or traffic operations improvement projects including the installation of ramp metering control devices and lighting.
3. Bridge rehabilitation, reconstruction or replacement or the construction of grade separation to replace existing at-grade railroad crossings.
4. Transportation corridor fringe parking facilities.
5. Construction of new truck weigh stations or rest areas.
6. Approvals for disposal of excess right of way or for joint or limited use of right of way, where the proposed use does not have significant adverse impacts.
7. Approvals for changes in access control.
8. Construction of new bus storage and maintenance facilities in areas used predominantly for industrial or transportation purposes where such construction is not inconsistent with existing zoning and located on or near a street with adequate capacity to handle anticipated bus and support vehicle traffic.
9. Rehabilitation or reconstruction of existing rail and bus buildings and ancillary facilities where only minor amounts of additional land are required and there is not a substantial increase in the number of users.
10. Construction of bus transfer facilities (an open area consisting of passenger shelters, boarding areas, kiosks and related street improvements) when located in a commercial area or other high activity center in which there is adequate street capacity for projected bus traffic.
11. Construction of rail storage and maintenance facilities in areas used predominantly for industrial or transportation purposes where such construction is not inconsistent with existing zoning and where there is no significant noise impact on the surrounding community.
12. Acquisition of land for hardship or protective purposes; advance land acquisition loans under section 3(b) of the UMT Act. Hardship and protective buying will be permitted only for a particular parcel or a limited number of parcels. These types of land acquisition qualify for a CE only where the acquisition will not limit the evaluation of alternatives, including shifts in alignment for planned construction projects, which may be required in the NEPA process. No project development on such land may proceed until the NEPA process has been completed.

- c. **Programmatic Categorical Exclusions (Programmatic CE).** Actions under the “d-list” that have been identified by FHWA as having a low probability of potential effects. These actions are included in a Programmatic Categorical Exclusion Approvals Memorandum of Understanding (MOU) between FHWA and WSDOT (August 2009). Under this MOU, signature of the ECS by FHWA is not required as long as the following conditions are met:
1. The action does not have any significant environmental impacts as described in 23 CFR 771.117(a).
 2. The action does not involve unusual circumstances as described in 23 CFR 771.117(b).
 3. The action does not involve the use of properties protected by Section 4(f) of the Department of Transportation Act (49 USC 303).
 4. The action does not result in a determination of adverse effect which is concurred with by the State Historic Preservation Officer (or the Tribal Historic Preservation Officer if applicable);
 5. The action does not require any U.S. Coast Guard construction permits or any U.S. Army Corps of Engineers Section 404 Permits (Individual or Nationwide).
 6. The action does not involve any work in wetlands.
 7. The action does not any work negatively affecting a regulatory floodway or any work negatively affecting the base floodplain (100-year flood) elevations of a watercourse or lake.

Projects such as the installation of rumble strips, installation of pavement markers, “mill-and-fill” paving projects, placing a sign post, and conduit placement are unlikely to affect the floodplain. New guardrail installations (other than replacing existing guardrail in-kind) may negatively affect the floodplain. Concrete barriers and large-post guardrails are more likely to negatively affect the floodplain than cable barriers. Replacements of features in-kind and in the same location are unlikely to negatively affect the floodplain.

8. The action does not involve construction in, across, or adjacent to a river designated as a component or proposed for inclusion in the National System of Wild and Scenic Rivers published by the U.S. Department of the Interior U.S. Department of Agriculture.

9. The action will not result in any changes in access control that affect traffic patterns.

Changes that would affect traffic patterns include actions such as the installation of medians or C-curb. Changes that would not affect traffic patterns include actions such as breaks in access control for maintenance or emergency access or minimal alterations or adjustments to driveways.

10. The action will not require acquisition of more than minor amounts of right of way (ROW).

- This applies to the following types of ROW acquisition: fee title, permanent easements, temporary easements, and/or access rights.
- Acquisition does not require displacements of residences, commercial establishments, nonprofit organizations, farms, and personal property.
- Acquisition does not involve more than half the parcel.

Typical examples of minor amounts of ROW acquisition include: low cost, strip acquisitions, and corner acquisitions.

11. The action will not require use of a temporary road, detour, or ramp closure unless the use of such facilities satisfy the following conditions:

- (a) Provisions are made for access by local traffic and so posted.
- (b) Through-traffic dependent business will not be adversely affected.
- (c) The detour or ramp closure, to the extent possible, will not interfere with any local special event or festival.
- (d) The temporary road, detour ramp closure does not substantially change the environmental consequences of the action.
- (e) There is not substantial controversy associated with the use of temporary road, detour, or ramp closure.

12. The action will not involve any known hazardous materials sites or previous land uses with potential for hazardous materials sites or previous land uses with potential for hazardous materials remains within the right of way.

13. The action conforms to the Air Quality State Implementation Plan, which is approved or promulgated by the Environmental Protection Agency in air quality non-attainment areas.

14. The action is consistent with the state's Coastal Zone Management Plan as determined by the appropriate state agency.

15. The analysis required by Section 7 of the Endangered Species Act indicates that the project will have no effect on Federally-listed threatened and endangered species.

If one or more of the above conditions are not satisfied, the project may still be classified as a CE, but FHWA must sign the ECS.

.23 NEPA Class III Projects (EA). Actions that have uncertain or poorly understood impacts on the environment. The EA determines the extent and level of environmental impact. An EA may support a NEPA Finding of No Significant Impact (FONSI) or indicate that an EIS is warranted. The content and complexity of an EA will vary depending on the project. See Appendix M of the ECS Guidebook and the EPM for details on EA procedures and documentation requirements.

24.3 Project Re-evaluation

Whenever single or cumulative conditions have occurred that might cause new or more severe environmental impacts, the local agency shall re-evaluate an environmental document.

A written re-evaluation is required when any one of the following conditions exists:

1. There is a change to the project scope. This is required even if the NEPA approval is less than three years old. (Some kinds of scope changes, such as those that are outside previous study areas, are likely to result in a determination that a supplemental NEPA document is needed.)
2. An acceptable FEIS has not been submitted to FHWA within three years from the date of the DEIS circulation.
3. Federal approvals of major steps to advance the project (such as FHWA approval to acquire right of way or approval of PS&E) have not occurred within three years of NEPA approval (that is, FHWA's approval of the ECS, issuance of a FONSI, or ROD).
4. There is a law change that is relevant to the information provided in the original document (i.e. a new species is listed as threatened or endangered under ESA). This is required even if the NEPA approval is less than three years old.
5. New information or circumstances relevant to environmental concerns and bearing on the proposed action or its impacts would result in significant environmental impacts not evaluated in the NEPA document. (This is likely to result in a determination that a supplemental NEPA document is needed.)

The re-evaluation needs to indicate whether any new information is known that alters the previous analysis and findings. If so, the local agency needs to conduct appropriate environmental studies to support the updated conclusions.

The re-evaluation is submitted in written form to the Region LPE. The Region LPE will transmit a copy of the re-evaluation to H&LP for review and coordination with FHWA. Based on the findings of the re-evaluation, FHWA will determine if additional documentation is appropriate (for example, a supplemental EIS, updated EA or ECS, depending on the original NEPA classification).

24.4 Supplemental Document

If a project re-evaluation results in a determination that the NEPA document must be supplemented, the supplement should follow the same procedures as those used for the original document. The scope of the supplement can be limited to the changes to the project. FHWA should be consulted regarding the scope and disciplines that must be analyzed.

24.5 Other Federal Requirements

The NEPA document must include information on how the project complies with other federal regulations and requirements. The federal requirements that most frequently pose the greatest risk to project schedules and timelines are those addressing cultural resources (Section 106 of the National Historic Preservation Act), federally listed endangered species (Section 7 of ESA) and parklands and historic properties (Section 4(f) of the Department of Transportation Act). The ECS Guidebook provides guidance on meeting the federal regulations and requirements that must be considered under NEPA.

24.6 Tribal Consultation

In addition to the Section 106 process, FHWA and local agencies must consult with the affected tribes on projects that potentially affect treaty rights. H&LP's process for sharing discipline reports with tribes is described in the ECS Guidebook (Appendix I). Tribal contact information is available online at www.wsdot.wa.gov/tribal/tribalcontacts.htm.

24.7 Appendices

24.71 Local Agency Environmental Classification Summary

24.8 Environmental Classification Summary Guidebook

www.wsdot.wa.gov/nr/rdonlyres/87901eb4-008a-43a0-9db7-2179e0bc939f/0/ecsguidebooksecure.pdf

24.9 Environmental Procedures Manual

www.wsdot.wa.gov/publications/manuals/m31-11.htm

24.10 Plain Talk Toolkit

wwwi.wsdot.wa.gov/library/pttoolkit.htm

24.11 Reader-Friendly Tool Kit

www.wsdot.wa.gov/environment/readerfriendly.htm

Appendix 24.71

Local Agency Environmental Classification Summary



Local Agency Environmental Classification Summary

Part 1 Project Description			
Federal Aid Project Number	Route	Date	Intent of Submittal <input type="checkbox"/> Preliminary <input type="checkbox"/> Final <input type="checkbox"/> Re-Evaluate
Agency		Federal Program Title <input type="checkbox"/> 20.205 <input type="checkbox"/> Other	
Project Title			
Beginning MP _____	Townships _____		
Ending MP _____	Ranges _____		
Miles _____	Sections _____		
County			
Project Description - Describe the proposed project, including the purpose and need for the project.			

Part 2 Environmental Classification	
NEPA	SEPA
<input type="checkbox"/> Class I - Environmental Impact Statement (EIS) <input type="checkbox"/> Class II - Categorically Excluded (CE) CE Type (from 23 CFR 771.117) _____ <input type="checkbox"/> Projects Requiring Documentation (Documented CE) (LAG 24.22) <input type="checkbox"/> Programmatic CE MOU <input type="checkbox"/> Class III - Environmental Assessment (EA)	<input type="checkbox"/> Categorically exempt per WAC 197-11-800 <input type="checkbox"/> Determination of Non-Significance (DNS) <input type="checkbox"/> Environmental Impact Statement (EIS) <input type="checkbox"/> Adoption <input type="checkbox"/> Addendum <input type="checkbox"/> Supplemental (For informational purpose only)

NEPA Approval Signatures

_____	_____
Local Agency Approving Authority	Date
_____	_____
Regional Local Programs Engineer	Date
_____	_____
Highways and Local Programs Environmental Engineer	Date
_____	_____
Federal Highway Administration	Date

Completed By (Print Official's Name)	Telephone (include area code)	Fax (include area code)
		E-mail

Part 3 Permits and Approvals Required					
Yes	No	Permit or Approval	Yes	No	Permit or Approval
<input type="checkbox"/>	<input type="checkbox"/>	Corps of Engineers <input type="checkbox"/> Sec. 10 <input type="checkbox"/> Sec. 404 <input type="checkbox"/> Nationwide Type _____ <input type="checkbox"/> Individual Permit No. _____	<input type="checkbox"/>	<input type="checkbox"/>	Water Rights Permit
<input type="checkbox"/>	<input type="checkbox"/>	Coast Guard Permit	<input type="checkbox"/>	<input type="checkbox"/>	Water Quality Certification - Sec. 401 Issued by _____
<input type="checkbox"/>	<input type="checkbox"/>	Coastal Zone Management Certification	<input type="checkbox"/>	<input type="checkbox"/>	Tribal Permit(s), (If any) _____
<input type="checkbox"/>	<input type="checkbox"/>	Critical Area Ordinance (CAO) Permit	<input type="checkbox"/>	<input type="checkbox"/>	Other Permits (List): _____
<input type="checkbox"/>	<input type="checkbox"/>	Forest Practice Act Permit	<input type="checkbox"/>	<input type="checkbox"/>	ROW acquisition required? If yes, amount needed _____
<input type="checkbox"/>	<input type="checkbox"/>	Hydraulic Project Approval	<input type="checkbox"/>	<input type="checkbox"/>	Is relocation required?
<input type="checkbox"/>	<input type="checkbox"/>	Local Building or Site Development Permits	<input type="checkbox"/>	<input type="checkbox"/>	Has ROW already been acquired for this project?
<input type="checkbox"/>	<input type="checkbox"/>	Local Clearing and Grading Permit	<input type="checkbox"/>	<input type="checkbox"/>	Is a detour required? If yes, please attach detour information.
<input type="checkbox"/>	<input type="checkbox"/>	National Pollutant Discharge Elimination System (NPDES) Baseline General for Construction			
<input type="checkbox"/>	<input type="checkbox"/>	Shoreline Permit			
<input type="checkbox"/>	<input type="checkbox"/>	State Waste Discharge Permit			
<input type="checkbox"/>	<input type="checkbox"/>	TESC Plans Completed			

Part 4 Environmental Considerations	
<p>Will the project involve work in or affect any of the following? Identify proposed mitigation. Attach additional pages or supplemental information if necessary.</p>	
<p>1. Air Quality - Identify any anticipated air quality issues.</p> <p>Is the project included in the Metropolitan Transportation Plan? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, date Metropolitan Transportation Plan was adopted. _____</p> <p>Is the project located in an Air Quality Non-Attainment Area or Maintenance Area for carbon monoxide, ozone, or PM10? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Is the project exempt from Air Quality conformity requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, identify exemption, please refer to appendix H in the ECS Guidebook for the list of exemptions:</p>	
<p>2. Critical/Sensitive Areas - Identify any known Critical or Sensitive Areas as designated by local Growth Management Act ordinances.</p> <p>a. Is this project within an aquifer recharge area <input type="checkbox"/> Yes <input type="checkbox"/> No a wellhead protection area <input type="checkbox"/> Yes <input type="checkbox"/> No a sole source aquifer <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If located within a sole source aquifer, is the project exempt from EPA approval? If yes, please list exemption _____ If no, date of EPA approval _____</p> <p>b. Is this project located in a Geologically Hazardous Area? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe _____</p> <p>c. Will this project impact Species/Habitat other than ESA listed species? <input type="checkbox"/> Yes <input type="checkbox"/> No Explain your answer _____</p> <p>Is the project within Bald Eagle nesting territories, winter concentration areas or bald eagle communal roosts? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Will blasting, pile driving, concrete saw cutting, rock drilling, or rock scaling activities occur within one mile of a Bald Eagle nesting area? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	

