

# Local Agency A&E Professional Services Negotiated Hourly Rate Consultant Agreement

Agreement Number:

Firm/Organization Legal Name (do not use dba's): <b>DKS Associates</b>	
Address 1050 SW 6th Ave Suite 600 Portland, OR 97204	Federal Aid Number <b>HSIP-7025(004)</b>
UBI Number <b>601 460 417</b>	Federal TIN <b>94-2583153</b>
Execution Date	Completion Date <b>12-31-2028</b>
1099 Form Required <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Federal Participation <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Project Title <b>Camas Lake Road Safety Improvements</b>	
Description of Work Install horizontal curve warning signs, no passing zone signs, profiled pavement markings, and segment lighting. The City may supplement consultant agreement to future phases (RW/CN).	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No DBE Participation <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No MBE Participation <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No WBE Participation <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No SBE Participation	Maximum Amount Payable: <b>200693.84</b>

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THIS AGREEMENT, made and entered into as shown in the “Execution Date” box on page one (1) of this AGREEMENT, between the City of Camas, hereinafter called the “AGENCY,” and the “Firm / Organization Name” referenced on page one (1) of this AGREEMENT, hereinafter called the “CONSULTANT.”

WHEREAS, the AGENCY desires to accomplish the work referenced in “Description of Work” on page one (1) of this AGREEMENT and hereafter called the “SERVICES;” and does not have sufficient staff to meet the required commitment and therefore deems it advisable and desirable to engage the assistance of a CONSULTANT to provide the necessary SERVICES; and

WHEREAS, the CONSULTANT represents that they comply with the Washington State Statutes relating to professional registration, if applicable, and has signified a willingness to furnish consulting services to the AGENCY.

NOW, THEREFORE, in consideration of the terms, conditions, covenants, and performance contained herein, or attached and incorporated and made a part hereof, the parties hereto agree as follows:

## **I. General Description of Work**

The work under this AGREEMENT shall consist of the above-described SERVICES as herein defined, and necessary to accomplish the completed work for this project. The CONSULTANT shall furnish all services, labor, and related equipment and, if applicable, sub-consultants and subcontractors necessary to conduct and complete the SERVICES as designated elsewhere in this AGREEMENT.

## **II. General Scope of Work**

The Scope of Work and projected level of effort required for these SERVICES is described in Exhibit “A” attached hereto and by this reference made a part of this AGREEMENT. The General Scope of Work was developed utilizing performance based contracting methodologies.

## **III. General Requirements**

All aspects of coordination of the work of this AGREEMENT with outside agencies, groups, or individuals shall receive advance approval by the AGENCY. Necessary contacts and meetings with agencies, groups, and/or individuals shall be coordinated through the AGENCY. The CONSULTANT shall attend coordination, progress, and presentation meetings with the AGENCY and/or such State, Federal, Community, City, or County officials, groups or individuals as may be requested by the AGENCY. The AGENCY will provide the CONSULTANT sufficient notice prior to meetings requiring CONSULTANT participation. The minimum required hours or days’ notice shall be agreed to between the AGENCY and the CONSULTANT and shown in Exhibit “A.”

The CONSULTANT shall prepare a monthly progress report, in a form approved by the AGENCY, which will outline in written and graphical form the various phases and the order of performance of the SERVICES in sufficient detail so that the progress of the SERVICES can easily be evaluated.

The CONSULTANT, any sub-consultants, and the AGENCY shall comply with all Federal, State, and local laws, rules, codes, regulations, and all AGENCY policies and directives, applicable to the work to be performed under this AGREEMENT. This AGREEMENT shall be interpreted and construed in accordance with the laws of the State of Washington.

Participation for Disadvantaged Business Enterprises (DBE) or Small Business Enterprises (SBE), if required, per 49 CFR Part 26, shall be shown on the heading of this AGREEMENT. If DBE firms are utilized at the commencement of this AGREEMENT, the amounts authorized to each firm and their certification number will be shown on Exhibit “B” attached hereto and by this reference made part of this AGREEMENT. If the Prime CONSULTANT is, a DBE certified firm they must comply with the Commercial Useful Function (CUF) regulation outlined in the AGENCY’s “DBE Program Participation Plan” and perform a minimum of 30% of the total amount of this AGREEMENT. It is recommended, but not required, that non-DBE Prime CONSULTANTS perform a minimum of 30% of the total amount of this AGREEMENT.

In the absence of a mandatory DBE goal, a voluntary SBE goal amount of ten percent of the Consultant Agreement is established. The Consultant shall develop a SBE Participation Plan prior to commencing work. Although the goal is voluntary, the outreach efforts to provide SBE maximum practicable opportunities are not.

The CONSULTANT, on a monthly basis, shall enter the amounts paid to all firms (including Prime) involved with this AGREEMENT into the [wsdot.diversitycompliance.com](http://wsdot.diversitycompliance.com) program. Payment information shall identify any DBE Participation.

All Reports, PS&E materials, and other data furnished to the CONSULTANT by the AGENCY shall be returned. All electronic files, prepared by the CONSULTANT, must meet the requirements as outlined in Exhibit “C – Preparation and Delivery of Electronic Engineering and other Data.”

All designs, drawings, specifications, documents, and other work products, including all electronic files, prepared by the CONSULTANT prior to completion or termination of this AGREEMENT are instruments of service for these SERVICES, and are the property of the AGENCY. Reuse by the AGENCY or by others, acting through or on behalf of the AGENCY of any such instruments of service, not occurring, as a part of this SERVICE, shall be without liability or legal exposure to the CONSULTANT.

Any and all notices or requests required under this AGREEMENT shall be made in writing and sent to the other party by (i) certified mail, return receipt requested, or (ii) by email or facsimile, to the address set forth below:

If to AGENCY:

Name: James Carothers  
Agency: City of Camas  
Address: 616 4th AVE  
City: Camas State: WA Zip: 98671  
Email: [jcarothers@cityofcamas.us](mailto:jcarothers@cityofcamas.us)  
Phone: 360-817-7232  
Facsimile: 360-834-1535

If to CONSULTANT:

Name: Brian Copeland  
Agency: DKS Associates  
Address: 1050 SW 6th Ave, Suite 600  
City: Portland State: OR Zip: 97204  
Email: [bkc@dksassociates.com](mailto:bkc@dksassociates.com)  
Phone: 503-243-3500  
Facsimile:

#### **IV. Time for Beginning and Completion**

The CONSULTANT shall not begin any work under the terms of this AGREEMENT until authorized in writing by the AGENCY. All work under this AGREEMENT shall conform to the criteria agreed upon detailed in the AGREEMENT documents. These SERVICES must be completed by the date shown in the heading of this AGREEMENT titled “Completion Date.”

The established completion time shall not be extended because of any delays attributable to the CONSULTANT, but may be extended by the AGENCY in the event of a delay attributable to the AGENCY, or because of unavoidable delays caused by an act of GOD, governmental actions, or other conditions beyond the control of the CONSULTANT. A prior supplemental AGREEMENT issued by the AGENCY is required to extend the established completion time.

## V. Payment Provisions

The CONSULTANT shall be paid by the AGENCY for completed SERVICES rendered under this AGREEMENT as provided hereinafter. Such payment shall be full compensation for SERVICES performed or SERVICES rendered and for all labor, materials, supplies, equipment, and incidentals necessary to complete SERVICES. The CONSULTANT shall conform to all applicable portions of 48 CFR Part 31 ([www.ecfr.gov](http://www.ecfr.gov)).

- A. Hourly Rates: Hourly rates are comprised of the following elements - Direct (Raw) Labor, Indirect Cost Rate, and Fee (Profit). The CONSULTANT shall be paid by the AGENCY for work done, based upon the negotiated hourly rates shown in Exhibits “D” and “E” attached hereto and by reference made part of this AGREEMENT. These negotiated hourly rates will be accepted based on a review of the CONSULTANT’s direct labor rates and indirect cost rate computations and agreed upon fee. The accepted negotiated rates shall be memorialized in a final written acknowledgment between the parties. Such final written acknowledgment shall be incorporated into, and become a part of, this AGREEMENT. The initially accepted negotiated rates shall be applicable from the approval date, as memorialized in a final written acknowledgment, to 180 days following the CONSULTANT’s fiscal year end (FYE) date.

The direct (raw) labor rates and classifications, as shown on Exhibits “D” and “E” shall be subject to renegotiations for each subsequent twelve (12) month period (180 days following FYE date to 180 days following FYE date) upon written request of the CONSULTANT or the AGENCY. The written request must be made to the other party within ninety (90) days following the CONSULTANT’s FYE date. If no such written request is made, the current direct (raw) labor rates and classifications as shown on Exhibits “D” and “E” will remain in effect for the twelve (12) month period.

Conversely, if a timely request is made in the manner set forth above, the parties will commence negotiations to determine the new direct (raw) labor rates and classifications that will be applicable for the twelve (12) month period. Any agreed to renegotiated rates shall be memorialized in a final written acknowledgment between the parties. Such final written acknowledgment shall be incorporated into, and become a part of, this AGREEMENT. If requested, the CONSULTANT shall provide current payroll register and classifications to aid in negotiations. If the parties cannot reach an agreement on the direct (raw) labor rates and classifications, the AGENCY shall perform an audit of the CONSULTANT’s books and records to determine the CONSULTANT’s actual costs. The audit findings will establish the direct (raw) labor rates and classifications that will be applicable for the twelve (12) month period.

The fee as identified in Exhibits “D” and “E” shall represent a value to be applied throughout the life of the AGREEMENT.

The CONSULTANT shall submit annually to the AGENCY an updated indirect cost rate within 180 days of the close of its fiscal year. An approved updated indirect cost rate shall be included in the current fiscal year rate under this AGREEMENT, even if/when other components of the hourly rate are not renegotiated. These rates will be applicable for the twelve (12) month period. At the AGENCY’s option, a provisional and/or conditional indirect cost rate may be negotiated. This provisional or conditional indirect rate shall remain in effect until the updated indirect cost rate is completed and approved. Indirect cost rate costs incurred during the provisional or conditional period will not be adjusted. The CONSULTANT may request an extension of the last approved indirect cost rate for the twelve (12) month period. These requests for provisional indirect cost rate and/or extension will be considered on a case-by-case basis, and if granted, will be memorialized in a final written acknowledgment.

The CONSULTANT shall maintain and have accessible support data for verification of the components of the hourly rates, i.e., direct (raw) labor, indirect cost rate, and fee (profit) percentage. The CONSULTANT shall bill each employee’s actual classification, and actual salary plus indirect cost rate plus fee.

- A. Direct Non-Salary Costs: Direct Non-Salary Costs will be reimbursed at the actual cost to the CONSULTANT. These charges may include, but are not limited to, the following items: travel, printing, long distance telephone, supplies, computer charges, and fees of sub-consultants. Air or train travel will be reimbursed only to lowest price available, unless otherwise approved by the AGENCY. The CONSULTANT shall comply with the rules and regulations regarding travel costs (excluding air, train, and rental car costs) in accordance with the WSDOT's Accounting Manual M 13-82, Chapter 10 – Travel Rules and Procedures, and all revisions thereto. Air, train, and rental car costs shall be reimbursed in accordance with 48 Code of Federal Regulations (CFR) Part 31.205-46 "Travel Costs." The billing for Direct Non-salary Costs shall include an itemized listing of the charges directly identifiable with these SERVICES. The CONSULTANT shall maintain the original supporting documents in their office. Copies of the original supporting documents shall be supplied to the STATE upon request. All above charges must be necessary for the SERVICES provided under this AGREEMENT.
- B. Maximum Amount Payable: The Maximum Amount Payable by the AGENCY to the CONSULTANT under this AGREEMENT shall not exceed the amount shown in the heading of this AGREEMENT on page one (1.) The Maximum Amount Payable does not include payment for extra work as stipulated in section XIII, "Extra Work." No minimum amount payable is guaranteed under this AGREEMENT.
- C. Monthly Progress Payments: Progress payments may be claimed on a monthly basis for all costs authorized in A and B above. Detailed statements shall support the monthly billings for hours expended at the rates established in Exhibit "D," including names and classifications of all employees, and billings for all direct non-salary expenses. To provide a means of verifying the billed salary costs for the CONSULTANT's employees, the AGENCY may conduct employee interviews. These interviews may consist of recording the names, titles, salary rates, and present duties of those employees performing work on the SERVICES at the time of the interview.
- D. Final Payment: Final Payment of any balance due the CONSULTANT of the gross amount earned will be made promptly upon its verification by the AGENCY after the completion of the SERVICES under this AGREEMENT, contingent upon receipt of all PS&E, plans, maps, notes, reports, electronic data, and other related documents, which are required to be furnished under this AGREEMENT. Acceptance of such Final Payment by the CONSULTANT shall constitute a release of all claims for payment, which the CONSULTANT may have against the AGENCY unless such claims are specifically reserved in writing and transmitted to the AGENCY by the CONSULTANT prior to its acceptance. Said Final Payment shall not, however, be a bar to any claims that the AGENCY may have against the CONSULTANT or to any remedies the AGENCY may pursue with respect to such claims.

The payment of any billing will not constitute agreement as to the appropriateness of any item and at the time of final audit all required adjustments will be made and reflected in a final payment. In the event that such final audit reveals an overpayment to the CONSULTANT, the CONSULTANT will refund such overpayment to the AGENCY within thirty (30) calendar days of notice of the overpayment. Such refund shall not constitute a waiver by the CONSULTANT for any claims relating to the validity of a finding by the AGENCY of overpayment. Per WSDOT's "Audit Guide for Consultants," Chapter 23 "Resolution Procedures," the CONSULTANT has twenty (20) working days after receipt of the final Post Audit to begin the appeal process to the AGENCY for audit findings

E. Inspection of Cost Records: The CONSULTANT and their sub-consultants shall keep available for inspection by representatives of the AGENCY and the United States, for a period of six (6) years after receipt of final payment, the cost records and accounts pertaining to this AGREEMENT and all items related to or bearing upon these records with the following exception: if any litigation, claim or audit arising out of, in connection with, or related to this AGREEMENT is initiated before the expiration of the six (6) year period, the cost records and accounts shall be retained until such litigation, claim, or audit involving the records is completed. An interim or post audit may be performed on this AGREEMENT. The audit, if any, will be performed by the State Auditor, WSDOT's Internal Audit Office and /or at the request of the AGENCY's Project Manager.

## **VI. Sub-Contracting**

The AGENCY permits subcontracts for those items of SERVICES as shown in Exhibit "A" attached hereto and by this reference made part of this AGREEMENT.

The CONSULTANT shall not subcontract for the performance of any SERVICE under this AGREEMENT without prior written permission of the AGENCY. No permission for subcontracting shall create, between the AGENCY and sub-consultant, any contract or any other relationship.

Compensation for this sub-consultant SERVICES shall be based on the cost factors shown on Exhibit "E" attached hereto and by this reference made part of this AGREEMENT.

The SERVICES of the sub-consultant shall not exceed its maximum amount payable identified in each sub consultant cost estimate unless a prior written approval has been issued by the AGENCY.

All reimbursable direct labor, indirect cost rate, direct non-salary costs and fee costs for the sub-consultant shall be negotiated and substantiated in accordance with section V "Payment Provisions" herein and shall be memorialized in a final written acknowledgment between the parties

All subcontracts shall contain all applicable provisions of this AGREEMENT, and the CONSULTANT shall require each sub-consultant or subcontractor, of any tier, to abide by the terms and conditions of this AGREEMENT. With respect to sub-consultant payment, the CONSULTANT shall comply with all applicable sections of the STATE's Prompt Payment laws as set forth in RCW 39.04.250 and RCW 39.76.011.

The CONSULTANT, sub-recipient, or sub-consultant shall not discriminate on the basis of race, color, national origin, or sex in the performance of this AGREEMENT. The CONSULTANT shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the CONSULTANT to carry out these requirements is a material breach of this AGREEMENT, which may result in the termination of this AGREEMENT or such other remedy as the recipient deems appropriate.

## **VII. Employment and Organizational Conflict of Interest**

The CONSULTANT warrants that they have not employed or retained any company or person, other than a bona fide employee working solely for the CONSULTANT, to solicit or secure this contract, and that it has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the CONSULTANT, any fee, commission, percentage, brokerage fee, gift, or any other consideration, contingent upon or resulting from the award or making of this agreement. For breach or violation of this warrant, the AGENCY shall have the right to annul this AGREEMENT without liability or, in its discretion, to deduct from this AGREEMENT price or consideration or otherwise recover the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

Any and all employees of the CONSULTANT or other persons while engaged in the performance of any work or services required of the CONSULTANT under this AGREEMENT, shall be considered employees of the CONSULTANT only and not of the AGENCY, and any and all claims that may arise under any Workmen's Compensation Act on behalf of said employees or other persons while so engaged, and any and all claims made by a third party as a consequence of any act or omission on the part of the CONSULTANT's employees or other persons while so engaged on any of the work or services provided to be rendered herein, shall be the sole obligation and responsibility of the CONSULTANT.

The CONSULTANT shall not engage, on a full- or part-time basis, or other basis, during the period of this AGREEMENT, any professional or technical personnel who are, or have been, at any time during the period of this AGREEMENT, in the employ of the United States Department of Transportation or the AGENCY, except regularly retired employees, without written consent of the public employer of such person if he/she will be working on this AGREEMENT for the CONSULTANT.