Part 4 Environmental Considerations - Continued	
d. Are wetlands present within the project area? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, estimated area of impact in acre(s): _____ Please attach a copy of the proposed mitigation plan.	
3. Cultural Resources/Historic Structures - Identify any historic, archaeological, or cultural resources present within the project's area of potential effects. Does the project fit into any of the exempt types of projects listed in Appendix C of the ECS Guidebook <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, note exemption below. If No: Date of DAHP concurrence _____ Date of Tribal consultation(s) (if applicable) _____ Adverse affects on cultural/historic resources? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, date of approved Section 106 MOA _____	
4. Floodplains and Floodways Is the project located in a 100-year floodplain? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, is the project located in a 100-year floodway? <input type="checkbox"/> Yes <input type="checkbox"/> No Will the project impact a 100-year floodplain? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, describe impacts.	
5. Hazardous and Problem Waste - Identify potential sources and type. Does this project require excavation below the existing ground surface? <input type="checkbox"/> Yes <input type="checkbox"/> No Is this site located in an undeveloped area (i.e., no buildings, parking or storage areas, and agriculture (other than grazing), based on historical research? <input type="checkbox"/> Yes <input type="checkbox"/> No Is this project located within a one-mile radius of a site of a Confirmed or Suspected Contaminated Sites List (CSCSL) maintained by Department of Ecology? <input type="checkbox"/> Yes <input type="checkbox"/> No Is this project located within a 1/2-mile radius of a site or sites listed on any of the following Department of Ecology Databases? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, check the appropriate box(es) below. <input type="checkbox"/> Voluntary Cleanup Program (VCP) <input type="checkbox"/> Underground Storage Tank (UST) <input type="checkbox"/> Leaking Underground Storage Tank (LUST) Has site reconnaissance (windshield survey) been performed? <input type="checkbox"/> Yes <input type="checkbox"/> No If so identify any properties not identified in the database search that may affect the project (name, address and property use). Based on the information above and project specific activities, is there a potential for the project to generate contaminated soils and/or groundwater? <input type="checkbox"/> Yes <input type="checkbox"/> No Please explain: If you responded yes to any of the above questions contact your Region LPE for assistance before continuing with this form.	

Part 4 Environmental Considerations - Continued

6. Noise

- Does this project involve constructing a new roadway? Yes No
 - Is there a change in the vertical or horizontal alignment of the existing roadway? Yes No
 - Does this project increase the number of through traffic lanes on an existing roadway? Yes No
 - Is there change in the topography? Yes No
 - Are auxiliary lanes extending 1-1/2 miles or longer being constructed as part of this project? Yes No
- If you answered yes to any of the preceding questions, identify and describe any potential noise receptors within the project area and subsequent impacts to those noise receptors. Please attach a copy of the noise analysis if required.

If impacts are identified, describe proposed mitigation measures.

7. Parks, Recreation Areas, Wildlife Refuges, Historic Properties, Wild and Scenic Rivers/Scenic Byways, or 4 (f)/6 (f).

- a. Please identify any 4(f) properties within the project limits and areas of impacts.

- b. Please identify any 6(f) properties within the project limits and areas of impact.

- c. Please list wild scenic rivers and scenic byways.

8. Resource Lands - Identify any of the following resource lands within 300 feet of the project limits and those otherwise impacted by the project.

- a. Agricultural Lands Yes No If yes, please describe all impacts.

If present, is resource considered to be prime and unique farmland? Yes No
If Yes, date of approval from Natural Resources Conservation Service (NRCS) _____
- b. Forest/Timber Yes No If yes, please describe all impacts.

- c. Mineral Yes No If yes, please describe all impacts.

Part 4 Environmental Considerations - Continued	
9. Rivers, Streams (Continuous, Intermittent), or Tidal Waters	
a. Identify all waterbodies within 300 feet of the project limits or that will otherwise be impacted.	
Fisheries WA Stream No. _____ (if known)	Ecology 303d Report No. _____
	Reason for 303d listing _____
	Date of Report _____
Waterbody common name _____	
b. Identify stream crossing structures by type.	
c. Water Resource Inventory Area (WRIA) No. & Name _____	
10. Tribal Lands - Identify whether the project will impact any Tribal lands, including reservation, trust and fee lands.	
11. Visual Quality	
Will the project impact roadside classification or visual aspects such as aesthetics, light, glare or night sky.	
<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please identify the impacts.	
12. Water Quality/Storm Water	
Has NPDES municipal general permit been issued for this WRIA? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Amount of existing impervious surface within project limits: _____	
Net new impervious surface to be created as a result of project: _____	
Will this project's proposed stormwater treatment facility be consistent with the guidelines provided by either WSDOT's HRM, DOE's western or eastern Washington stormwater manuals, or a local agency equivalent manual? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If no, explain proposed water quality/quantity treatment for new and any existing impervious surface associated with proposed project.	

Part 4 Environmental Considerations - Continued

13. Commitments

a. Environmental Commitments

- Describe existing environmental commitments that may affect or be affected by the project - If any.

b. Long-Term Maintenance Commitments

- Identify the agency and/or department responsible for implementing maintenance commitments associated with this project.

14. Environmental Justice

Does the project meet any of the exemptions, as noted in Appendix F of the ECS Guidebook Yes No
If Yes, Please note exemption and appropriate justification in the space below. Findings should be confirmed using at least **two** information sources. Refer to ESC Guidebook for more information.

If no, are minority and/or low income populations located within the limits of the project's potential impacts?
 Yes No If no, attach appropriate data to support finding. If yes, describe impacts and attach appropriate supporting documentation.

Part 5 Biological Assessment and EFH Evaluations

1. Do any listed species potentially occur in the project's action area and/or is any designated critical habitat within the project's action area? Yes No **Please attach species listings.**

Affected ESA Listed Species	2. Will any construction work occur within 0.5 miles of any of the following:	3. Does the project involve blasting, pile driving, concrete sawing, rock drilling, or rock scaling activities within 1 mile of any of the following?
Spotted Owl management areas (CSAs, MOCAs, designated critical habitat, and/or potentially suitable nesting/roosting/foraging habitat?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Marbled Murrelet nest or occupied stand, designated critical habitat and/or potentially suitable habitat?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Western Snowy Plover designated critical habitat?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the project within 0.5 miles of marine waters? If yes explain potential effects on Killer Whales and Steller's Sea Lion, and on Marbled Murrelet Foraging areas.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Killer Whale designated critical habitat?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Grizzly bear potentially suitable habitat?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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Part 5 Biological Assessment and EFH Evaluations - Continued																		
Gray Wolf potentially suitable habitat?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No																
Canada Lynx habitat	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No																
Columbia White-tailed Deer potentially suitable habitat?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No																
Woodland Caribou habitat?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No																
A mature coniferous or mixed forest stand?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No																
<p>4. Will the project involve any in-water work? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>5. Will any construction work occur within 300 feet of any perennial or intermittent waterbody that either supports or drains to a listed fish supporting waterbody? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>6. Will any construction work occur within 300 feet of any wetland, pond, or lake that is connected to any permanent or intermittent waterbody? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>7. Does the action have the potential to directly or indirectly impact designated critical habitat for salmonids (including adjacent riparian zones)? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>8. Will the project discharge treated or untreated stormwater runoff or utilize water from a waterbody that supports or drains into a listed fish-supporting waterbody, wetland, or waterbody? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>9. Will construction work occur outside the existing pavement? If Yes, go to 9a. <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>9a. Will construction activities occurring outside the existing pavement involve clearing, grading, filling, or modifications of vegetation or tree cutting? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>10. Are there any Federal listed, threatened or endangered plant species located within the project limits? If yes, please attach a list of plant species within the action area. <input type="checkbox"/> Yes <input type="checkbox"/> No</p>																		
<p>Determination</p> <p>If each of the questions in the preceding section resulted in a "no" response or if any of the questions were checked "yes", but adequate justification can be provided to support a "no effect" determination, then check "No effect" below. If this checklist cannot be used for ESA Section 7 compliance (i.e., adequate justification cannot be provided or a "may affect" determination is anticipated), a separate biological assessment document is required.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"></td> <td style="width: 15%; text-align: center;">NOAA Fisheries</td> <td style="width: 15%; text-align: center;">USFWS</td> <td style="width: 37%;"></td> </tr> <tr> <td><input type="checkbox"/> No Effect</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td><input type="checkbox"/> No Adverse Effect</td> </tr> <tr> <td><input type="checkbox"/> NLTAA Date of Concurrence</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td><input type="checkbox"/> Adverse Effect. Date of NOAA Concurrence</td> </tr> <tr> <td><input type="checkbox"/> LTAA Date BO Issued</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: right;">_____</td> </tr> </table>				NOAA Fisheries	USFWS		<input type="checkbox"/> No Effect	_____	_____	<input type="checkbox"/> No Adverse Effect	<input type="checkbox"/> NLTAA Date of Concurrence	_____	_____	<input type="checkbox"/> Adverse Effect. Date of NOAA Concurrence	<input type="checkbox"/> LTAA Date BO Issued	_____	_____	_____
	NOAA Fisheries	USFWS																
<input type="checkbox"/> No Effect	_____	_____	<input type="checkbox"/> No Adverse Effect															
<input type="checkbox"/> NLTAA Date of Concurrence	_____	_____	<input type="checkbox"/> Adverse Effect. Date of NOAA Concurrence															
<input type="checkbox"/> LTAA Date BO Issued	_____	_____	_____															
<p>Analysis for No Effects Determination - If there are any "yes" answers to questions in Part 5, additional analysis is required. Please attach additional sheets if needed.</p> 																		

Part 6 FHWA Comments

Use Supplement Sheet if additional space is required to complete this section.

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AGENCY NAME NOTICE TO CONSULTANTS FOR
PROJECT NAME

The AGENCY NAME solicits interest from consulting firms with expertise in Civil and Structural Design. Consultants will be considered for the following project.

PROJECT DESCRIPTION

The work to be performed by the CONSULTANT consists of preparing preliminary engineering and PS&E for improvement of 36th Street East to Jovita Boulevard East. The proposed improvements include widening the road to accommodate four lanes of traffic, improving intersection radii, increasing left turn storage, revisions to existing signal systems in order to accommodate the proposed improvements, and construction of retaining walls to provide for roadway widening. The major features of the project are as follows:

- Approximately 1.74 miles of widening for two additional lanes.
- Improving intersection radii to meet design standards.
- Environmental planning and preparation of permit applications.
- Signal modifications and design.
- Structural design for retaining walls and culvert extensions/replacements.
- Determination of R/W needs and R/W plan preparation.
- A partnering effort is possible to assist with short project schedule, coordination of management, decision-making, and interaction with the (Agency name) regarding structural issues and reviews.

SUBMITTAL

Submittals should include the following information: Firm name, phone and fax numbers; Name of Principal-in-Charge and Project Manager; and Number of employees in each firm proposed to project.

Submittals will be evaluated and ranked based on the following criteria:

- 1) Key personnel; 2) Firm experience with PS&E; 3) Firm experience with environmental planning and permitting process; 4) Ability to meet schedule;
- 5) Approach to project; 6) Familiarity with relevant codes and standards;
- 7) Past performance/references; 8) Ability to provide M/WBE participation.

Double rating will be given to criteria #2.

AGENCY NAME encourages disadvantaged, minority, and women-owned consultant firms to respond.

Please submit FOUR copies of your Statement of Qualifications to: Director of Services Consultant Agency Name, Address, and Contact Person by April 7, 2002 not later than 10:00 AM. No submittals will be accepted after that date and time. Any questions regarding this project should be directed to Director of Consultant Services, at Agency Phone.

Persons with disabilities may request this information be prepared and supplied in alternate forms by calling collect (Alternate format Phone).

The Recipient, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

Dates of publication: June 21, 1999, and June 28, 1999.