Agreement Number:

**LA11158**

## VIII. Nondiscrimination

During the performance of this AGREEMENT, the CONSULTANT, for itself, its assignees, sub-consultants, subcontractors and successors in interest, agrees to comply with the following laws and regulations:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. Chapter 21 Subchapter V § 2000d through 2000d-4a)
- Federal-aid Highway Act of 1973 (23 U.S.C. Chapter 3 § 324)
- Rehabilitation Act of 1973 (29 U.S.C. Chapter 16 Subchapter V § 794)
- Age Discrimination Act of 1975 (42 U.S.C. Chapter 76 § 6101 *et. seq.*)
- Civil Rights Restoration Act of 1987 (Public Law 100-259)
- American with Disabilities Act of 1990 (42 U.S.C. Chapter 126 § 12101 *et. seq.*)
- 23 CFR Part 200
- 49 CFR Part 21
- 49 CFR Part 26
- RCW 49.60.180

In relation to Title VI of the Civil Rights Act of 1964, the CONSULTANT is bound by the provisions of Exhibit “F” attached hereto and by this reference made part of this AGREEMENT, and shall include the attached Exhibit “F” in every sub-contract, including procurement of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto.

## IX. Termination of Agreement

The right is reserved by the AGENCY to terminate this AGREEMENT at any time with or without cause upon ten (10) days written notice to the CONSULTANT.

In the event this AGREEMENT is terminated by the AGENCY, other than for default on the part of the CONSULTANT, a final payment shall be made to the CONSULTANT for actual hours charged at the time of termination of this AGREEMENT, plus any direct non-salary costs incurred up to the time of termination of this AGREEMENT.

No payment shall be made for any SERVICES completed after ten (10) days following receipt by the CONSULTANT of the notice to terminate. If the accumulated payment made to the CONSULTANT prior to Notice of Termination exceeds the total amount that would be due when computed as set forth in paragraph two (2) of this section, then no final payment shall be due and the CONSULTANT shall immediately reimburse the AGENCY for any excess paid.

If the services of the CONSULTANT are terminated by the AGENCY for default on the part of the CONSULTANT, the above formula for payment shall not apply.

In the event of a termination for default, the amount to be paid to the CONSULTANT shall be determined by the AGENCY with consideration given to the actual costs incurred by the CONSULTANT in performing SERVICES to the date of termination, the amount of SERVICES originally required which was satisfactorily completed to date of termination, whether that SERVICE is in a form or a type which is usable to the AGENCY at the time of termination, the cost to the AGENCY of employing another firm to complete the SERVICES required and the time which may be required to do so, and other factors which affect the value to the AGENCY of the SERVICES performed at the time of termination. Under no circumstances shall payment made under this subsection exceed the amount, which would have been made using the formula set forth in paragraph two (2) of this section.

If it is determined for any reason, that the CONSULTANT was not in default or that the CONSULTANT’s failure to perform is without the CONSULTANT’s or its employee’s fault or negligence, the termination shall be deemed to be a termination for the convenience of the AGENCY. In such an event, the CONSULTANT would be reimbursed for actual costs in accordance with the termination for other than default clauses listed previously.

The CONSULTANT shall, within 15 days, notify the AGENCY in writing, in the event of the death of any member, partner, or officer of the CONSULTANT or the death or change of any of the CONSULTANT's supervisory and/or other key personnel assigned to the project or disaffiliation of any principally involved CONSULTANT employee.

The CONSULTANT shall also notify the AGENCY, in writing, in the event of the sale or transfer of 50% or more of the beneficial ownership of the CONSULTANT within 15 days of such sale or transfer occurring. The CONSULTANT shall continue to be obligated to complete the SERVICES under the terms of this AGREEMENT unless the AGENCY chooses to terminate this AGREEMENT for convenience or chooses to renegotiate any term(s) of this AGREEMENT. If termination for convenience occurs, final payment will be made to the CONSULTANT as set forth in the second and third paragraphs of this section.

Payment for any part of the SERVICES by the AGENCY shall not constitute a waiver by the AGENCY of any remedies of any type it may have against the CONSULTANT for any breach of this AGREEMENT by the CONSULTANT, or for failure of the CONSULTANT to perform SERVICES required of it by the AGENCY.

Forbearance of any rights under the AGREEMENT will not constitute waiver of entitlement to exercise those rights with respect to any future act or omission by the CONSULTANT.

## **X. Changes of Work**

The CONSULTANT shall make such changes and revisions in the completed work of this AGREEMENT as necessary to correct errors appearing therein, without additional compensation thereof. Should the AGENCY find it desirable for its own purposes to have previously satisfactorily completed SERVICES or parts thereof changed or revised, the CONSULTANT shall make such revisions as directed by the AGENCY. This work shall be considered as Extra Work and will be paid for as herein provided under section XIII "Extra Work."

## **XI. Disputes**

Any disputed issue not resolved pursuant to the terms of this AGREEMENT shall be submitted in writing within 10 days to the Director of Public Works or AGENCY Engineer, whose decision in the matter shall be final and binding on the parties of this AGREEMENT; provided however, that if an action is brought challenging the Director of Public Works or AGENCY Engineer's decision, that decision shall be subject to judicial review. If the parties to this AGREEMENT mutually agree, disputes concerning alleged design errors will be conducted under the procedures found in Exhibit "J". In the event that either party deem it necessary to institute legal action or proceeding to enforce any right or obligation under this AGREEMENT, this action shall be initiated in the Superior Court of the State of Washington, situated in the county in which the AGENCY is located. The parties hereto agree that all questions shall be resolved by application of Washington law and that the parties have the right of appeal from such decisions of the Superior Court in accordance with the laws of the State of Washington. The CONSULTANT hereby consents to the personal jurisdiction of the Superior Court of the State of Washington, situated in the county in which the AGENCY is located.

## **XII. Legal Relations**

The CONSULTANT, any sub-consultants, and the AGENCY shall comply with all Federal, State, and local laws, rules, codes, regulations and all AGENCY policies and directives, applicable to the work to be performed under this AGREEMENT. This AGREEMENT shall be interpreted and construed in accordance with the laws of the State of Washington.

The CONSULTANT shall defend, indemnify, and hold the State of Washington (STATE) and the AGENCY and their officers and employees harmless from all claims, demands, or suits at law or equity arising in whole or in part from the negligence of, or the breach of any obligation under this AGREEMENT by, the CONSULTANT or the CONSULTANT's agents, employees, sub consultants, subcontractors or vendors, of any tier, or any other persons for whom the CONSULTANT may be legally liable; provided that nothing herein shall require a CONSULTANT

to defend or indemnify the STATE and the AGENCY and their officers and employees against and hold harmless the STATE and the AGENCY and their officers and employees from claims, demands or suits based solely upon the negligence of, or breach of any obligation under this AGREEMENT by the STATE and the AGENCY, their agents, officers, employees, sub-consultants, subcontractors or vendors, of any tier, or any other persons for whom the STATE and /or the AGENCY may be legally liable; and provided further that if the claims or suits are caused by or result from the concurrent negligence of (a) the CONSULTANT or the CONSULTANT's agents, employees, sub-consultants, subcontractors or vendors, of any tier, or any other persons for whom the CONSULTANT is legally liable, and (b) the STATE and/or AGENCY, their agents, officers, employees, sub-consultants, subcontractors and or vendors, of any tier, or any other persons for whom the STATE and/or AGENCY may be legally liable, the defense and indemnity obligation shall be valid and enforceable only to the extent of the CONSULTANT's negligence or the negligence of the CONSULTANT's agents, employees, sub-consultants, subcontractors or vendors, of any tier, or any other persons for whom the CONSULTANT may be legally liable. This provision shall be included in any AGREEMENT between CONSULTANT and any sub-consultant, subcontractor and vendor, of any tier.

The CONSULTANT shall also defend, indemnify, and hold the STATE and the AGENCY and their officers and employees harmless from all claims, demands, or suits at law or equity arising in whole or in part from the alleged patent or copyright infringement or other allegedly improper appropriation or use of trade secrets, patents, proprietary information, know-how, copyright rights or inventions by the CONSULTANT or the CONSULTANT's agents, employees, sub-consultants, subcontractors or vendors, of any tier, or any other persons for whom the CONSULTANT may be legally liable, in performance of the Work under this AGREEMENT or arising out of any use in connection with the AGREEMENT of methods, processes, designs, information or other items furnished or communicated to STATE and/or the AGENCY, their agents, officers and employees pursuant to the AGREEMENT; provided that this indemnity shall not apply to any alleged patent or copyright infringement or other allegedly improper appropriation or use of trade secrets, patents, proprietary information, know-how, copyright rights or inventions resulting from STATE and/or AGENCY's, their agents', officers and employees' failure to comply with specific written instructions regarding use provided to STATE and/or AGENCY, their agents, officers and employees by the CONSULTANT, its agents, employees, sub-consultants, subcontractors or vendors, of any tier, or any other persons for whom the CONSULTANT may be legally liable.

The CONSULTANT's relation to the AGENCY shall be at all times as an independent contractor.