Detailed Damage Inspection Report
FHWA Emergency Relief

Applicant		County(s)	FHWA Disaster No.
Location of Damage (Name of Road or Street)		Milepost	Inspection Date
		From _____ To _____	Federal-Aid Route
Description of Damage (Include Bridge Number(s) if Applicable)			Local /State Project No(s).
			Functional Class

Cost Estimate (Including Preliminary and Construction Engineering)

Temporary/Emergency Repair <i>(Work required to restore essential travel and protect the remaining facility from immediate threat.)</i>		Temporary / Emergency Repair
Method of Work: <input type="checkbox"/> Local/State Force Account <input type="checkbox"/> Emergency Contract		
Total Temporary Repair \$ _____		
Incidental Permanent Restoration <i>(That portion of the permanent work which has been determined to be more economical to be constructed along with the Temporary/Emergency work.)</i>		Incidental Permanent Restoration
Method of Work: <input type="checkbox"/> Local/State Force Account <input type="checkbox"/> Emergency Contract		
Total Incidental Perm. \$ _____		
Permanent Restoration <i>(This work is eligible for Federal participation at the standard matching ratio. This work must receive additional FHWA authorization before advertisement.) Describe any proposed betterments and their eligibility.</i>		Permanent Restoration
Method of Work: <input type="checkbox"/> Local/State Force Account <input type="checkbox"/> Contract		
Preliminary Engineering _____ Right of Way _____ Construction _____		
Total Perm. Restoration \$ _____		
Environmental Classification ESA, Section 106, and Section 4(f) are required on all ER work. NEPA approval is required on permanent work only.		
Total Estimated Cost \$ _____		
Recommendation for Eligibility <input type="checkbox"/> Yes <input type="checkbox"/> No	Local Agency Representative	Date
Recommendation for Eligibility <input type="checkbox"/> Yes <input type="checkbox"/> No	State Representative	Date
FHWA Recommendation <input type="checkbox"/> Eligible <input type="checkbox"/> Ineligible	FHWA Engineer	Date

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(Revised 04/2011)

41.1 General Discussion

This chapter identifies the design standards document, deviation approval authority and design approval for a specific facility. The deviation process, Value Engineering, and Work Zone Safety and Mobility are also discussed below. This part of the manual is organized into six chapters relating to the design phase General Design Information; City and County Design Standards for Non NHS facilities; Location and Design Approval; Plans, Specifications, and Estimates; State Advertising and Award Procedures; and Local Advertising and Award Procedures.

Compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 is required in the design, construction, operation and maintenance of transportation facilities (i.e., pedestrian facilities, park and ride lots). Where sidewalks are provided, public agencies shall provide pedestrian access features such as continuous, unobstructed sidewalks, and curb cuts with detectable warnings at highway and street crossings. See 28 CFR Part 36, Appendix A, for minimum federal requirements for curb ramps. The design standards document and approving authority are shown in the following table.

Facility	Design Standards	Deviation Approval	Design Approval
Interstate			
New/Reconstruction	WSDOT <i>Design Manual</i>	WSDOT/FHWA	WSDOT/FHWA
ITS Over \$1,000,000	WSDOT <i>Design Manual</i>	WSDOT HQ	WSDOT HQ
All Other	WSDOT <i>Design Manual</i>	WSDOT HQ	WSDOT Region
National Highway System (NHS)			
State Highways outside of incorporated cities, or on a limited access highway	WSDOT <i>Design Manual</i>	WSDOT HQ	WSDOT Region
State Highways within incorporated cities between back of curb to back of back curb	WSDOT <i>Design Manual</i>	WSDOT HQ	WSDOT Region
State Highways within incorporated cities beyond curb line	AASHTO*	WSDOT H&LP	City
City Streets (non-State highways)	AASHTO*	WSDOT H&LP	City
County Roads	AASHTO*	WSDOT H&LP	County
State Highways outside of incorporated cities, or on a limited access highway	WSDOT <i>Design Manual</i>	WSDOT HQ	WSDOT Region

Facility	Design Standards	Deviation Approval	Design Approval
Non-National Highway Systems (Non-NHS)			
State Highways outside of incorporated cities, or on a limited access highway	WSDOT <i>Design Manual</i>	WSDOT HQ	WSDOT Region
State Highways within incorporated cities between back of curb to back of back curb	WSDOT <i>Design Manual</i>	WSDOT HQ	WSDOT Region
State Highways within incorporated cities beyond curb line	*City and County Design Standards See Chapter 42	WSDOT H&LP	City
City Streets (non-State Highways)	*City and County Design Standards See Chapter 42	WSDOT H&LP	City
County Roads	*City and County Design Standards See Chapter 42	WSDOT H&LP	County

*Bicycle Facilities and multi-use facilities per RCW 35.75.060 and 36.82.145 must follow the WSDOT *Design Manual*.

Different standards apply to the design of new construction/reconstruction, 3-R (resurfacing, restoration, and rehabilitation) and 2-R (resurfacing and restoration). Each of these terms is defined in Chapter 42. Local agencies must determine which standards apply before beginning design. See Chapter 42 for design standards on Non-NHS routes.

See Section 43.4 for information on Value Engineering.

41.2 Work Zone Safety and Mobility

All projects on the Interstate system must comply with the new FHWA/ WSDOT “Work Zone Safety and Mobility” rules. This rule applies to all federally funded projects advertised on or after October 12, 2007. It is recommended that any other federally funded project over \$10 million or any project that includes a detour also apply the “Work Zone Safety and Mobility” rules. WSDOT *Design Manual* has a list of requirements and key elements as well as a work zone design checklist.

41.3 Intelligent Transportation Systems (ITS)

Intelligent Transportation Systems (ITS) improve transportation safety and mobility and enhance productivity through the use of advanced communications technologies and their integration into the transportation infrastructure and in vehicles. These systems encompass a broad range of wireless and wire line communications-based information and electronics technologies.

Systems engineering processes are required on all federal aid projects incorporating ITS, as noted in 23 CFR 940.11. The systems engineering process, often referred to as the “V” diagram, is shown in Appendix 41.52. As shown in the appendix the systems engineering process contains a number of steps that are not included in the traditional project delivery process.

The form in Appendix 41.53 will meet the minimum requirements in 23 CFR 940 for a federal aid project. Agencies need to complete the form and keep it in the project design files for the entire document retention period of the project. The level of systems engineering used for a project should be on a scale commensurate with the scope, size, and risk of the project.

Refer to Chapter 1050 of the WSDOT *Design Manual* for more information on the ITS Systems Engineering Process.

41.4 Deviations

.41 General. The Agency is authorized to design projects to the standards as indicated in the table shown in Section 41.1. In the event all design standards cannot be incorporated into the design, the agency shall submit a deviation request for review and approval.

.42 Documentation. An agency shall document their reasons for the deviation. The deviation request shall include a description of the problem and its proposed solution and a vicinity map in sufficient detail to aid in evaluating the problem. The deviation request document is a stand alone engineering document. If references to other sources or documents are required, the document should use the appropriate quotes and excerpts as necessary.

An analysis of the engineering and financial aspects of the proposal as compared to the standard and options considered shall be provided. The analysis shall specifically address safety issues, including accident history and projections. It shall address applicable operational characteristics, including traffic speeds, traffic volumes, capacity and route continuity. It should include financial considerations such as high construction costs, unusual or extraordinary site conditions, or environmental requirements that may impact the decision. The analysis may include a Benefit/Cost comparison, and/or Life Cycle Costing of alternatives considered. The analysis should also include any other information which may be helpful as a future reference.

The level of detail of the request should be based on the relative complexity and scope of the project and the deviation requested. Requests will be considered based on the merits presented. This analysis and deviation request shall be documented and completed prior to the agency's completion of PS&E documents.

.43 Format. Appendix 41.51 is a sample Deviation Analysis Format sheet for use on locally owned facilities (deviations approved by WSDOT H&LP). Refer to the WSDOT *Design Manual* for format on all other deviations. The example is intended to present format only.

41.5 Appendices

- 41.51 Deviation Analysis Format Sample
- 41.52 Design Process V Diagram
- 41.53 Intelligent Transportation Systems Information Form

Appendix 41.51 Deviation Analysis Format Sample

Agency: _____

Project Title: _____

Project No.: _____

1. Posted Speed Limit: _____

2. Physical Comparison:

- a. Standard Geometrics
- b. Deviation Geometrics
- c. Discussion

3. Safety Issues:

- a. Accident History
- b. Accident Projections
- c. Discussion

4. Cost Comparison:

	Standard Cost	Deviation Cost	Discussion
Roadway			
Structure			
Other			

5. Reasons Standard Cannot be Achieved at This Time:

6. Certification:

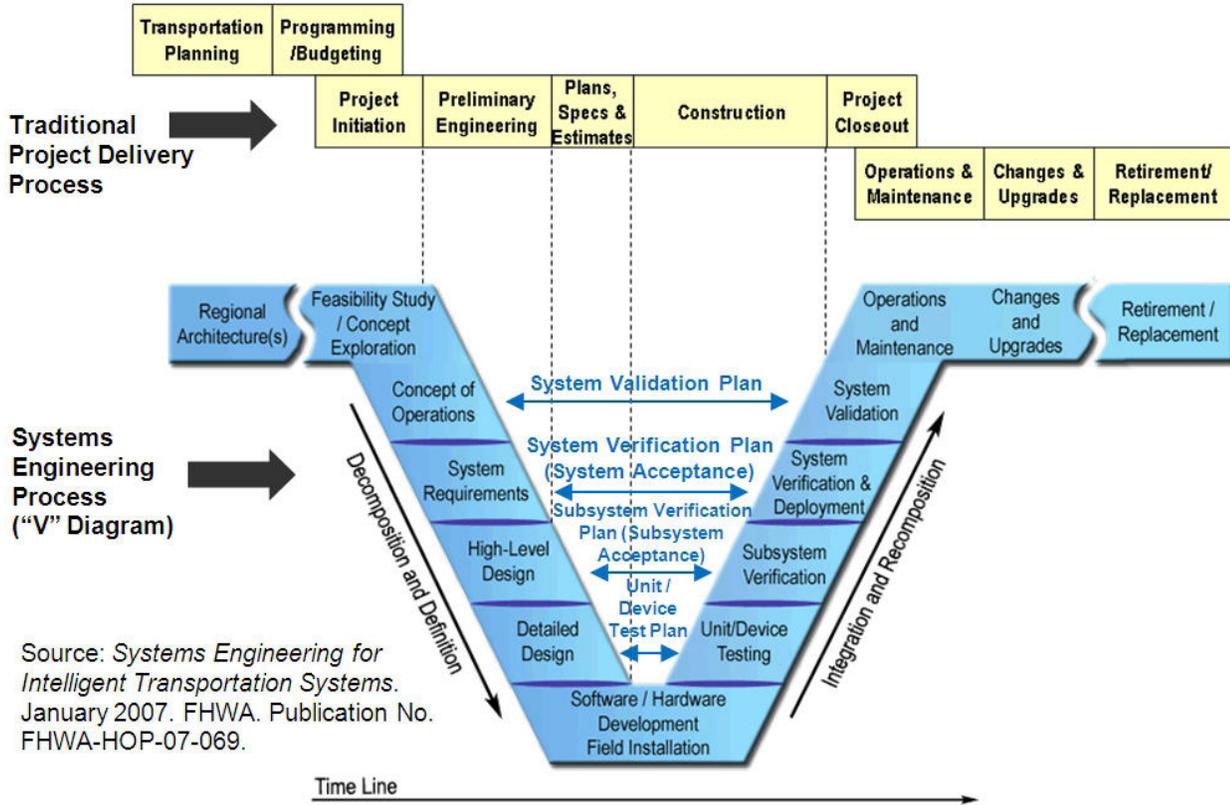
I have examined this deviation request and believe it to be in the best public interest that it be granted.

Local Agency Engineer

Date

Appendix 41.52

Design Process V Diagram



Source: *Systems Engineering for Intelligent Transportation Systems*. January 2007. FHWA. Publication No. FHWA-HOP-07-069.

Systems Engineering Process ("V" Diagram)

This form (or a form with the same information) must be completed for all Intelligent Transportation Systems (ITS) projects. Submit the form with the construction authorization request for all federal aid projects that include ITS.

Name of Project: _____

Region ITS Architecture: _____

- 1. Identify the portions of the Regional ITS Architecture being implemented. Is the project consistent with the architecture? Are revisions to the architecture required?**

Identify which user services, physical subsystems, information flows, and market packages are being completed as part of the project and explain how these pieces are part of the regional architecture.

- 2. Identify the participating agencies, their roles and responsibilities, and concept of operations.**

For the user services to be implemented, define the high-level operations of the system, including where the system will be used; functions of the system; performance parameters; the life cycle of the system; and who will operate and maintain the system. Establish requirements or agreements on information sharing and traffic device control responsibilities. The regional architecture operational concept is a good starting point for discussion.

- 3. Define the system requirements.**

Based on the above concept of operations, define the “what” and not the “how” of the system. During the early stages of the systems engineering process, break down the process into detailed requirements for eventual detailed design. The applicable high-level functional requirements from the regional architecture are a good starting point for discussion. A review of the requirements by the project stakeholders is recommended.

- 4. Provide an analysis of alternative system configurations and technology options to meet requirements.**

The analysis of system alternatives should outline the strengths and weaknesses, technical feasibility, institutional compatibility, and life cycle costs of each alternative. The project stakeholders should have input in choosing the preferred solution.

5. Identify procurement options.

Some procurement (contracting) options to consider include: consultant design/low-bid contractor, systems manager, systems integrator, task order, and design/build. The decision regarding the best procurement option should consider the level of agency participation, compatibility with existing procurement methods, role of system integrator, and life cycle costs.

There are different procurement methods for different types of projects. If the project significantly meets the definition of construction, then construction by low-bid contract would be used. If the project significantly meets the definition of software development/ hardware acquisition (in other words, an information technology project), then follow the acquisition processes outlined in the WSDOT Purchasing Manual. This option includes services for systems integration, systems management, and design.

6. Identify the applicable ITS standards and testing procedures.

Include documentation on which standards will be incorporated into the system design and justification for any applicable standards not incorporated. The standards report from the regional architecture is a good starting point for discussion.

7. Delineate the procedures and resources necessary for operations and management of the system.

In addition to the above concept of operations, document any internal policies or procedures necessary to recognize and incorporate the new system into the current operations and decision-making processes. Resources necessary to support continued operations, including staffing and training must also be recognized early and be provided for. Such resources must also be provided to support necessary maintenance and upkeep to ensure continued system viability.