Notwithstanding any determination by the Executive Ethics Board or other tribunal, the AGENCY may, in its sole discretion, by written notice to the CONSULTANT terminate this AGREEMENT if it is found after due notice and examination by the AGENCY that there is a violation of the Ethics in Public Service Act, Chapter 42.52 RCW; or any similar statute involving the CONSULTANT in the procurement of, or performance under, this AGREEMENT.

The CONSULTANT specifically assumes potential liability for actions brought by the CONSULTANT's own employees or its agents against the STATE and/or the AGENCY and, solely for the purpose of this indemnification and defense, the CONSULTANT specifically waives any immunity under the state industrial insurance law, Title 51 RCW. The Parties have mutually negotiated this waiver.

Unless otherwise specified in this AGREEMENT, the AGENCY shall be responsible for administration of construction contracts, if any, on the project. Subject to the processing of a new sole source, or an acceptable supplemental AGREEMENT, the CONSULTANT shall provide On-Call assistance to the AGENCY during contract administration. By providing such assistance, the CONSULTANT shall assume no responsibility for proper construction techniques, job site safety, or any construction contractor's failure to perform its work in accordance with the contract documents.

The CONSULTANT shall obtain and keep in force during the terms of this AGREEMENT, or as otherwise required, the following insurance with companies or through sources approved by the State Insurance Commissioner pursuant to Title 48 RCW.

## Insurance Coverage

- A. Worker's compensation and employer's liability insurance as required by the STATE.
- B. Commercial general liability insurance written under ISO Form CG 00 01 12 04 or its equivalent with minimum limits of one million dollars (\$1,000,000.00) per occurrence and two million dollars (\$2,000,000.00) in the aggregate for each policy period.
- C. Business auto liability insurance written under ISO Form CG 00 01 10 01 or equivalent providing coverage for any "Auto" (Symbol 1) used in an amount not less than a one million dollar (\$1,000,000.00) combined single limit for each occurrence.

Excepting the Worker's Compensation Insurance and any Professional Liability Insurance, the STATE and AGENCY, their officers, employees, and agents will be named on all policies of CONSULTANT and any sub-consultant and/or subcontractor as an additional insured (the "AIs"), with no restrictions or limitations concerning products and completed operations coverage. This coverage shall be primary coverage and non-contributory and any coverage maintained by the AIs shall be excess over, and shall not contribute with, the additional insured coverage required hereunder. The CONSULTANT's and the sub-consultant's and/or subcontractor's insurer shall waive any and all rights of subrogation against the AIs. The CONSULTANT shall furnish the AGENCY with verification of insurance and endorsements required by this AGREEMENT. The AGENCY reserves the right to require complete, certified copies of all required insurance policies at any time.

All insurance shall be obtained from an insurance company authorized to do business in the State of Washington. The CONSULTANT shall submit a verification of insurance as outlined above within fourteen (14) days of the execution of this AGREEMENT to:

Name: James E. Carothers, P.E.  
Agency: City of Camas  
Address: 616 NE 4th AVE  
City: Camas State: WA Zip: 98671  
Email: jcarathoers@cityofcamas.us  
Phone: 360-817-7230  
Facsimile: 360-834-1535

No cancellation of the foregoing policies shall be effective without thirty (30) days prior notice to the AGENCY.

The CONSULTANT's professional liability to the AGENCY, including that which may arise in reference to section IX "Termination of Agreement" of this AGREEMENT, shall be limited to the accumulative amount of the authorized AGREEMENT or one million dollars (\$1,000,000.00), whichever is greater, unless the limit of liability is increased by the AGENCY pursuant to Exhibit H. In no case shall the CONSULTANT's professional liability to third parties be limited in any way.

The parties enter into this AGREEMENT for the sole benefit of the parties, and to the exclusion of any third party, and no third party beneficiary is intended or created by the execution of this AGREEMENT.

The AGENCY will pay no progress payments under section V "Payment Provisions" until the CONSULTANT has fully complied with this section. This remedy is not exclusive; and the AGENCY may take such other action as is available to it under other provisions of this AGREEMENT, or otherwise in law.

### **XIII. Extra Work**

- A. The AGENCY may at any time, by written order, make changes within the general scope of this AGREEMENT in the SERVICES to be performed.
- B. If any such change causes an increase or decrease in the estimated cost of, or the time required for, performance of any part of the SERVICES under this AGREEMENT, whether or not changed by the order, or otherwise affects any other terms and conditions of this AGREEMENT, the AGENCY shall make an equitable adjustment in the: (1) maximum amount payable; (2) delivery or completion schedule, or both; and (3) other affected terms and shall modify this AGREEMENT accordingly.
- C. The CONSULTANT must submit any “request for equitable adjustment,” hereafter referred to as “CLAIM,” under this clause within thirty (30) days from the date of receipt of the written order. However, if the AGENCY decides that the facts justify it, the AGENCY may receive and act upon a CLAIM submitted before final payment of this AGREEMENT.
- D. Failure to agree to any adjustment shall be a dispute under the section XI “Disputes” clause. However, nothing in this clause shall excuse the CONSULTANT from proceeding with the AGREEMENT as changed.
- E. Notwithstanding the terms and conditions of paragraphs (A.) and (B.) above, the maximum amount payable for this AGREEMENT, shall not be increased or considered to be increased except by specific written supplement to this AGREEMENT.

### **XIV. Endorsement of Plans**

If applicable, the CONSULTANT shall place their endorsement on all plans, estimates, or any other engineering data furnished by them.

### **XV. Federal Review**

The Federal Highway Administration shall have the right to participate in the review or examination of the SERVICES in progress.

### **XVI. Certification of the Consultant and the Agency**

Attached hereto as Exhibit “G-1(a and b)” are the Certifications of the CONSULTANT and the AGENCY, Exhibit “G-2” Certification Regarding Debarment, Suspension and Other Responsibility Matters - Primary Covered Transactions, Exhibit “G-3” Certification Regarding the Restrictions of the Use of Federal Funds for Lobbying and Exhibit “G-4” Certificate of Current Cost or Pricing Data. Exhibit “G-3” is required only in AGREEMENTS over one hundred thousand dollars (\$100,000.00) and Exhibit “G-4” is required only in AGREEMENTS over five hundred thousand dollars (\$500,000.00.) These Exhibits must be executed by the CONSULTANT, and submitted with the master AGREEMENT, and returned to the AGENCY at the address listed in section III “General Requirements” prior to its performance of any SERVICES under this AGREEMENT.

### **XVII. Complete Agreement**

This document and referenced attachments contain all covenants, stipulations, and provisions agreed upon by the parties. No agent, or representative of either party has authority to make, and the parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein. No changes, amendments, or modifications of the terms hereof shall be valid unless reduced to writing and signed by the parties as a supplement to this AGREEMENT.

### **XVIII. Execution and Acceptance**

This AGREEMENT may be simultaneously executed in several counterparts, each of which shall be deemed to be an original having identical legal effect. The CONSULTANT does hereby ratify and adopt all statements, representations, warranties, covenants, and AGREEMENT’s contained in the proposal, and the supporting material submitted by the CONSULTANT, and does hereby accept this AGREEMENT and agrees to all of the terms and conditions thereof.

## **XIX. Protection of Confidential Information**

The CONSULTANT acknowledges that some of the material and information that may come into its possession or knowledge in connection with this AGREEMENT or its performance may consist of information that is exempt from disclosure to the public or other unauthorized persons under either chapter 42.56 RCW or other local, state, or federal statutes (“State’s Confidential Information”). The “State’s Confidential Information” includes, but is not limited to, names, addresses, Social Security numbers, e-mail addresses, telephone numbers, financial profiles credit card information, driver’s license numbers, medical data, law enforcement records (or any other information identifiable to an individual), STATE and AGENCY source code or object code, STATE and AGENCY security data, non-public Specifications, STATE and AGENCY non-publicly available data, proprietary software, STATE and AGENCY security data, or information which may jeopardize any part of the project that relates to any of these types of information. The CONSULTANT agrees to hold the State’s Confidential Information in strictest confidence and not to make use of the State’s Confidential Information for any purpose other than the performance of this AGREEMENT, to release it only to authorized employees, sub-consultants or subcontractors requiring such information for the purposes of carrying out this AGREEMENT, and not to release, divulge, publish, transfer, sell, disclose, or otherwise make it known to any other party without the AGENCY’s express written consent or as provided by law. The CONSULTANT agrees to release such information or material only to employees, sub-consultants or subcontractors who have signed a nondisclosure AGREEMENT, the terms of which have been previously approved by the AGENCY. The CONSULTANT agrees to implement physical, electronic, and managerial safeguards to prevent unauthorized access to the State’s Confidential Information.

Immediately upon expiration or termination of this AGREEMENT, the CONSULTANT shall, at the AGENCY’s option: (i) certify to the AGENCY that the CONSULTANT has destroyed all of the State’s Confidential Information; or (ii) returned all of the State’s Confidential Information to the AGENCY; or (iii) take whatever other steps the AGENCY requires of the CONSULTANT to protect the State’s Confidential Information.

As required under Executive Order 00-03, the CONSULTANT shall maintain a log documenting the following: the State’s Confidential Information received in the performance of this AGREEMENT; the purpose(s) for which the State’s Confidential Information was received; who received, maintained, and used the State’s Confidential Information; and the final disposition of the State’s Confidential Information. The CONSULTANT’s records shall be subject to inspection, review, or audit upon reasonable notice from the AGENCY.

The AGENCY reserves the right to monitor, audit, or investigate the use of the State’s Confidential Information collected, used, or acquired by the CONSULTANT through this AGREEMENT. The monitoring, auditing, or investigating may include, but is not limited to, salting databases.

Violation of this section by the CONSULTANT or its sub-consultants or subcontractors may result in termination of this AGREEMENT and demand for return of all State’s Confidential Information, monetary damages, or penalties

It is understood and acknowledged that the CONSULTANT may provide the AGENCY with information, which is proprietary and/or confidential during the term of this AGREEMENT. The parties agree to maintain the confidentiality of such information during the term of this AGREEMENT and afterwards. All materials containing such proprietary and/or confidential information shall be clearly identified and marked as “Confidential” and shall be returned to the disclosing party at the conclusion of the SERVICES under this AGREEMENT.

The CONSULTANT shall provide the AGENCY with a list of all information and materials it considers confidential and/or proprietary in nature: (a) at the commencement of the term of this AGREEMENT, or (b) as soon as such confidential or proprietary material is developed. "Proprietary and/or confidential information" is not meant to include any information which, at the time of its disclosure: (i) is already known to the other party; (ii) is rightfully disclosed to one of the parties by a third party that is not acting as an agent or representative for the other party; (iii) is independently developed by or for the other party; (iv) is publicly known; or (v) is generally utilized by unaffiliated third parties engaged in the same business or businesses as the CONSULTANT.

The parties also acknowledge that the AGENCY is subject to Washington State and federal public disclosure laws. As such, the AGENCY shall maintain the confidentiality of all such information marked proprietary and or confidential or otherwise exempt, unless such disclosure is required under applicable state or federal law. If a public disclosure request is made to view materials identified as "Proprietary and/or confidential information" or otherwise exempt information, the AGENCY will notify the CONSULTANT of the request and of the date that such records will be released to the requester unless the CONSULTANT obtains a court order from a court of competent jurisdiction enjoining that disclosure. If the CONSULTANT fails to obtain the court order enjoining disclosure, the AGENCY will release the requested information on the date specified.

The CONSULTANT agrees to notify the sub-consultant of any AGENCY communication regarding disclosure that may include a sub-consultant's proprietary and/or confidential information. The CONSULTANT notification to the sub-consultant will include the date that such records will be released by the AGENCY to the requester and state that unless the sub-consultant obtains a court order from a court of competent jurisdiction enjoining that disclosure the AGENCY will release the requested information. If the CONSULTANT and/or sub-consultant fail to obtain a court order or other judicial relief enjoining the AGENCY by the release date, the CONSULTANT shall waive and release and shall hold harmless and indemnify the AGENCY from all claims of actual or alleged damages, liabilities, or costs associated with the AGENCY's said disclosure of sub-consultants' information.

## **XX. Records Maintenance**

During the progress of the Work and SERVICES provided hereunder and for a period of not less than six (6) years from the date of final payment to the CONSULTANT, the CONSULTANT shall keep, retain, and maintain all "documents" pertaining to the SERVICES provided pursuant to this AGREEMENT. Copies of all "documents" pertaining to the SERVICES provided hereunder shall be made available for review at the CONSULTANT's place of business during normal working hours. If any litigation, claim, or audit is commenced, the CONSULTANT shall cooperate with AGENCY and assist in the production of all such documents. "Documents" shall be retained until all litigation, claims or audit findings have been resolved even though such litigation, claim, or audit continues past the six (6) year retention period.

For purposes of this AGREEMENT, "documents" means every writing or record of every type and description, including electronically stored information ("ESI"), that is in the possession, control, or custody of the CONSULTANT, including, without limitation, any and all correspondences, contracts, AGREEMENTs, appraisals, plans, designs, data, surveys, maps, spreadsheets, memoranda, stenographic or handwritten notes, reports, records, telegrams, schedules, diaries, notebooks, logbooks, invoices, accounting records, work sheets, charts, notes, drafts, scribbles, recordings, visual displays, photographs, minutes of meetings, tabulations, computations, summaries, inventories, and writings regarding conferences, conversations or telephone conversations, and any and all other taped, recorded, written, printed or typed matters of any kind or description; every copy of the foregoing whether or not the original is in the possession, custody, or control of the CONSULTANT, and every copy of any of the foregoing, whether or not such copy is a copy identical to an original, or whether or not such copy contains any commentary or notation whatsoever that does not appear on the original.

For purposes of this AGREEMENT, “ESI” means any and all computer data or electronic recorded media of any kind, including “Native Files”, that are stored in any medium from which it can be retrieved and examined, either directly or after translation into a reasonably useable form. ESI may include information and/or documentation stored in various software programs such as Email, Outlook, Word, Excel, Access, Publisher, PowerPoint, Adobe Acrobat, SQL databases, or any other software or electronic communication programs or databases that the CONSULTANT may use in the performance of its operations. ESI may be located on network servers, backup tapes, smart phones, thumb drives, CDs, DVDs, floppy disks, work computers, cell phones, laptops, or any other electronic device that CONSULTANT uses in the performance of its Work or SERVICES hereunder, including any personal devices used by the CONSULTANT or any sub-consultant at home.

“Native files” are a subset of ESI and refer to the electronic format of the application in which such ESI is normally created, viewed, and /or modified

The CONSULTANT shall include this section XX “Records Maintenance” in every subcontract it enters into in relation to this AGREEMENT and bind the sub-consultant to its terms, unless expressly agreed to otherwise in writing by the AGENCY prior to the execution of such subcontract.

In witness whereof, the parties hereto have executed this AGREEMENT as of the day and year shown in the “Execution Date” box on page one (1) of this AGREEMENT.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Any modification, change, or reformation of this AGREEMENT shall require approval as to form by the Office of the Attorney General.*

**Exhibit A**  
**Scope of Work**

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Project No.



## CAMAS LAKE ROAD SAFETY IMPROVEMENTS DESIGN

DATE: December 11, 2025

TO: Justin Monsrud | City of Camas

FROM: Justin Sheets | DKS Associates

SUBJECT: Camas Lake Road Safety Improvements Design  
Scope of Services

Project #25442-000

### SCOPE OF SERVICES

#### TASK 1 – PROJECT MANAGEMENT

##### 1.1 PROJECT ADMINISTRATION

DKS shall perform project management duties and prepare monthly invoices and progress reports in a format acceptable to the City.

##### 1.2 PROJECT SCHEDULING

DKS shall prepare the baseline project schedule and provide up to three updates to the schedule to reflect project milestones and timeline changes.

##### 1.3 PROJECT TEAM MEETINGS

DKS shall lead and attend project team meetings with consultant and City staff. This task includes the following meetings:

- Design kick-off meeting – One virtual meeting at 2 hours
- WSDOT coordination meetings (up to 2 meetings at 1 hour each)
- Project site visit (2 hours)
- Biweekly project coordination meetings (up to 16 total virtual meetings at 1 hour each)

#### ASSUMPTIONS

- Design phase is assumed to last 8 months after notice to proceed.

#### DELIVERABLES

- Monthly invoices and progress reports
- Review and address comments from the City related to project schedule updates

## **TASK 2 – TRAFFIC ANALYSIS AND CONCEPTUAL DESIGN**

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### **TASK 2.1 TRAFFIC ANALYSIS**

DKS shall prepare a brief traffic analysis memo to summarize the existing crash trends and traffic data along NW Lake Road. This will build from the previous work done on the local road safety plan and include a review of the most recent 5 full years of crash data to provide additional insight into the crash patterns and opportunities for improvement.

The memo shall include the following:

- Crash data analysis of most recent 5 full years of data
- Summary of existing safety features along the corridor such as guardrail, lighting, delineation, signing, bike and pedestrian facilities, and clear zone
- Sight distance reviews for the intersections of Lacamas Lane and Lacamas Drive
- Review of curve warning signs and any ballbank data for the segment between Lacamas Lane and Sierra Street
- Summary of existing traffic data such as ADTs, vehicle classification counts, and speed studies

### **TASK 2.2 CONCEPTUAL DESIGN STRIP MAP**

Based on the information compiled in Task 2.1, DKS will prepare a strip map outlining all proposed improvements along the Lake Road corridor. This includes locations and types of signing, pavement markings, lighting, and speed feedback signs.