42.8 2R Projects

.81 General Discussion. Funding restrictions do not always allow improvement of existing roadways to the standards desired. Therefore, when pavement condition reaches a minimal condition, cost effective pavement improvements are needed.

Resurfacing and restoration (2R) projects involve work to restore the existing roadway surface and appurtenances for safe and efficient highway operation. This type of project provides for resurfacing of the existing roadway to provide structural adequacy, to restore the roadway surface condition, and to consider making minor safety improvements.

Resurfacing of the roadway will normally be to the existing width. This should consider paving of previously unpaved shoulders. If short lengths of narrower lanes or shoulders exist within the project limits, widening should be considered to provide roadway section continuity within the project limits.

42.9 References

The designer may use the standards and rationales incorporated into the following manuals (see the following page for addresses to acquire reference materials).

AASHTO

- *A Policy on Geometric Design of Highways and Streets*, 2004 Edition
- *Guide for Design of Pavement Structures*
- *Highway Drainage Guidelines*
- *Guide for Roadway Lighting*
- *Roadside Design Guide*
- *Geometric Design of Very Low Volume Local Roads (ADT<400)*

Transportation Research Board (TRB)

- *Highway Capacity Manual*

Washington State Department of Transportation (WSDOT)

- *Standard Specifications for Road, Bridge, and Municipal Construction*
- Supplement to MUTCD (WAC 468-95)
- *Bridge Design Manual*
- *Highway Hydraulics Manual*
- *Standard Plans for Road, Bridge, and Municipal Construction*
- *Design Manual (except for 2R/3R)*

- *Pavement Design Manual*
- *A Guide for Local Agency Sidewalk Details*, WSDOT Headquarters Highways and Local Programs, Washington State Technology Transfer Center

Institute of Transportation Engineers (ITE)

- *Traffic Engineering Handbook*

FHWA

- *Manual of Uniform Traffic Control Devices (MUTCD)*
- 49 CFR Part 27 and Designing Sidewalks & Trails for Access, Part II

ADA

- 28 CFR Part 35, 28 CFR Part 36, Appendix A, and the Access Board's Proposed Public Right of Way Guidelines
- Public Rights-of-Way Access Advisory Committee (PROWAAC)
http://ite.org/accessible/prowaac/prowaac/_specialreport.pdf
- Local Agency ADA Planning and Design Resource
www.wsdot.wa.gov/ta/operations/localplanning/ada.html

Roundabouts

- NCHRP Synthesis 264 – Modern Roundabout Practice in the United States, Transportation Research Board
- FHWA – Roundabouts, An Informational Guide
- WSDOT *Design Manual*

Traffic Calming

- *A Guidebook for Residential Traffic Management*, Final Report, December 1994, WSDOT Highways and Local Programs Service Center, Washington State Technology Transfer Center.

.91 Websites and Addresses to Acquire Reference Materials

AASHTO

AASHTO Bookstore

https://bookstore.transportation.org/item_details.aspx?id=104

TRB

Transportation Research Board National Research Council

500 5th Street NW

Washington, DC 20418

www.trb.org/highways1/public/highways.aspx

WSDOT

Publications Services
PO Box 47304
Olympia, WA 98504-7304
(360) 705-7430
www.wsdot.wa.gov/publications/manuals/

ITE

Institute of Transportation Engineers
1627 Eye Street NW Ste 600
Washington, DC 20006
(202) 785-0060
(202) 785-0609 (fax)
<http://ite.org/>

MUTCD

<http://mutcd.fhwa.dot.gov/ser-pubs.htm>

ADA

Office of the General Counsel Architectural and Transportation Barriers
Compliance Board
1331 F Street NW, Suite 1000
Washington, DC 20004-1111
www.access.board.gov/

42.10 Appendices

42.101 Local Agency Non-NHS Design Matrix Checklists

42.102 Vacant

The bidder is hereby advised that by signature of this proposal he/she is deemed to have acknowledged all requirements and signed all certificates contained herein.

A proposal guaranty in an amount of five percent (5%) of the total bid, based upon the approximate estimate of quantities at the above prices and in the form as indicated below, is attached hereto:

- | | | |
|-----------------|--------------------------|--|
| CASH | <input type="checkbox"/> | IN THE AMOUNT OF _____ |
| CASHIER'S CHECK | <input type="checkbox"/> | _____ DOLLARS |
| CERTIFIED CHECK | <input type="checkbox"/> | (\$ _____) PAYABLE TO THE STATE TREASURER |
| PROPOSAL BOND | <input type="checkbox"/> | IN THE AMOUNT OF 5% OF THE BID |

** Receipt is hereby acknowledged of addendum(s) No.(s) _____, _____ & _____.

SIGNATURE OF AUTHORIZED OFFICIAL(S)

FIRM NAME _____

(ADDRESS) _____

PROPOSAL MUST BE SIGNED →

- 1e
- (1) This proposal form is not transferable and any alteration of the firm's name entered hereon without prior permission from the Secretary of Transportation will be cause for considering the proposal irregular and subsequent rejection of the bid.
 - (2) Please refer to section 1-02.6 of the standard specifications, re: "Preparation of Proposal," or "WSDOT Capital Facilities Projects" of the Instructions to Bidders for building construction jobs.
 - (3) Should it be necessary to modify this proposal either in writing or by electronic means, please make reference to the following proposal number in your communication _____

The screenshot shows a window titled "Bid Proposal Package" with a list of required forms. The forms are listed in green text on a dark background. At the bottom of the list are two links: "List View" in blue and "Close" in red.

Bid Proposal Package

- Proposal Package Data Entry
- Proposal Bond (DOT Form 272-001 EF)
- Non-Collusion Declaration (DOT Form 272-036H EF)
- Certification for Federal Aid Contracts (DOT Form 272-040 EF)
- Disadvantaged Business Enterprise Utilization Certification (DOT Form 272-056 EF)
- Disadvantaged Business Enterprise (DBE) Written Confirmation Document (DOT Form 422-031 EF)
- Region Ad and Award Contract Proposal - Signature Page (DOT Form 272-036C EF)
- Proposal - Signature Page (DOT Form 272-036D EF)
- Subcontractor's List (All Contracts over \$1,000,000) (DOT Form 271-015 EF)
- Contract Bond - Highway Construction (DOT Form 272-002 EF)
- Contract Bond- Building Construction (DOT Form 272-003 EF)
- Contract - Highway Construction (DOT Form 272-006 EF)
- Contract - Building Construction (DOT Form 272-008 EF)
- Contractor Prequal. Questionnaire and Affid. for Region Ad and Award Contracts (\$100,000 or Less) (DOT Form 272-063 EF)

[List View](#)

[Close](#)

1. Local Agencies must use Form 272-056 on all projects that have an established DBE goal.
2. Local Agencies may delete Form 272-036c.
3. Local Agencies may delete Form 272-063.

Note: This package is available electronically at www.wsdot.wa.gov/forms. Follow the instructions to download the package. The Bid Proposal Package is located behind the “agreement and Contract Forms” button.

Bid Proposal Package - Data Entry

Enter the Appropriate Information for the Proposal Package

Select the Location for this Bid Package

Is this an Initial or Revised Proposal?

Initial Revised

Proposal Number for this Bid Package

Leave this field blank. This is an initial bid package

Is this Bid Package for a Federal or State project?

Federal State

Enter the State Route Number for the Project (Include "SR")

Enter the Mileposts (include "MP") for the project

Enter the Job Title for the Project

Enter the PS&E Job Number(s)

Enter the Federal Aid Number(s). Leave blank if a State project

Proposal Package Data Entry
(Page 1 of 3)

Bid Proposal Package - Data Entry

Enter the Federal Aid Number(s). Leave blank if a State project

Enter the County(s) this project encompasses

Bid Open Time (24 hour clock)

Enter the street address for the Bid Opening

Enter the Bid opening Location. Include the room number if applicable

City **Zip Code**

Enter the mailing Post Office Box or Street Address for mail in Bids

Address

City **Zip Code**

Enter the Fax Number for Bid Changes

This field shows the Bid Opening information that will print on the Cover Page exactly as displayed. Please verify and correct any incorrect information

Proposal Package Data Entry
(Page 2 of 3)

Bid Proposal Package - Data Entry

Sealed bids will be received by the Department of Transportation at the , , Washington , until , or at , , Washington, , until :00 AM on the date scheduled for opening bids.

Click on forms to include in this Bid Package

Enter Correct Page Letter

- | | |
|--|-------|
| <input type="checkbox"/> Proposal Bond (272-001)
Use when bid bond is required | _____ |
| <input type="checkbox"/> Non-Collusion Declaration (272-036H)
Required for all Federal Aid jobs | _____ |
| <input type="checkbox"/> Certification for Federal Aid Contracts (272-040)
Required for all Federal Aid jobs over \$100,000 | _____ |
| <input type="checkbox"/> DBE Documentation Reminder Page
Required for Federal Aid jobs with DBE Condition of Award goals | _____ |
| <input type="checkbox"/> DBE Utilization Certification (272-056)
Required for Federal Aid jobs with DBE Condition of Award goals | _____ |
| <input type="checkbox"/> DBE Written Confirmation Document (422-031)
Required for Federal Aid jobs with DBE Condition of Award goals | _____ |
| <input type="checkbox"/> Subcontractor's List (271-015 EF)
Required for all jobs over \$1,000,000 | _____ |
| <input type="checkbox"/> Region Ad and Award Contract Proposal - Signature Page (272-036C)
Used only for contracts \$50,000 or less when no bond is required | _____ |
| <input type="checkbox"/> Proposal - Signature Page (272-036D)
Required for all jobs over \$1,000,000 | _____ |

Proposal Package Data Entry
(Page 3 of 3)



Proposal Bond

KNOW ALL MEN BY THESE PRESENTS, That we,

of _____ as principal, and the

a corporation duly organized under the laws of the state of _____, and authorized to do business in the State of Washington, as surety, are held and firmly bound unto the State of Washington in the full and penal sum of five (5) percent of the total amount of the bid proposal of said principal for the work hereinafter described, for the payment of which, well and truly to be made, we bind our heirs, executors, administrators and assigns, and successors and assigns, firmly by these presents.

The condition of this bond is such, that whereas the principal herein is herewith submitting his or its sealed proposal for the following highway construction, to wit:

said bid and proposal, by reference thereto, being made a part hereof.

NOW, THEREFORE, If the said proposal bid by said principal be accepted, and the contract be awarded to said principal, and if said principal shall duly make and enter into and execute said contract and shall furnish bond as required by the Department of Transportation within a period of twenty (20) days from and after said award, exclusive of the day of such award, then this obligation shall be null and void, otherwise it shall remain and be in full force and effect.

IN TESTIMONY WHEREOF, The principal and surety have caused these presents to be signed and sealed this _____ day of _____, _____.

(Principal)

(Surety)

(Attorney-in-fact)

DOT Form 272-001 EF
Revised 12/97

Proposal Bond (DOT Form 272-001 EF)

Failure to return this Declaration as part of the bid proposal package will make the bid nonresponsive and ineligible for award.

NON-COLLUSION DECLARATION

I, by signing the proposal, hereby declare, under penalty of perjury under the laws of the United States that the following statements are true and correct:

1. That the undersigned person(s), firm, association or corporation has (have) not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the project for which this proposal is submitted.
2. **That by signing the signature page of this proposal, I am deemed to have signed and to have agreed to the provisions of this declaration.**

NOTICE TO ALL BIDDERS

To report rigging activities call:

1-800-424-9071

The U.S. Department of Transportation (USDOT) operates the above toll-free "hotline" Monday through Friday, 8:00 a.m. to 5:00 p.m., eastern time. Anyone with knowledge of possible bid rigging, bidder collusion, or other fraudulent activities should use the "hotline" to report such activities.

The "hotline" is part of USDOT's continuing effort to identify and investigate highway construction contract fraud and abuse and is operated under the direction of the USDOT Inspector General. All information will be treated confidentially and caller anonymity will be respected.

DOT Form 272-036H EF
Revised 5/06

Non-Collusion Declaration (DOT Form 272-036H EF)

Certification for Federal-Aid Contracts

The prospective participant certifies by signing and submitting this bid or proposal, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

This certification is material representation of the fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.

The prospective participant also agrees by submitting his or her bid or proposal that he or she shall require that the language of this certification be included in all lower tier subcontracts, which exceed \$100,000 and that all such subrecipients shall certify and disclose accordingly.

DOT Form 272-040 EF
Revised 1/2000

Certification for Federal Aid Contracts (DOT Form 272-040 EF)



Disadvantaged Business Enterprise Utilization Certification

To be eligible for award of this contract the bidder must fill out and submit, as part of its bid proposal, the following Disadvantaged Business Enterprise Utilization Certification relating to Disadvantaged Business Enterprise (DBE) requirements. The Contracting Agency shall consider as non-responsive and shall reject any bid proposal that does not contain a DBE Certification which properly demonstrates that the bidder will meet the DBE participation requirements in one of the manners provided for in the proposed contract. If the bidder is relying on the good faith effort method to meet the DBE assigned contract goal, documentation in addition to the certificate must be submitted with the bid proposal as support for such efforts. The successful bidder's DBE Certification shall be deemed a part of the resulting contract. Information on certified firms is available from OMWBE, telephone 360-753-9693 or Toll Free 1-866-208-1064.

_____ certifies that the Disadvantaged Business Enterprise (DBE)
(Box 1) Name of Bidder

Firms listed below have been contacted regarding participation on this project. If this bidder is successful on this project and is awarded the contract, it shall assure that subcontracts or supply agreements are executed with those firms where an "Amount to be Applied Towards Goal" is listed. (If necessary, use additional sheet.)

Column 1 Name of DBE Certificate Number	Column 2 Project Role (Prime, Joint Venture, Subcontractor, Manufacturer, Regular Dealer, Supplier)	Column 3 Description of Work	Column 4 Amount to be Applied Towards Goal
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Disadvantaged Business Enterprise Subcontracting Goal: _____ DBE Total \$ _____
Box 2 Box 3 ***

* Regular Dealer status must be approved prior to bid submittal by the Office of Equal Opportunity, Wash. State Dept. of Transportation, on each contract.

** See the section "Counting DBE Participation Toward Meeting the Goal" in the Contract Document.

*** The Contracting Agency will utilize this amount to determine whether or not the bidder has met the goal. In the event of an arithmetic difference between this total and the sum of the individual amounts listed above, then the sum of the amounts listed shall prevail and the total will be revised accordingly. Participation in excess of the goal amount will be considered voluntary or race-neutral participation.

DOT Form 272-056 EF
Revised 1/2011

Disadvantaged Business Enterprises Utilization Certification (DOT Form 272-056 EF)



Disadvantaged Business Enterprise (DBE) Written Confirmation Document

As an authorized representative of the Disadvantaged Business Enterprise (DBE), I confirm that we have been contacted by the referenced bidder with regard to the referenced project and if the bidder is awarded the contract we will enter into an agreement with the bidder to participate in the project consistent with the information provided in the bidder's Disadvantaged Business Enterprise Utilization Certification.

Contract Title: _____

Bidder's Business Name: _____

DBE's Business Name: _____

DBE Signature: _____

DBE's Title: _____

Date: _____

DOT Form 422-031 EF
10/2010

Disadvantaged Business Enterprise (DBE) Written Confirmation Document
(DOT Form 422-031 EF)



**Region Ad and Award Contract
Proposal - Signature Page**

The undersigned hereby agrees to pay labor not less than the prevailing rates of wages in accordance with the requirements of the special provisions for this project.

Receipt is hereby acknowledged of addendum(s) No.(s) _____, _____ & _____

Signature of Authorized Official(s)

Proposal Must be Signed

Firm Name _____

Address _____

State of Washington Contractor's License No. _____

Federal ID No. _____

Note:

- (1) This proposal form is not transferable and any alteration of the firm's name entered hereon without prior permission from the Secretary of Transportation will be cause for considering the proposal irregular and subsequent rejection of the bid.
- (2) Please refer to section 1-02.6 of the standard specifications, re: "Preparation of Proposal," or "Article 4" of the Instruction to Bidders for building construction jobs.
- (3) Should it be necessary to modify this proposal either in writing or by electronic means, please make reference to the following proposal number on in your communication _____.
- (4) RCW 47.28.030 (2) applies: No bid deposit or performance bond shall be required but it shall be specified in the bidding proposal that each month the contractor may be required to submit paid invoices showing that disbursements have been made to laborers, materialmen, mechanics, and subcontractors due such persons from the previous progress payment. If such disbursements have not been made, the monthly progress payment shall be withheld pending receipt of the paid invoices.

DOT Form 272-036C EF
Revised 10/04

Region Ad and Award Contract Proposal - Signature Page (DOT Form 272-036C EF)



Proposal - Signature Page

The bidder is hereby advised that by signature of this proposal he/she is deemed to have acknowledged all requirements and signed all certificates contained herein.

A proposal guaranty in an amount of five percent (5%) of the total bid, based upon the approximate estimate of quantities at the above prices and in the form as indicated below is attached hereto:

- Cash In the Amount of _____
- Cashier's Check _____ Dollars
- Certified Check (\$ _____) Payable to the State Treasurer
- Proposal Bond In the Amount of 5% of the Bid

Receipt is hereby acknowledged of addendum(s) No.(s) _____, _____ & _____

Signature of Authorized Official(s)

Firm Name _____

Address _____

State of Washington Contractor's License No. _____

Federal ID No. _____

Note:

- (1) This proposal form is not transferable and any alteration of the firm's name entered hereon without prior permission from the Secretary of Transportation will be cause for considering the proposal irregular and subsequent rejection of the bid.
- (2) Please refer to section 1-02.6 of the standard specifications, re: "Preparation of Proposal," or "Article 4" of the Instruction to Bidders for building construction jobs.
- (3) Should it be necessary to modify this proposal either in writing or by electronic means, please make reference to the following proposal number in your communication _____.

DOT Form 272-036D EF
Revised 8/98

Proposal - Signature Page (DOT Form 272-036D EF)



Subcontractor List

Prepared in compliance with RCW 39.30.060 as amended

To Be Submitted with the Bid Proposal

Project Name _____

Failure to list subcontractors who are proposed to perform the work of HVAC (heating, ventilation and air conditioning), plumbing, as described in Chapter 18.106 RCW, and electrical as described in Chapter 19.28 RCW, or naming more than one subcontractor to perform the same work will result in your bid being non-responsive and therefore void.

Subcontractor(s) that are proposed to perform the work of heating, ventilation and air conditioning, plumbing, as described in chapter 18.106 RCW, and electrical as described in chapter 19.28 RCW must be listed below. The work to be performed is to be listed below the subcontractor(s) name. The requirement to name the prime contract bidder's proposed HVAC, plumbing and electrical subcontractors applies only to proposed HVAC, plumbing, and electrical subcontractors who will contract directly with the prime contract bidder submitting the bid to the public entity.

If no subcontractor is listed below, the bidder acknowledges that it does not intend to use any subcontractor to perform those items of work.

Subcontractor Name _____
Work to be Performed _____

Subcontractor Name _____
Work to be Performed _____

Subcontractor Name _____
Work to be Performed _____

Subcontractor Name _____
Work to be Performed _____

Subcontractor Name _____
Work to be Performed _____

Bidder's are notified that in the opinion of the enforcement agency PVC or metal conduit, junction boxes, etc, are considered electrical equipment and must be installed by a licensed electrical contractor, even if the installation is for future use and no wiring or electric current is connected during the project.
A licensed electrical contractor must be listed to perform the work.

DOT Form 271-015 EF
Revised 9/08

Subcontractor's List (All Contracts over \$1,000,000 (DOT Form 271-015 EF))



**Contract Bond -
Highway Construction**

KNOW ALL MEN BY THESE PRESENTS, That

of _____, as Principal, and
as Surety, are jointly and severally held and bound unto the State of Washington, in the penal sum of

Dollars (\$ _____), the payment of which we jointly and severally bind ourselves,
our heirs, executors, administrators, and assigns, and successors and assigns, firmly by these presents.

The CONDITION of this bond is such that WHEREAS, on the
day of _____ A.D., _____, the said

Principal, herein, executed a certain contract with the State of Washington, by the terms,
conditions, and provisions of which contract the said

Principal, herein, agree to furnish all material and do certain work, to wit: That

will undertake and complete the construction of _____,

according to the maps, plans and specifications made a part of said contract, which contract as so
executed, is hereunto attached, is now referred to and by reference is incorporated herein and made
a part hereof as fully for all purposes as if here set forth at length. This bond shall cover all
approved change orders as if they were in the original contract.

NOW, THEREFORE, if the Principal herein shall faithfully and truly observe and comply with the
terms, conditions, and provisions of said contract in all respects and shall well and truly and fully do and
perform all matters and things by them undertaken to be performed under said contract, upon the terms
proposed therein, and within the time prescribed therein, and until the same is accepted, and shall pay all
laborers, mechanics, subcontractors, and material men, and all persons who shall supply such contractor
or subcontractor with provisions and supplies for the carrying on of such work, and shall in all respects,
faithfully perform said contract according to law, then this obligation to be void, otherwise to remain in
full force and effect.

DOT Form 272-002 EF
Revised 6/99

**Contract Bond - Highway Construction (DOT Form 272-002 EF)
(Page 1 of 2)**

WITNESS our hands this _____ day of _____, _____

_____ (Principal)

_____ (Attorney-in-fact, Surety)

_____ Name and Address Local Office of Agent

APPROVED:

Washington State Department of Transportation

Secretary of Transportation

By: _____

Date: _____, _____

Surety Bond No.

WSDOT Contract No.

DOT Form 272-002 EF
Revised 12/97

**Contract Bond - Highway Construction (DOT Form 272-002 EF)
(Page 2 of 2)**



Washington State
Department of Transportation

Contract Bond - Building Construction

KNOW ALL MEN BY THESE PRESENTS, That

of _____, as Principal, and
as Surety, are jointly and severally held and bound unto the State of Washington, in the penal sum of

Dollars (\$ _____), for payment of which we jointly and severally bind ourselves,
our heirs, executors, administrators, and assigns, and successors and assigns, firmly by these presents.

The CONDITION of this bond is such that WHEREAS, on the
day of _____ A.D., _____, the said

Principal, herein, executed a certain contract with the State of Washington, by the terms, conditions, and
provisions of which contract the said

Principal, herein, agree to furnish all material and do certain work, to wit: That

will undertake and complete the construction of

according to the Contract Documents made a part of said contract, which contract as so executed, is
hereunto attached, is now referred to and by reference is incorporated herein and made a part hereof as
fully for all purposes as if here set forth at length. This bond shall cover all approved change orders as
if they were in the original contract.

NOW, THEREFORE, if the Principal herein shall faithfully and truly observe and comply with
the terms, conditions, and provisions of said contract in all respects and shall well and truly and fully do
and perform all matters and things by them undertaken to be performed under said contract, upon the
terms proposed therein, and within the time prescribed therein, and until the same is accepted, and shall
pay all laborers, mechanics, subcontractors, and material men, and all persons who shall supply such
contractor or subcontractor with provisions and supplies for the carrying on of such work, and shall in
all respects, faithfully perform said contract according to law, and shall further indemnify, save
harmless and reimburse said State of Washington from and for any defect or defects in any of the
workmanship or materials entering into any part of the work of the contractor performed pursuant to this
contract, which shall develop or be discovered within one year after the final acceptance of said
contract, then this obligation to be void, otherwise to remain in full force and effect, provided, the
liability hereunder for defects in materials or workmanship for a period of one year after the acceptance
of the work shall not exceed the sum of ten percent (10%) of the amount hereinabove set forth as the
penal sum of this Bond.

DOT Form 272-003 EF
Revised 6/99

Contract Bond - Building Construction (DOT Form 272-003 EF)
(Page 1 of 2)

WITNESS our hands this _____ day of _____, _____

(Principal)

(Attorney-in-fact, Surety)

Name and Address Local Office of Agent

APPROVED:

Washington State Department of Transportation

Secretary of Transportation

By: _____

Date: _____, _____

Surety Bond No.

WSDOT Contract No.

DOT Form 272-003 EF
Revised 12/97

Contract Bond - Building Construction (DOT Form 272-003 EF)
(Page 2 of 2)



Contract

THIS AGREEMENT, made and entered into this _____ day of _____, between the STATE OF WASHINGTON, acting through the Washington State Department of Transportation, and the Secretary of Transportation under and by virtue of Title 47 RCW, as amended and

hereinafter called the Contractor.

WITNESSETH:

That in consideration of the terms and conditions contained herein and attached and made a part of this agreement, the parties hereto covenant and agree as follows:

I. The Contractor shall do all work and furnish all tools, materials, and equipment for:

in accordance with and as described in the attached plans and specifications, and the standard specifications of the Washington State Department of Transportation which are by this reference incorporated herein and made part hereof and, shall perform any changes in the work in accord with the Contract Documents.

The Contractor shall provide and bear the expense of all equipment, work and labor, of any sort whatsoever that may be required for the transfer of materials and for constructing and completing the work provided for in these Contract Documents except those items mentioned therein to be furnished by the State of Washington.

II. The State of Washington hereby promises and agrees with the Contractor to employ, and does employ the Contractor to provide the materials and to do and cause to be done the above described work and to complete and finish the same in accord with the attached plans and specifications and the terms and conditions herein contained and hereby contracts to pay for the same according to the attached specifications and the schedule of unit or itemized prices at the time and in the manner and upon the conditions provided for in this contract.

DOT Form 272-006 EF
Revised 12/97

Contract Bond - Highway Construction (DOT Form 272-006 EF)
(Page 1 of 2)

III. The Contractor for himself/herself, and for his/her heirs, executors, administrators, successors, and assigns, does hereby agree to full performance of all covenants required of the Contractor in the contract.

IV. It is further provided that no liability shall attach to the State by reason of entering into this contract, except as provided herein.

IN WITNESS WHEREOF, the Contractor has executed this instrument, on the day and year first below written and the Secretary of Transportation has caused this instrument to be executed by and in the name of the said State of Washington and the Washington State Department of Transportation the day and year first above written.

Executed by the Contractor _____ , _____ .

(Contractor)

Washington State Department of Transportation

Secretary of Transportation

By: _____

Date: _____ , _____

DOT Form 272-006 EF
Revised 12/97

Contract Bond - Highway Construction (DOT Form 272-006 EF)
(Page 2 of 2)



Contract

THIS AGREEMENT, made and entered into this _____ day of _____, between the STATE OF WASHINGTON, acting through the Washington State Department of Transportation, and the Secretary of Transportation under and by virtue of Title 39 RCW, as amended and

hereinafter called the Contractor.