### **ASSUMPTIONS**

- No new traffic data will be collected. The City will provide available traffic data for the corridor such as ADTs, vehicle classification counts, speed studies, and ballbank data.
- Strip map will be prepared using existing aerial imagery

### **DELIVERABLES**

- Draft Traffic Analysis Memo
- Final Traffic Analysis Memo
- Conceptual design strip map

## **TASK 3 LAND SURVEYING**

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### **TASK 3.1 TOPOGRAPHIC SURVEY (STREET LIGHT SURVEY)**

The consultant will prepare a topographic map of NW Lake Road (Street Light Survey) per the limits shown on Appendix A - Survey Limits Map:

- Ground base mapping will consist of the face of curb, gutter, edge of pavement, lane edgelines, centerline, visible utility features/lid, utility markings, wetland flags and all trees 6" DBH and greater.
- The consultant will coordinate with utility locate companies via the WA One-Call service to mark utility locations.

The consultant will format the survey to serve as the base map for all design and construction drawings. The format will be AutoCAD Civil 3D 2023. Base mapping will be produced based on the consultant's graphic standards. Base maps will be prepared at a minimum 1" = 20'-0" scale.

### **ASSUMPTIONS**

- Entire limits will be surveyed as one phase/project.
- Traffic control, traffic control permits, and traffic control plans are not included in this effort.
- A pre and post record of survey is not included in this proposal.
- No monuments will be set, nor will any boundary lines be marked during this survey.
- Horizontal and vertical datums will be provided by the City.
- Right-of-way and parcel lines will be shown according to City-provided GIS information. No boundary survey will be included in this effort. If the selected alternative is anticipated to impact private property, a boundary survey will be provided at that time under an additional scope and fee.
- Severe weather may cause delays in the schedule of this project.

### **DELIVERABLES**

- Topographic map of NW Lake Rd (Street Light Survey) in Civil 3D 2023 format

## **TASK 4 – ENVIRONMENTAL EVALUATION AND PERMITTING**

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### **4.1 CRITICAL AREAS DELINEATION AND REPORTING**

The consultant will conduct a site visit to the project area to establish environmental baseline conditions and delineate the project area for critical areas. The project area is defined as NW Lake Rd from NW Leadbetter Dr to NE Everett St. Critical areas include wetlands and waterbodies and their appropriate buffers, as well as priority habitats and species. The consultant will document the findings of the field effort in a Critical Areas Report.

- Wetlands will be delineated according to the 1987 Wetland Delineation Manual of the U.S. Army Corps of Engineers and the Western Mountains, Valleys, and Coasts Regional Supplement Regional Supplement.
- The field delineation will also assess wetland functions and values using the Washington State Wetland Rating System for Western Washington.
- The ordinary high water mark (OHWM) will be delineated according to the Washington Department of Ecology's "Determining the Ordinary High Water Mark for Shoreline Management Act Compliance in Washington State" guidance document.

- Wetland/waters delineation flags will be collected by Professional Land Surveyor outside in this scope of work under separate tasks.
- Priority habitats and species will be identified per the most recent guidance from the Washington Department of Fish and Wildlife.
- Critical Areas Reporting will follow the City of Camas code 16.51

## **ASSUMPTIONS**

- Field visits will take no more than one day by two staff.
- All landowner entry permissions and notifications will be obtained by the City of Camas.
- No agency site visits are included.
- No hydrologic or groundwater monitoring is included.
- A preliminary jurisdictional determination will be requested from the U.S. Army Corps of Engineers (USACE).
- Critical Aquifer Recharge Area (CARA) reporting is not included in this task.
- A total of three Washington State Wetland Rating System for Western Washington forms are included to support the project.
- A single report will be prepared to document the results for all projects.
- The consultant will pay the Critical Area Report Review Fee of up to \$1,000. If additional City review fees are required, the City of Camas will be responsible for them.
- All flags will be collected by a Professional Land Surveyor and provided to the consultant.
- All boundaries are considered preliminary until they are verified by the USACE, Ecology, and City of Camas.
- City of Camas will be responsible for payment of all site-specific priority habitat and species fees.

## **DELIVERABLES**

- Draft Critical Areas Report, submitted to City of Camas for review.
- Final Critical Areas Report, submitted to City of Camas for approval.

## **4.2 SHORELINE CONDITIONAL USE PERMIT**

Per the City of Camas Shoreline Master Program (SMP), Transportation uses within the Urban Conservancy shoreline environment designation require a shoreline conditional use permit. The consultant will prepare a narrative response to the City of Camas SMP code language in support of a shoreline conditional use permit. Impacts to fish and wildlife habitat conservation areas will be documented in the response narrative.

The narrative will provide applicable code responses to City of Camas SMP Section 6.3.14 (Transportation Uses).

The consultant will coordinate and attend one pre-application conference with the City of Camas and the Department of Ecology.

The mitigation plan will provide compensation for unavoidable impacts to fish and wildlife habitat conservation areas within the project area. The plan will meet the minimum compensatory mitigation requirements of the City of Camas SMP.

### **ASSUMPTIONS**

- Up to 2 hours are included for a pre-application conference.
- A variance will not be required. If required, a change order will be necessary.
- A public hearing is included in this task.
- No fieldwork is included in this task.
- No agency site visits are included in this task.
- Mitigation will not be required; mitigation planning is not included.
- Any required geotechnical, cultural, critical aquifer recharge area (CARA), or floodplain documentation will be provided by others.
- A no-net loss analysis is included in this task.
- The City of Camas will be responsible for payment of all permit fees.

### **DELIVERABLES**

- Draft Shoreline Narrative, in electronic format, submitted to City of Camas for review and comment.
- Final Shoreline Narrative, in electronic format, submitted to City of Camas for review and approval.

### **4.3 AREA OF POTENTIAL EFFECT MEMO**

The consultant will prepare an Area of Potential Effect (APE) memo to address Section 106 of the National Historic Preservation Act.

### **ASSUMPTIONS**

- It is assumed that the project is exempt from Section 106.

### **DELIVERABLES**

- Draft APE memo, in electronic format, submitted to City of Camas for review and comment.
- Final APE memo, in electronic format, submitted to WSDOT for review and comment.

### **4.4 NEPA CE CHECKLIST**

A Categorical Exclusion (CE) Checklist and supporting documentation will be required to comply with the National Environmental Policy Act (NEPA). The WSDOT will be the lead Federal Agency. The consultant will prepare the CE Documentation Form.

The consultant shall work closely with WSDOT Local Programs staff to ensure the minimum documentation requirements are met.

The WSDOT NEPA Categorical Exclusion Documentation Form will be used for NEPA Documentation. Its sections will address the environmental resources below.

- Air Quality
- Critical and Sensitive Areas
- Floodplains and Floodways
- Hazardous and Problem Waste
- Noise
- Agricultural Lands
- Rivers, Streams, and Tidal Waters
- Tribal Lands
- Water Quality/Stormwater

### **ASSUMPTIONS**

- There is agreement by all parties that a CE checklist is the appropriate environmental classification to fulfill the WSDOT’s NEPA requirements. Preparation of an Environmental Assessment or Environmental Impact Statement will require additional scope and budget.
- The project is exempt from Section 106.
- No separate air quality, critical areas/wetlands, floodplain, noise, agricultural lands, rivers, tribal lands, water quality/stormwater documentation will be required.
- The project will result in no effect for federally listed threatened and endangered species, which will be documented in the CE Checklist. Preparation of a separate No Effect document or Biological Assessment is not included. If it is determined that a Biological Assessment is needed, a change order will be necessary.
- It is assumed that the project will have no impact on any park elements and will not require 6(f) coordination.
- There will be one round of review between the City of Camas and consultant staff on deliverables.

### **DELIVERABLES**

- Draft CE Documentation Form and appendices, in electronic format, submitted to City of Camas for review and comment.
- Final CE Documentation Form and appendices, in electronic format, submitted to WSDOT for review and comment.

### **TASK 5 – TRAFFIC ENGINEERING DESIGN**

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DKS will provide traffic engineering design for signing, pavement marking, and illumination along NW Lake Road from Sierra Street to Lacamas Lake Lodge.

Signing and pavement marking design will be completed in accordance with applicable MUTCD and City of Camas standards. All existing signing will be shown. Existing signs impacted by proposed improvements will be replaced. No major sign support structures are included. DKS will design new

radar speed feedback signs for up to two locations on NW Lake Road. DKS will coordinate with Clark PUD on power service locations.

Illumination design will be completed for the installation of new roadway lighting at three segments along NW Lake Road. DKS will use AGI software to determine appropriate light levels for the roadways and intersections per City of Camas standards, WSDOT standards, and ANSI/IES RP-8-22: Recommended Practice: Lighting Roadway and Parking Facilities. DKS shall conduct lighting analysis to determine appropriate light pole layout (pole spacing, mounting heights, wattages) to meet current City of Camas guidelines.