WITNESSETH:

That in consideration of the terms and conditions contained herein and attached and made a part of this agreement, the parties hereto covenant and agree as follows:

I. The Contractor shall do all work and furnish all tools, materials, and equipment for:

in accordance with and as described in the attached Contract Drawings and Project Manual, which are by this reference incorporated herein and made a part hereof, and as directed shall perform any changes in the work in accord with the Contract Documents.

The Contractor shall provide and bear the expense of all equipment, work and labor, of any sort whatsoever that may be required for the transfer of materials and for constructing and completing the work provided for in these Contract Documents except those items mentioned therein to be furnished by the State of Washington.

II. The State of Washington hereby promises and agrees with the Contractor to employ, and does employ the Contractor to provide the materials and to do and cause to be done the above described work and to complete and finish the same in accord with the attached Contract Drawings and Project Manual and the terms and conditions herein contained and hereby contracts to pay for the same according to the attached Schedule of Values and Contracts Sum at the time and in the manner and upon the conditions provided for in this contract.

DOT Form 272-008 EF
Revised 12/97

Contract Bond - Building Construction (DOT Form 272-008 EF)
(Page 1 of 2)

III. The Contractor for himself/herself, and for his/her heirs, executors, administrators, successors, and assigns, does hereby agree to full performance of all covenants required of the Contractor in the contract.

IV. It is further provided that no liability shall attach to the State by reason of entering into this contract, except as provided herein.

IN WITNESS WHEREOF, the Contractor has executed this instrument, on the day and year first below written and the Secretary of Transportation has caused this instrument to be executed by and in the name of the said State of Washington and the Washington State Department of Transportation the day and year first above written.

Executed by the Contractor _____, _____.

(Contractor)

Washington State Department of Transportation

Secretary of Transportation

By: _____

Date: _____, _____

DOT Form 272-008 EF
Revised 12/97

Contract Bond - Building Construction (DOT Form 272-008 EF)
(Page 2 of 2)

**Sample City Letter of Financial Responsibility
Appendix 44.74 (for State Ad and Award Only)**

Department of Transportation
Transportation Building
P.O. Box 47390
Olympia, Washington 98504-7308

Re:

(State Ad and Award)
Award of Project

Attn:
Assistant Secretary, Highways and Local Programs

Gentlemen:

The Mayor of the city of _____ gives permission to award the above noted project after advertisement and bid opening, where the bid to be awarded is not more than 10 percent above the current engineer's estimate.

Should the award bid exceed the current municipal agreement dated _____ the city agrees to assume the responsibility for arranging project financing in excess of the agreement after the contract is awarded.

Mayor

Date

**Sample County Letter of Financial Responsibility
Appendix 44.75 (for State Ad and Award Only)**

Washington State Transportation Commission
Department of Transportation
Transportation Building
Olympia, Washington 98504

Re:

(State Ad & Award)
Award of Project

Attn:
Assistant Secretary, Highways and Local Programs

Gentlemen:

The Board of County Commissioners of _____ County gives permission to award the above noted project after advertisement and bid opening, where the bid to be awarded is not more than 10 percent above the current engineer's estimate.

Should the award bid exceed the current municipal agreement dated _____ the county agrees to assume the responsibility for arranging project financing in excess of the agreement after the contract is awarded.

Chairman

Date

Appendix 44.76

Sample Estimate and Grouping (Metric)

Preliminary Estimate Dated: January 13, 1994

Title: North Ridge Road

Highway: Laramie County Road

Type of Work: Grading, surfacing, paving with asphalt concrete, construct cement concrete driveways, erosion control, and pavement marking.

Project: STPUL-6969(007)

County: Laramie

Total Length: Length of Project

Estimate Cost Data:

Contract Total	391,507.50
Engineering 15%	58,726.13

Total Cost of Project: 450,233.63

Note: Include below the line items such as: value of materials furnished by agency, agency force work, signs and traffic control, royalties, etc.

Item No.	Description	Unit	Price	Unit Quantity	Amount
1	Mobilization	Lump Sum		Lump Sum	\$ 20,000.00
2	Clearing and Grubbing	Lump Sum		Lump Sum	1,400.00
3	Roadway Excavation Including Haul	m ³	\$ 2.00	780.0	1,560.00
4	Embankment Compaction	m ³	1.00	413.0	413.00
5	Adjust Manhole	Each	300.00	12.0	3,600.00
6	Adjust Catch Basin	Each	100.00	24.0	2,400.00
7	Gravel Base Class B	Tonne	3.00	28,870.0	86,610.00
8	Crushed Surfacing Top Course	Tonne	5.00	6,500.0	32,500.00
9	Asphalt for Tack Coat	Tonne	200.00	10.0	2,000.00
10	Cement Contract Driveway 14 Day	m ²	16.00	289.0	4,624.00
11	Asphalt Concrete Pavement Class B Excluding Paving Asphalt	Tonne	15.00	10,283.0	154,245.00
12	Topsoil Type B	m ³	6.00	410.0	2,460.00
13	Cement Concrete Curb & Gutter	Lin. m	3.50	13,073.0	45,755.50
14	Lane Marker Type 1	Hundred	200.00	19.5	3,900.00
15	Lane Marker Type 2	Hundred	400.00	2.1	840.00
16	One-Way Piloted Traffic Control	Estimate			6,000.00
17	Labor for Traffic Control	Hour	12.00	600.0	7,200.00
18	Reconstruct Wooden Fence	Lin. m	8.00	2,000.0	<u>16,000.00</u>
	Contract Total				<u><u>\$ 391,507.50</u></u>
Laramie County Road North Ridge Road					

**Total Preliminary Estimate
Groups 1 and 2**

1/13/94

Project STPUL-6969(007)

Group No. 1
 Federal Participation

Description: Two 3.6 m lanes from Sta. 8+658.50 to Sta. 8+954.92
 F.A. Funds 83.01% Urban. Sales Tax 0.00%

Title: Laramie County Road Length: 9 kilometers

Item No.	Description	Unit	Price	Unit Quantity	Amount
1	Mobilization	Lump Sum			\$15,000.00
2	Clearing and Grubbing	Lump Sum			1,000.00
3	Roadway Excavation Including Haul	m ³	\$ 2.00	590.0	1,180.00
4	Embankment Compaction	m ³	1.00	313.0	313.00
5	Adjust Manhole	Each	300.00	9.0	2,700.00
6	Adjust Catch Basin	Each	100.00	18.0	1,800.00
7	Gravel Base Class B	Tonne	3.00	21,660.0	64,980.00
8	Crushed Surfacing Top Course	Tonne	5.00	4,900.0	24,500.00
9	Asphalt for Tack Coat	Tonne	200.00	7.0	1,400.00
10	Cement Contract Driveway 14 Day	m ²	16.00	209.0	3,344.00
11	Asphalt Concrete Pavement Class B Excluding Paving Asphalt	Tonne	15.00	7,773.0	116,595.00
12	Topsoil Type B	m ³	6.00	410.0	2,460.00
13	Cement Concrete Curb & Gutter	Lin. m	3.50	10,409.0	36,431.50
14	Lane Marker Type 1	Hundred	200.00	14.8	2,960.00
15	Lane Marker Type 2	Hundred	400.00	1.6	640.00
16	One-Way Piloted Traffic Control	Estimate			5,000.00
17	Labor for Traffic Control	Hour	12.00	500.0	6,000.00
18	Reconstruct Wooden Fence	Lin. m	8.00	2,000.0	16,000.00
	Group Subtotal				\$ 302,303.50
	Engineering 15 Percent				45,345.53
	Group 1 F.A. Total				<u>\$ 347,649.03</u>

Laramie County Road
 North Ridge Road

Group 1 Estimate

1/13/94

Project STPUL-6969(007)

Group No. 2
Local Funds Only

Description: Two 3.6 m lanes from Sta. 8+954.92 to Sta. 9+054.70
No. F.A. Funds and No Sales Tax

Title: Laramie County Road Length: 3 kilometers

Item No.	Description	Unit	Price	Unit Quantity	Amount
1	Mobilization	Lump Sum			\$ 5,000.00
2	Clearing and Grubbing	Lump Sum			400.00
3	Roadway Excavation Including Haul	m ³	\$ 2.00	190.0	380.00
4	Embankment Compaction	m ³	1.00	100.0	100.00
5	Adjust Manhole	Each	300.00	3.0	900.00
6	Adjust Catch Basin	Each	100.00	6.0	600.00
7	Gravel Base Class B	Tonne	3.00	7,210.0	21,630.00
8	Crushed Surfacing Top Course	Tonne	5.00	1,600.0	8,000.00
9	Asphalt for Tack Coat	Tonne	200.00	3.0	600.00
10	Cement Contract Driveway 14 Day	m ²	16.00	80.0	1,280.00
11	Asphalt Concrete Pavement Class B Excluding Paving Asphalt	Tonne	15.00	2,510.0	37,650.00
13	Cement Concrete Curb & Gutter	Lin. m	3.50	2,664.0	9,324.00
14	Lane Marker Type 1	Hundred	200.00	4.7	940.00
15	Lane Marker Type 2	Hundred	400.00	0.5	200.00
16	One-Way Piloted Traffic Control	Estimate			1,000.00
17	Labor for Traffic Control	Hour	12.00	100.0	1,200.00
	Group Subtotal				\$ 89,204.00
	Engineering 15 Percent				13,380.60
	Group 2 Local Funds Only Total				<u>\$ 102,584.60</u>

Laramie County Road
North Ridge Road

Group 2 Estimate

Appendix 44.76

Sample Estimate and Grouping (English)

Preliminary Estimate Dated: January 13, 1994

Title: North Ridge Road

Highway: Laramie County Road

Type of Work: Grading, surfacing, paving with asphalt concrete, construct cement concrete driveways, erosion control, and pavement marking.

Project: STPUL-6969(007)

County: Laramie

Total Length: Length of Project

Estimate Cost Data:

Contract Total	391,507.50
Engineering 15%	58,726.13

Total Cost of Project: 450,233.63

Note: Include below the line items such as: value of materials furnished by agency, agency force work, signs and traffic control, royalties, etc.

Item No.	Description	Unit	Price	Unit Quantity	Amount
1	Mobilization	Lump Sum		Lump Sum	\$ 20,000.00
2	Clearing and Grubbing	Lump Sum		Lump Sum	1,400.00
3	Roadway Excavation Including Haul	Cu. Yd.	\$ 2.00	780.0	1,560.00
4	Embankment Compaction	Cu. Yd.	1.00	413.0	413.00
5	Adjust Manhole	Each	300.00	12.0	3,600.00
6	Adjust Catch Basin	Each	100.00	24.0	2,400.00
7	Gravel Base Class B	Ton	3.00	28,870.0	86,610.00
8	Crushed Surfacing Top Course	Ton	5.00	6,500.0	32,500.00
9	Asphalt for Tack Coat	Ton	200.00	10.0	2,000.00
10	Cement Contract Driveway 14 Day	Sq. Yd.	16.00	289.0	4,624.00
11	Asphalt Concrete Pavement Class B Excluding Paving Asphalt	Ton	15.00	10,283.0	154,245.00
12	Topsoil Type B	Cu. Yd.	6.00	410.0	2,460.00
13	Cement Concrete Curb & Gutter	Lin. Ft.	3.50	13,073.0	45,755.50
14	Lane Marker Type 1	Hundred	200.00	19.5	3,900.00
15	Lane Marker Type 2	Hundred	400.00	2.1	840.00
16	One-Way Piloted Traffic Control	Estimate			6,000.00
17	Labor for Traffic Control	Hour	12.00	600.0	7,200.00
18	Reconstruct Wooden Fence	Lin. Ft.	8.00	2,000.0	<u>16,000.00</u>
	Contract Total				<u><u>\$ 391,507.50</u></u>
Laramie County Road North Ridge Road					

**Total Preliminary Estimate
Groups 1 and 2**

1/13/94

Project STPUL-6969(007)

Group No. 1
 Federal Participation

Description: Two 12 ft. lanes from Sta. 8+658.50 to Sta. 8+954.92
 F.A. Funds 83.01% Urban. Sales Tax 0.00%

Title: Laramie County Road Length: 5.614 miles

Item No.	Description	Unit	Price	Unit Quantity	Amount
1	Mobilization	Lump Sum			\$15,000.00
2	Clearing and Grubbing	Lump Sum			1,000.00
3	Roadway Excavation Including Haul	Cu. Yd.	\$ 2.00	590.0	1,180.00
4	Embankment Compaction	Cu. Yd.	1.00	313.0	313.00
5	Adjust Manhole	Each	300.00	9.0	2,700.00
6	Adjust Catch Basin	Each	100.00	18.0	1,800.00
7	Gravel Base Class B	Ton	3.00	21,660.0	64,980.00
8	Crushed Surfacing Top Course	Ton	5.00	4,900.0	24,500.00
9	Asphalt for Tack Coat	Ton	200.00	7.0	1,400.00
10	Cement Contract Driveway 14 Day	Sq. Yd.	16.00	209.0	3,344.00
11	Asphalt Concrete Pavement Class B Excluding Paving Asphalt	Ton	15.00	7,773.0	116,595.00
12	Topsoil Type B	Cu Yd.	6.00	410.0	2,460.00
13	Cement Concrete Curb & Gutter	Lin. Ft.	3.50	10,409.0	36,431.50
14	Lane Marker Type 1	Hundred	200.00	14.8	2,960.00
15	Lane Marker Type 2	Hundred	400.00	1.6	640.00
16	One-Way Piloted Traffic Control	Estimate			5,000.00
17	Labor for Traffic Control	Hour	12.00	500.0	6,000.00
18	Reconstruct Wooden Fence	Lin. Ft.	8.00	2,000.0	16,000.00
	Group Subtotal				\$ 302,303.50
	Engineering 15 Percent				45,345.53
	Group 1 F.A. Total				<u>\$ 347,649.03</u>

Laramie County Road
 North Ridge Road

Group 1 Estimate

1/13/94

Project STPUL-6969(007)

Group No. 2
Local Funds Only

Description: Two 12 ft. lanes from Sta. 8+954.92 to Sta. 9+054.70
No. F.A. Funds and No Sales Tax

Title: Laramie County Road Length: 1.900 miles

Item No.	Description	Unit	Price	Unit Quantity	Amount
1	Mobilization	Lump Sum			\$ 5,000.00
2	Clearing and Grubbing	Lump Sum			400.00
3	Roadway Excavation Including Haul	Cu. Yd.	\$ 2.00	190.0	380.00
4	Embankment Compaction	Cu. Yd.	1.00	100.0	100.00
5	Adjust Manhole	Each	300.00	3.0	900.00
6	Adjust Catch Basin	Each	100.00	6.0	600.00
7	Gravel Base Class B	Ton	3.00	7,210.0	21,630.00
8	Crushed Surfacing Top Course	Ton	5.00	1,600.0	8,000.00
9	Asphalt for Tack Coat	Ton	200.00	3.0	600.00
10	Cement Contract Driveway 14 Day	Sq. Yd.	16.00	80.0	1,280.00
11	Asphalt Concrete Pavement Class B Excluding Paving Asphalt	Ton	15.00	2,510.0	37,650.00
13	Cement Concrete Curb & Gutter	Lin. Ft.	3.50	2,664.0	9,324.00
14	Lane Marker Type 1	Hundred	200.00	4.7	940.00
15	Lane Marker Type 2	Hundred	400.00	0.5	200.00
16	One-Way Piloted Traffic Control	Estimate			1,000.00
17	Labor for Traffic Control	Hour	12.00	100.0	1,200.00
	Group Subtotal				\$ 89,204.00
	Engineering 15 Percent				13,380.60
	Group 2 Local Funds Only Total				<u>\$ 102,584.60</u>

Laramie County Road
North Ridge Road

Group 2 Estimate

Topics for Interagency Coordination

Topic	Agency	Conditions Requiring	When to Initiate	References
Air Pollution	DOE	Air pollution from newly constructed point source asphalt plant, rock crusher, etc.).	Prior to commencing construction.	RCW 70.94.152
Airport-Roadway Clearance	FAA	Airspace intrusion of roadway facility (proposed construction in the vicinity of public use/military airports may require FAA notice).	During design/prior to commencing construction.	FHPM 6-1-1-2 FAA Req. p.77
Building Permit	County/City	Construction of any building – value of materials over \$500.	Prior to commencing construction.	RCW 36.21.080
Coastal Zone Management	DOE	Applicants for federal permit/ license are required to certify that the activity will comply with the state's Coastal Zone Management program (Shoreline Management Act).	When applying for permit.	CZMA Sec. 307, 16 USC 145, RCW 90-58
Conditional Use Permit	Counties/ Cities, DOE	Development within 61 m (200 feet) of water must be consistent with the local Shoreline Master Plan.	No permit if consistent.	RCW 36.70
Cultural, Archaeological, or Historic Sites (Sec. 106)	OAHP, FHW, ACHPA	Suspected/actual, cultural/ archaeological historic properties impacted by project.	During preparation of environmental document.	RCW 43.51.750, 36 CFR 800, 16 USC 470 Historic, Preservation Act #106
Endangered/ Threatened Species	USFWS/ NMFS	Plant or animal species that are suspected to be or actually are, of endangered or threatened status.	During preparation of environmental document.	16 USC 1531-1543
Fish and Wildlife	USFWS, WS,	Departments of Fisheries and Game.	Consultant required when any waters are proposed to be modified or controlled.	During preparation of environmental document
Floodplains	DOE/ Counties	Any structure/activity which may adversely the flood regime of any stream within the affect flood zone.	After/during preparation or environmental document.	State-Flood Control Zone Act of 1935 Federal EO 11988 (Floodplain Management)
Forest Practices Approval	DNR (Area Offices)	Public/private land capable of supporting merchantable timber – some activities: road construction, pits, pesticide use, hydraulic permits, shoreline permits, reforestation, etc.	Environmental document phase/prior to commencing construction.	WAC 222
Hydraulics Permit	WS Depts. of Fisheries and Game	Projects that will use, divert, obstruct, or change the natural flow or bed of any state waters (culvert work, realignment, bridge replacement, etc.).	During/after preparation of environmental document.	RCW 75.20.100

Topic	Agency	Conditions Requiring	When to Initiate	References
Prime & Unique Farmland	Soil Conservation Services (USDOA)	Lands impacted are of prime or unique status.	During preparation of environmental document.	7 CFR 650
Restricted Hydro-Electric Land	FERC	Utilize land from a FERC Licensed Project.	During preparation of environmental document.	18 CFR Part 2,.13
"Section 4(f)" Lands	FHWA, Affected Agency DOI, HUD, and USDOA	Use of park and recreation lands, wildlife and waterfowl refuges, and historic sites of national, state or local significance.	During preparation of environmental document Amended 5/19/78), FHPM 7-7-2(20), 23 CFR 138.	49 USC 1651 (f), DOT Act of 1966 #4
Sewage Facilities	DOE/DSHS/ County	Construction modification of domestic/industrial wastewater facilities (sewer relocation, rest area construction, etc.) DOE: greater than 54 900 L/Day (14,500 gpd) surface water discharge, or a mechanical-treatment- process involvement. DSHS: 13 200 L/ Day (3,500 gpd) to 54 900 L/Day (14,500 gpd) County: less than 13 200 L/Day (3,500 gpd).	Prior to commencing construction.	RCW 90.48.110 WAC 173.240
Shoreline Management Substantial Development	Counties/ Cities DOE	Shoreline development or construction valued at \$1,000 or more, or materially interfering with normal public use of water.	During preparation of environmental document.	RCW 90.58
Short-Term Modification (Water Quality)	DOE	Short-term activities which may result in temporary reduction of water quality standard, and activities not subject to a waste discharge permit or water quality certification.	During design.	WAC 173-201-035 (8)(e), WAC 173-201-035 (5)(a), (WAC 173-102-100(2)
SM-2 Surface Mine Reclamation	DNR	Mining (pitsites, quarries), 0.8 ha (2 acres) or more/9 091 tonnes (10,000 tons) or more.	During preparation of environmental document.	WAC 22 — Forest Practices Act
Sole Source Aquifer	EPA	Any activity which may affect the aquifer recharge zone.	During preparation of environmental document.	SDWA P.L. 93-423
State Waste Disposal	DOE	Discharge of waste material from sand and gravel washing, pit dewatering, or cement/asphalt plant discharge into state waters.	During design WAC 173-220.	RCW 90.48.160
Temporary Air Pollution	Local Air Pollution Control Authority/ DOE	Pollutants above allowed levels for temporary periods.	Prior to commencing construction.	RCW 70.94
Water Pollution Discharge (NPDES)	DOE	Discharge of pollutants into state surface waters.	During design.	WAC 173-220, FHPCA #402, 33 USC 1344, RCW 90.48.260

Topic	Agency	Conditions Requiring	When to Initiate	References
Water Quality	DOE	Prior to issuance of a federal permit/license for activity which involves discharge into navigable waters, certification of compliance with state water quality standards is necessary.	During project development.	FHWA #401, RCW 90.48.260, WAC 173-225
Water Rights	DOE	Appropriation of ground water or surface water.	Prior to putting water to use.	RCW 90.44,RCW 90.03.250
Waters/ Wetlands (Sec. 404 -Dredge/Fill)	Army Corps of Engineers (Coordination with USFWS)	Discharging, dredging, or placing fill materials within waters of the USA or adjacent wetlands.	Early stages of project development.	Sec. 404 FWPCA 1972, 33 USC 1344
Waterways (Sec. 10)	Army Corps of Engineers Coordination with USFWS)	Obstruction alteration, or improvement of any navigable water (rechanneling, piers, wharfs, dolphins, bulkheads, buoys, etc.).	Early stages of projects development.	Rivers and Harbors Act of 1899, 33 33 USC 401 #10
Waterways (Sec. 9)	Coast Guard (Coordination with USFWS)	Bridges and causeways in navigable waters, including all tidal-influenced streams.	After design.	Rivers and Harbors Act o of 1899,33 USC #9
Wetlands	USFWS or NMFS	Impact to lowlands covered with shallow and sometimes temporary/ intermittent waters (swamps, marches, bogs, sloughs, potholes, etc.).	During preparation of environmental document.	49 USC 1651, EO 11990 (Protection of Wetlands)
Wild & Scenic Rivers	USFS/NPS	Impacts to rivers or streams in or having potential for designation in the National Wild and Scenic River System.	During preparation of environmental document.	

LEGEND:

ACHP – Advisory Council on Historic Preservation
 CFR – Code of Federal Regulations
 CZMA – Coastal Zone Management Act
 DNR – Department of Natural Resources (State)
 DOE – Department of Ecology (State)
 DOI – U.S. Department of Interior
 DOT – U.S. Department of Transportation
 EO – Executive Order
 EPA – Environmental Protection Agency (federal)
 FAA – Federal Aviation Administration (DOT)
 FERC – Federal Energy Regulatory Commission
 FHWA – Federal Highway Administration (DOT)
 FWCA – Fish And Wildlife Coordination Act
 FWPCA – Federal Water Pollution Control Act
 FHPM – Federal Highway Program Manual

NMFS – National Marine Fisheries Service (Department of Commerce)
 NPDES – National Pollutant Discharge Elimination System
 NPS – National Park Service (DOI)
 OAHP – Office of Archaeology and Historic Preservation (State)
 RCW – Revised Code of Washington
 SDWA – Safe Drinking Water Act
 USC – United States Code
 USDOA – U.S. Department of Agriculture
 USFS – U.S. Forest Service (USDOA)
 WAC – Washington Administrative Code
 WS – Washington State

Appendix 44.78

Local Agency Plans Preparation Checklist



**Washington State
Department of Transportation**

Local Agency Plans Preparation Checklist

Rd/St. No./Name	Project No.	P.I.N.	Federal Aid No.	Local Agency
Job Title				Program
Design Engineer	Phone Number	Reviewer	Phone Number	
X Items Required On This Project		IN Initial When Complete		
Permits & Approvals		N/A	X	IN
Army Corp of Eng. (Sec. 10 Or Sec. 404)				
FAA Airport/Highway Clearance				
FERC Restricted Hydro-Electric Land				
USFWS Wetlands Report				
USFWS/NMFS Endangered/Threatened Species		X		
Soil Conservation Service Prim & Unique Farmlands				
Nat/ Forest Restriction				
Park Restriction (4 (f))				
OAHP Historic/Archaeological (Sec. 106)		X		
EPA Sole Source Aquifer				
Dept's Of Fish And Wildlife HPA				
DOE Water Quality Cert.				
DOE/Counties Flood Plains				
DOE Coastal Zone Management Act				
DOE Discharge of Pollutants into Surface Water (NPDES)				
DOE State Waste Disposal				
DOE Short Term Mod.				
DOE Water Right Approp.				
DOE Water Pollution Control Plan				
Counties/Cities DOE Shoreline Management Substantial Development				
Counties Cities DOE conditional use				
EIS Commitments				
NEPA (All Federal Aid Projects)				
SEPA		X		
Railroads		N/A	X	IN
Railway Easement (Checked For Stipulations)				
Railway Construction Agreement				
Railroad Insurance				
Flagging Cost Estimate				
Cities		N/A	X	IN
Approval Of City Streets As Detours (Agreement)				
City Participation In Cost (Agreement)				
City Streets Used As Haul Roads (Agreement)				
Construction Permits				X
Turnback Agreement				X
County		N/A	X	IN
Approval Of County Roads As Detours (Agreement)				
County Participation In Cost (Agreement)				
County Roads Used As Haul Roads (Agreement)				
Construction Permits				
Turnback Agreement				
Compare Previous Approvals		N/A	X	IN
Detours				
Approved Rec. Plan For Pit Site				
Approval For Tied Bids				
Approval <u>Not</u> To Use Bridge Approach Slab				
Hydraulics		N/A	X	IN
Pipe Alternates				
Materials		N/A	X	IN
Sufficient Quantity In Pit Site				
Spec. Conditions - Wet Soil, Unsuitable, Etc.				
Spec. Treat. For Exist. Pave.				
Ret. Wall Data Sheet For Rock Walls Over 5' And All Other Walls Over 10'				
pH And Soil Resistivity Values For Pipe Alternates				
Plans - General		N/A	X	IN
Township, Range, Subdivision, North Arrow, Scale Bar Each Sheet			X	
State Boundary, County Line, Corporate Limit				
Reservation, Park Or Forest Boundary				
Project Limits Noted			X	
Construction Limits Noted				
Federal Aid Sections Noted				
Ultimate Const. Detailed (FA Jobs)				
Note "Bridges Included" Or "Bridges Not Included"				
Equations Noted				
Contract Rec. Plan Included				
Index To Plans (More Than 30 Sheets)				
Sheets Numbered (In Pencil Or Use Ref. No. For Large Projects)				X
Project Title Block Left Blank				X
Sheets Identified In Lower Left Corner				X