Lighting plans will be prepared for the following locations along NW Lake Road:

- Approximately 600’ west of Sierra Street to the start of the lighting for the new roundabout
- Approximately 400’ west of Lacamas Lane to approximately 400’ east of Lacamas Lane
- From Heritage Park driveway to Lacamas Lake Lodge driveway

DKS will provide plans and cost estimate for the 60%, 90%, and Final submittals. DKS will provide special provisions for the 90% and Final submittals using the current version of the City of Camas standards. The following table outlines the plan sheet deliverables for each design stage:

Plan Sheet Description	Scale	No. of Sheets	60% Plan Sheets	90% Plan Sheets	100% Plan Sheets
Signing and pavement marking	20	8	X	X	X
Signing and pavement marking details	20	2	X	X	X
Radar speed feedback plan	20	1	X	X	X
Illumination	20	5	X	X	X
Illumination details	20	2	X	X	X
Totals		18	18	18	18

### 5.1 DESIGN COORDINATION

The consultant will coordinate with the project team and City staff in an ongoing basis. The consultant will prepare for and attend design submittal meetings with the City once comments are received after each design milestone.

The consultant will support the City in coordinating with WSDOT local programs and in submitting relevant documents for approval. The consultant will also coordinate with adjacent construction projects along NW Lake Road to minimize impacts to the public and to inform the project ad and award schedule.

The following meetings are assumed:

- Design submittal meetings – one hour long meeting after each design submittal (60%, 90%, and final)
- WSDOT coordination – up to two virtual coordination meetings, up to 1 hour long each, to be set up by the City
- Construction coordination – up to two virtual coordination meetings, up to 1 hour long each, to be set up by the City

## **5.2 60% DESIGN**

The 60% design package will include the following:

- 60% plans
- Special provisions outline
- 60% cost estimate
- Internal QA/QC reviews of deliverables

## **5.3 90% DESIGN**

The 90% design package will include the following:

- Incorporate review comments from 60% submittal
- 90% plans
- 90% special provisions
- 90% cost estimate
- Internal QA/QC reviews of deliverables

## **5.4 100% DESIGN**

The 100% design package will include the following:

- Incorporate review comments from 90% submittal
- 100% plans
- 100% special provisions
- 100% cost estimate
- Internal QA/QC reviews of deliverables

## **5.5 CITY LIGHT POLE STANDARD DETAIL DESIGN**

DKS will prepare standard detail sheets for the cobra light pole to be included in the City of Camas Street Lighting Standards. DKS will prepare these sheets in AutoCAD based on the current City standard light pole models, luminaire models, and light pole foundation design. No new foundation design will be performed as a part of this task. This will include the following:

- Light pole detail sheet
- Light pole foundation sheet

- Grounding detail sheet

### **ASSUMPTIONS**

- DKS will perform up to two project site visits during design.
- Lighting level summary will be shown on plan sheets. No separate lighting memo will be provided.
- Standard City cobra street light poles are assumed.
- City will provide standard light pole foundation details. Geotechnical services will not be performed for light pole locations.
- All proposed improvements will be within the City of Camas right-of-way.
- The project Special Provisions will be based on the current Washington State Department of Transportation Standard Specifications for Road, Bridge, and Municipal Construction. The City will provide a sample specification for all special provisions. The City will be responsible for preparing the Division 1 specifications.
- No traffic control plans will be provided.

### **CONTINGENCY TASK 6 – RIGHT OF WAY SURVEY**

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Upon receiving written authorization from the client, the consultant will provide a right-of-way survey of NW Lake Rd per the limits shown on Appendix A - Survey Limits Map.

#### **7.1 RIGHT-OF-WAY SURVEY**

- Consultant will locate section corners and other survey monuments within the project area needed for right-of-way resolution using GPS and/or conventional surveying methods where appropriate.
- Consultant will perform right-of-way resolution for preparation of future right-of-way dedication descriptions and acreage calculations. Consultant will obtain necessary vesting deeds to support this task.

### **ASSUMPTIONS**

- Consultant will obtain vesting deeds for private property owners adjoining the project.
- A pre and post record of survey is not included in this proposal.
- No monuments will be set, nor will any boundary lines be marked during this survey

### **DELIVERABLES**

- Consultant will prepare an AutoCAD Civil 3D 2023 base map showing existing public rights-of-way. Base mapping will be produced based on the consultant's graphic standards. Base maps will be prepared at a minimum 1" = 20'-0" scale.

**Exhibit B**  
**DBE Participation Plan**

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In the absents of a mandatory DBE goal, a voluntary SBE goal amount of ten percent of the Consultant Agreement is established. The Consultant shall develop a SBE Participation Plan prior to commencing work. Although the goal is voluntary, the outreach efforts to provide SBE maximum practicable opportunities are not.

# **Exhibit C**

## **Preparation and Delivery of Electronic Engineering and Other Data**

In this Exhibit the agency, as applicable, is to provide a description of the format and standards the consultant is to use in preparing electronic files for transmission to the agency. The format and standards to be provided may include, but are not limited to, the following:

I. Surveying, Roadway Design & Plans Preparation Section

A. Survey Data

*Digital Terrain Model (DTM) and AutoCAD Civil 3D (DWG).*

B. Roadway Design Files

*AutoCAD Civil 3D (DWG).*

C. Computer Aided Drafting Files

*AutoCAD Civil 3D (DWG).*

D. Specify the Agency's Right to Review Product with the Consultant

*The Agency has the right to review products produced for this project by the consultant*

E. Specify the Electronic Deliverables to Be Provided to the Agency

*See scope of services task orders and associated deliverables for agency (Exhibit A)*

F. Specify What Agency Furnished Services and Information Is to Be Provided

*See scope of services task orders and associated deliverables for agency (Exhibit A)*

II. Any Other Electronic Files to Be Provided

*None*

III. Methods to Electronically Exchange Data

*External file transfer (website) and by Email.*

A. Agency Software Suite

*None*

B. Electronic Messaging System

*None*

C. File Transfers Format

*None*

**Exhibit D**  
**Prime Consultant Cost Computations**

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**Camas Lake Road Safety Imps**

2  
Date: 2/11/26

Approved Overhead Rate: 191.27%      % of budget in Current Year (CY) 10.00%  
 % of budget in CY+1 90.00%  
 Fee (Profit, on Labor Only): 27.25%      % of budget in CY+2 0.00%  
 Annual Escalation Rate: 0.00%      % of budget in CY+3 0.00%  
 Annualization Factor 1.00000

	DKS ASSOCIATES							Total DKS Hours by Task	DKS Labor Cost by Task	DKS Other Direct Costs (ODC)	MacKay Sposito			
	DIRECTOR (Principal)	TRANSP ENGR 5 (Sr. Project Engr)	TRANSP ENGR 3 (Assoc Transp Engineer)	TRANSP ENGR 2 (Assistant Transp Engineer)	TRANSP TECHNICIAN 2 (CAD Designer)	ADMIN ASSISTANT 3 (Office Administrator)							Total MS Hours by Task	MS Labor Cost by Task
Actual Hourly Rate	\$ 91.98	\$ 76.21	\$ 55.44	\$ 48.75	\$ 43.26	\$ 29.19								
Annualized Direct Salary Rate	\$ 91.98	\$ 76.21	\$ 55.44	\$ 48.75	\$ 43.26	\$ 29.19								
Loaded Rate	\$ 292.97	\$ 242.74	\$ 176.59	\$ 155.28	\$ 137.79	\$ 92.98								
<b>Task 1: Project Management</b>							<b>107</b>	<b>\$ 21,494.62</b>	<b>\$ 200.000</b>		<b>42</b>	<b>\$ 6,598.62</b>	<b>\$ 7.00</b>	<b>\$ 28,300.24</b>
1.1 - Project Administration	2	24	8			12	46	\$ 8,940.22			20	\$ 2,921.32		\$ 11,861.54
1.2 - Project Scheduling		5	2			2	10	\$ 1,995.59			5	\$ 835.75		\$ 2,831.34
1.3 - Project Team Meetings		26	23			2	51	\$ 10,558.81	\$ 200.000		17	\$ 2,841.55	\$ 7.00	\$ 13,607.36
<b>Task 2: Traffic Analysis and Conceptual Design</b>							<b>85</b>	<b>\$ 14,533.40</b>	<b>\$ -</b>		<b>0</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 14,533.40</b>
2.1 Traffic Analysis	1	8	12	32		4	57	\$ 9,694.79			0	\$ -		\$ 9,694.79
2.2 Conceptual Design Strip Map	1	4	8	8	6	1	28	\$ 4,838.61			0	\$ -		\$ 4,838.61
<b>Task 3: Land Surveying</b>							<b>2</b>	<b>\$ 419.33</b>	<b>\$ -</b>		<b>34</b>	<b>\$ 4,436.46</b>	<b>\$ 14.00</b>	<b>\$ 4,869.79</b>
3.1 Topographic Survey (Street Light Survey)		1	1				2	\$ 419.33			34	\$ 4,436.46	\$ 14.00	\$ 4,869.79
<b>Task 4: Environmental Evaluation and Permitting</b>							<b>13</b>	<b>\$ 2,891.05</b>	<b>\$ -</b>		<b>197</b>	<b>\$ 29,686.94</b>	<b>\$ 999.00</b>	<b>\$ 33,576.99</b>
4.1 Critical Areas Delineation and Reporting		4	1				5	\$ 1,147.56			105	\$ 15,425.40	\$ 999.00	\$ 17,571.96
4.2 Shoreline Conditional Use Permit		2	1				3	\$ 662.08			48	\$ 6,905.94		\$ 7,568.02
4.3 Area of Potential Effect Memo		1	1				2	\$ 419.33			12	\$ 1,900.40		\$ 2,319.73
4.4 NEPA CE Checklist		2	1				3	\$ 662.08			32	\$ 5,455.20		\$ 6,117.28
<b>Task 5: Traffic Engineering Design</b>							<b>664</b>	<b>\$ 110,687.36</b>	<b>\$ -</b>		<b>0</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 110,687.36</b>
5.1 Design Coordination	1	12	8			1	22	\$ 4,711.58			0	\$ -		\$ 4,711.58
5.2 60% Design	4	32	60	140	96	8	340	\$ 55,245.77			0	\$ -		\$ 55,245.77
5.3 90% Design	4	24	36	80	40	4	188	\$ 31,660.76			0	\$ -		\$ 31,660.76
5.4 100% Design	2	8	16	36	12	2	76	\$ 12,782.78			0	\$ -		\$ 12,782.78
5.5 Cobra Light Pole Standard Detail Sheets	1	4	8	12	12	1	38	\$ 6,286.47			0	\$ -		\$ 6,286.47
<b>Total</b>							<b>871</b>	<b>\$ 150,025.75</b>	<b>\$ 200.00</b>		<b>273</b>	<b>\$ 40,722.02</b>	<b>\$ 1,020.00</b>	<b>\$ 191,967.77</b>