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Page 1 of 5

Job Title				Project No.			
X Items Required On This Project				IN Initial When Complete			
Plans - General (continued)				Roadway Sections			
	N/A	X	IN		N/A	X	IN
Sheet Titles In Ink In Lower Right Title Block		<input checked="" type="checkbox"/>		Label Sections			
Local Agencies Seals & Signatures				Sta Limits For Each Sec-Entire Length Of Each Roadway Must Be Covered			
Consultant Signatures & Seals				Check For Overlap And Gaps In Stationing			
Consultant Written Consent To Revised Plan				Show Future On F.A. Projects For Future FA Funding			
All Plan Sheets In Proper Order		<input checked="" type="checkbox"/>		Conformance With Soils Report			
Connect. To Existing Streets, Driveways, Etc. (Field Rev.)				Conformance With Design Report			
No Combination Of Ink And Pencil On Same Sheet		<input checked="" type="checkbox"/>		Guardrail Widening Details			
Plan Symbols In Accord. Chapter 5 - Legend		<input checked="" type="checkbox"/>		Shoulder Dressing Details			
Min. Lettering Height 1/8" On Full Size Sheet		<input checked="" type="checkbox"/>		Slope Rounding Details			
				Broken Back Subgrade Shoulder Detail			
Vicinity Map	N/A	X	IN	ACP planing detail			
Reasonable Scale To Show The Project		<input checked="" type="checkbox"/>		Table For Variable Slopes			
Project Limits By Milepost And Stationing		<input checked="" type="checkbox"/>		Legend All Sheets			
Construction Limits By Milepost And Stationing				Reference Notes			
Equations And Exceptions				Note Equations And Exception			
Distance to towns (Rural Projects Only)				Lift thickness for ACP and surfacing (Compacted depth)			
Pit, Waste, And Stockpile Sites And Haul Roads				No "Min." Or "Max." For Surf. And Paving Depth Or Slopes			
Detour Routes							
Railroad Lines-IMPORTANT To Show Any In Area				Alignment, R/W, Grading & Existing Features Plan	N/A	X	IN
If Staged Project, Show Staging For Future FA Funding				Curve Data, Super Elevation Rates			
Show Bridge No.				Show Cut And Fill Catch Line			
				Monumentation - Protect Existing, Install New			
Summary of Quantities	N/A	X	IN	Legend Or Reference Note On All Sheet			
All Necessary Groups Per Design Manual		<input checked="" type="checkbox"/>		Alignment Plan Must Show R/W Centerline (Including R/W Curve Data) And Const. Centerline With Ties If Different			
Separate Groups For Agreement Work				R/W And L/A Must Agree With Approved R/W & L/A Plan			
Review For Order, Nomenclature And Standard Number		<input checked="" type="checkbox"/>		Show RR Alignment And RR R/W			
Look For Unusual And Non-Std Items - These Need Sp. Provs.		<input checked="" type="checkbox"/>		Are Easements And/Or Permits Required			
Used Std, Tem No. For Std. Item		<input checked="" type="checkbox"/>		Show Site Prep. And Demolition Work			
All Items Tabulated		<input checked="" type="checkbox"/>		All Items To Be Removed Shown			
Check Quantities From Plans		<input checked="" type="checkbox"/>		Show Fencing			
Q.A. Items				Show Guardrail (Or Paving Plan)			
Roadway Sections	N/A	X	IN	Quantity Tabulations	N/A	X	IN
Mainline				Same Order And Nomenclature As On Summary Of Quantities			
Ramps				Items Required On Q-tab Per Design Manual			
Frontage Roads				Round Off Quantities Per Design Manual			
City/County roads at intersections				Correct Totals (Sheet And Project)			
Road Approaches				Transfer Project Totals To Summary Of Quantities			
Detours				Guide Post Color And Reflector Type Indicated			
Trails				T-2 Raised Pave. Mark. Color Indicated			
Bridge Approach Slab							
Bridge							

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Job Title				Project No.			
X Items Required On This Project				IN Initial When Complete			
Quantity Tabulations (continued)				Structure Notes (continued)			
	N/A	X	IN		N/A	X	IN
Traffic Arrow Type Indicated				Appropriate Special Provision Referred To In General Notes			
Agreement Items Denoted				Leave Several Station Lines Blank Between Ref. Sheet Nos.			
Plan Sheet Reference Number Filled In				Box Culvert Quantities			
Stations Agree With Plans							
Guardrail Placement Case							
Radius And G. R. Length For Non-Std. Bends				Drainage Plans and Profiles	N/A	X	IN
Design "F" Guardrail Terminal Approval By Bridge				Legend Or Reference Note On All Sheets			
Leave Every 5th Item Column And Station Line Blank				Need Profiles For Major Culverts And Sewer Systems			
Appropriate Special Provision Referred To In General Notes				Conformance With Hydraulics Report			
				Pipes Over 30" Dia. Need Design Review By Hydraulics			
Profiles	N/A	X	IN	Details Required For Work <u>Not</u> Covered By Standard Plans			
Mainline				Show Distance Between Structures (ie. \bar{C} . C.B. to \bar{C} . C.B.)			
Ramps							
Frontage Roads				Utility Relocations	N/A	X	IN
Detours				Existing Utilities Must Be Shown In Plan			
Trails				Reloc. Costs - Reflect In Below-The-Line Costs			
Show Equations And Exceptions				Timing Of Work-Address In Provision			
Plan/profile Sheets, Stationing Must Be Identical				Details			
Coordinate With Roadway Sections And Plans							
Show Bridges ("Included" Or "Not Included")				Channelization and Paving Plan	N/A	X	IN
Show Quantities Per Design Manual (10 Station Totals)				Paving Plan And Road. Sect. Must Agree			
Round Off Quantities Per Design Manual				Legend Or Reference Note On All Sheets			
Correct Totals To Summary Of Quantities				Show Paving Plan For I/C And Intersections			
Show Unsuit. Exc. Limits And Excavation Slopes				Channelization Detail			
Superelevation Diagrams, Match Rates As Shown On Alignment Plan				Show Guide Posts Especially I/C And Intersections			
Datum Symbol And Bench Mark Location				Show Pave. Marking (Optional)			
Show Road Approach Arrow & Indicate Lt. & Rt.							
				Miscellaneous Details	N/A	X	IN
Structure Notes	N/A	X	IN	Required For Work Not Covered By Standard Plan			
Order And Nomenclature Of Item As Shown On Summary Of Quantities							
Round Off Quantities Per Design Manual				Illumination Plans, Schedules and Details	N/A	X	IN
Correct Totals (Sheet & Project)				Legend Or Reference Notes On All Sheets			
Transfer Project Totals To Summary Of Quantities				Conflicts With Existing Features, i.e., Utilities, Drainage, & Sidewalks			
Consistency Between Structure Notes, Plans Profiles, And Spec's				All Work Within R/W Or Construction Permit Area			
Agreement Items Noted							
Steel, Alum., And Conc. Pipe Alter. Provided				Signal Plans, Schedules and Details	N/A	X	IN
Alternate Treat. For Steel And Alum. Pipe				Legend Or Reference Note On All Sheets			
Maximum Height Of Cover Column On Structure Notes In Pencil, Or Separate Level In Cad Files				Conflicts With Existing Features			
Note Beveled End Sections				Traffic Signal Approval/Permit No.			
Leave Every 5th Item Column Blank				All Work Within R/W Or Construction Permit Areas			

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Job Title				Project No.			
X Items Required On This Project				IN Initial When Complete			
Signing Plans and Sign Specifications				Traffic Control Plans (continued)			
Legend Or Reference Note On All Sheets				Bid Items Required For:			
Separate Set Of Plan Sheets For Construction Signing				N/A X IN			
Separate Plan Sheet Specification For Sign Removal/Relocation				N/A X IN			
Landscape				Traffic Control Plans			
Contour Grading Plan				N/A X IN			
Planting Detail				N/A X IN			
Approval From District Landscape				N/A X IN			
Approval From Hq Landscape				N/A X IN			
Wildflower Policy (Federal Aid Project)				N/A X IN			
Rest Areas				Traffic Control Plans			
N/A X IN				N/A X IN			
Viewpoints				Reasonable Quantities For Traffic Control Items - Send To Constr. Proj. Engr.'s For Approval			
N/A X IN				N/A X IN			
Minor Structures (Ret. Wall)				Special Provisions			
N/A X IN				N/A X IN			
Quantities tabulated				Notice To All Planholders			
Building Plans, Schedules and Details				Table Of Contents - Computer Generated			
N/A X IN				Amendments And GSP's Arranged In Proper Order			
Any Building Being Constructed Will Require A Building Permit				Revisions To All Division 1 Specifications Approved			
N/A X IN				Appendix prepared (Good Reproducible Copy)			
Bridge Plan				Special Provisions For All Non-Standard Items			
N/A X IN				Standard Items Table Is A Guide To What Items Need Specials: Need A Special Provision For Each Item That Appears On The Summary Of Quantities That Is Not Covered In Standard Specifications			
Match Of Wingwalls To Walls On District PS&E				Sales Tax Checked, Appropriate GSP Used			
Items To Be Included On Plans				Special Provision For Agree, Stipulation			
Gravel Backfill				Check Amendments And GSP's Against Up-to-date Index List			
Drainage				Any Fed. Money In A Proj. Requires All Fed Provision Per GSP Index			
Barrier				Prevention Of Environmental Pollution And Preservation Of Public Natural Resources (HB 621)			
Approach Slabs				Environmental Regulations - Verify Correct For Location			
Slope Protection				Obtain Copy Of Any New Ordinance And Get It Added To GSP's			
Conduit Runs				Archeological, Paleontological			
Aesthetic Appearance Of Bridge Connection To Barrier Or Guardrail				Wildlife, Fisheries And Pollution Regulations			
Log Of Test Boring Prepared				Additional Requirements Requested By F & W Etc., (From HPA, WPCP)			
Profile, Alignment, And Station Match PS&E				Expiration Date Of Permit And Work "Windows"			
Traffic Control Plans				Trainees - Determined In Headquarters			
N/A X IN				MBE Goal - Determined In Headquarters			
Project Specific Traffic Control Plans				RR Provisions			
Detour Plan If Needed - May Require Agreements Through Local Programs				Compare To Local Map To Find RR Lines			
Detour Sign Details							

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For those projects that require higher level NEPA documentation—Environmental Impact Statement (EIS) or Environmental Assessment (EA)—it is the responsibility of the local agency to prepare the NEPA document. Development of the EIS or EA shall be in accordance with the process outlined in LAG Chapter 24.

The local agency is responsible for ensuring compliance with SEPA and obtaining all applicable local, state, and federal permits.

62.5 Acquisition of Property

If the project requires additional right of way (the acquisition of land, buildings, or easements), the provisions of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 apply. If your agency is not a Certified Acceptance (CA) agency with approved Acquisition Procedures, contact your Region Local Programs Engineer for consultation and assistance prior to beginning any right of way processes.

62.6 Construction/Contract Documents

The contract documents for bids are required to incorporate federal requirements such as competitive bidding, DBE/EEO, and Buy America provisions, see Section 62.10 for the list of federal specifications. Projects within the highway, city street or county road right of way may require the inclusion of Davis Bacon prevailing wage rate. Please contact your Region Local Programs Engineer to determine if Davis Bacon prevailing wage rates apply. Contract documents shall be signed and stamped in accordance with state law.

Sole sourcing or use of trade names in specifications and on plans are discouraged and if used, is subject to the approval of the Region Local Programs Engineer.

Prior to advertising for publishing, manufacturing, and/or construction of a work product or project a copy of the PS&E, Scenic Byway Corridor Management Plans, interpretive signage, literature, etc., shall be provided to the WSDOT Region Local Program Engineer for final review and concurrence.

62.7 Advertising, Award, and Execution

The contract advertisement period is a minimum of two weeks. The agency will award and execute the contract to the lowest responsive bidder, unless the agency decides that all bids are to be rejected.

62.8 Certification Statement

After the completion of the contract and acceptance by the agency, a Certification Statement shall be provided to Region Local Programs Engineer. The Certification Statement must state that the work has been completed in accordance with the approved project prospectus and provide a Building Permit that has been signed off by the building inspector or must state that the work has been completed in accordance with the approved project prospectus, and applicable federal, state and local codes, public works contracting requirements and laws.

Entities that administer projects that include either education or training components are required to document the dates those components were begun and completed, the person who provided the training or education, that the education or training has been completed, and the number of attendees at each event. This documentation will be provided concurrently with the certification discussed above to the Region Local Programs Engineer.

62.9 WSDOT's Final Inspection

After the contract work is completed, the Region Local Programs Engineer will conduct a final inspection of the project.

62.10 Federal Specifications

Washington State Department of Transportation's *Standard Specifications for Road, Bridge, and Municipal Construction*

- 1-04.4 Changes
- 1-04.7 Differing Site Conditions (Changed Conditions)
- 1-07.11 Requirements for Nondiscrimination
- 1-08.1(1) Subcontractor Completion and Return of Retainage Withheld
- 1-08.9 Liquidated Damages

Washington State Department of Transportation's *General Special Provisions*

- 1-06.OPT1(A).GR1 Buy America
- 1-07.11.OPT1.GR1 EEO
- 1-07.11.OPT2.GR1 DBE Zero Goal (Race Neutral)
- 1-07.11.OPT3.FR1 DBE Mandatory Goal (Condition of Award)
- 1-07.12OPT1.GR1 Federal Agency Inspection
- FHWA 1273 Federal Aid Contract Provisions
- Davis Bacon Federal Wage Rates, if applicable.

62.100 Appendices

- 62.101 Project Administration Review (PAR)
- 62.102 Project Standards
- 62.103 Sample Criteria for Evaluating Planning Consultants