**DKS Non-Contingency Total: \$ 150,225.75      MS Non-Contingency Total: \$ 41,742.02      TOTAL PROJECT (non-contingency)**

CONTINGENCY TASKS		DKS						DKS Hrs	DKS Labor	DKS ODC	MS Hrs	MS Labor	MS ODC	Total Project Cost by Task
<b>Task 6: Right-of-Way Survey</b>							<b>1</b>	<b>\$ 242.744</b>	<b>\$ -</b>	<b>68</b>	<b>\$ 8,469.32</b>	<b>\$ 14.00</b>	<b>\$ 8,726.06</b>	
7.1 Right-of-Way Survey		1					1	\$ 242.744		68	\$ 8,469.32	\$ 14.00	\$ 8,726.06	
<b>Total</b>							<b>1</b>	<b>\$ 242.74</b>	<b>\$ -</b>	<b>68</b>	<b>\$ 8,469.32</b>	<b>\$ 14.00</b>	<b>\$ 8,726.06</b>	

**DKS Total for Contingency Tasks: \$ 242.74      Total for Contingency Tasks: \$ 8,483.32      TOTAL PROJECT (contingency)**

**DKS CONTRACT TOTAL: \$ 150,468.50      MS CONTRACT TOTAL: \$ 50,225.34      TOTAL CONTRACT \$ 200,693.84**

Classifications and hourly rates are for budgeting purposes only.  
Staff will be billed at their actual rates at the time services are performed.

**Actuals Not To Exceed Table (ANTE)**

**WSDOT Master Pricing Agreement**

DKS Associates

719 2nd Ave Suite 1250

Seattle, WA 98104

Rate Effective Period: November 1, 2025 – October 31, 2026

Job Classifications	Direct Labor Hourly Billing Rate NTE	Overhead NTE	Fixed Fee NTE*	All Inclusive Hourly Billing Rate NTE	DKS Labor Classification(s) Title
		191.27%	27.25%		
ADMINISTRATIVE ASSISTANT 3	\$42.04	\$80.41	\$11.46	\$133.91	Office Administrator
ADMINISTRATIVE ASSISTANT 5	\$67.00	\$128.15	\$18.26	\$213.41	Sr. Office Administrator
CIVIL ENGINEER 4	\$93.78	\$179.37	\$25.56	\$298.71	Project Manager
COMMUNICATIONS CONSULTANT 3	\$45.45	\$86.93	\$12.39	\$144.77	Graphics Editor
COMMUNICATIONS CONSULTANT 5	\$59.58	\$113.96	\$16.24	\$189.77	Sr. Communications Designer
DEPUTY	\$111.36	\$213.00	\$30.35	\$354.70	Sr. Project Manager
DIRECTOR	\$147.66	\$282.43	\$40.24	\$470.33	Principal/Director/Regional Manager
SENIOR TELECOMMUNICATIONS SPECIALIST	\$116.72	\$223.25	\$31.81	\$371.78	Network Communications Director
TRANSPORTATION ENGINEER 2	\$52.19	\$99.82	\$14.22	\$166.24	Assistant Transportation Engineer
TRANSPORTATION ENGINEER 3	\$55.84	\$106.81	\$15.22	\$177.86	Associate Transportation Engineer
TRANSPORTATION ENGINEER 4	\$71.30	\$136.38	\$19.43	\$227.10	Project Engineer
TRANSPORTATION ENGINEER 5	\$97.93	\$187.31	\$26.69	\$311.93	Senior Project Engineer
TRANSPORTATION ENGINEER INTERN	\$37.50	\$71.73	\$10.22	\$119.45	Engineering Intern
TRANSPORTATION PLANNING SPECIALIST 1	\$56.15	\$107.40	\$15.30	\$178.85	Assistant Transportation Planner
TRANSPORTATION PLANNING SPECIALIST 3	\$63.66	\$121.76	\$17.35	\$202.77	Transportation Planner
TRANSPORTATION PLANNING SPECIALIST 5	\$98.35	\$188.11	\$26.80	\$313.26	Sr. Transportation Planner
TRANSPORTATION PLANNING TECHNICIAN 1	\$35.51	\$67.92	\$9.68	\$113.11	Transportation Planning Intern
TRANSPORTATION TECHNICIAN 2	\$47.70	\$91.24	\$13.00	\$151.93	CAD Designer
TRANSPORTATION TECHNICIAN 3	\$53.01	\$101.39	\$14.45	\$168.85	Senior CAD Designer/Manager

\* Fixed Fee will vary by project/task order.



**Development Division**  
Contract Services Office  
PO Box 47408  
Olympia, WA 98504-7408  
7345 Linderson Way SW  
Tumwater, WA 98501-6504

TTY: 1-800-833-6388  
[www.wsdot.wa.gov](http://www.wsdot.wa.gov)

November 5, 2025

DKS Associates  
1050 SW 6th Avenue, Suite 600  
Portland, OR 97204

Subject: Acceptance FYE 2025 ICR – Cognizant Review

Dear Mike Thomas:

We have accepted your firm's FYE 2025 Indirect Cost Rate (ICR) of 191.27% of direct labor (rate includes 0.55% Facilities Capital Cost of Money) based on the "Cognizant Review" from The Oregon Department of Transportation (ODOT). This rate will be applicable for WSDOT Agreements and Local Agency Contracts in Washington only. This rate may be subject to additional review if considered necessary by WSDOT. Your ICR must be updated on an annual basis.

Costs billed to agreements/contracts will still be subject to audit of actual costs, based on the terms and conditions of the respective agreement/contract.

Any other entity contracting with your firm is responsible for determining the acceptability of the ICR.

If you have any questions, feel free to contact our office at **(360) 704-6397** or via email [consultanrates@wsdot.wa.gov](mailto:consultanrates@wsdot.wa.gov).

Regards,

*Schatzie Harvey*  
Schatzie Harvey (Nov 5, 2025 13:29:56 PST)  
SCHATZIE HARVEY, CPA  
Contract Services Manager

SH:kb

**Exhibit E**  
**Sub-consultant Cost Computations**

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If no sub-consultant participation listed at this time. The CONSULTANT shall not sub-contract for the performance of any work under this AGREEMENT without prior written permission of the AGENCY. Refer to section VI "Sub-Contracting" of this AGREEMENT.



<b>Project Name:</b> Lake Rd Safety Improvements <b>Project Manager:</b> Alexis Casey <b>MSi Job No.:</b> 8779 <b>Client Job No.:</b> <b>Date:</b> December 11, 2025		MacKay Sposito										Total Budget Amount	
		ESTIMATED HOURS AND EXPENSES											
		Project Coordinator I	Land Surveyor IV	Survey Party Chief	Survey Instrument Person	Survey Tech IV	Environmental Manager II	Environmental Manager I	Natural Resource Specialist III	GIS Mapping Specialist	Expenses		Total
1.0 - Project Management	1.1 - Project Administration	8.00						12.00			\$2,921.32	\$2,921.32	
	1.2 - Project Scheduling							5.00			\$835.75	\$835.75	
	1.3 - Project Team Meetings							17.00		\$7.00	\$2,848.55	\$2,848.55	
	<b>1.0 - Project Management Subtotal</b>										<b>\$6,605.62</b>	<b>\$6,605.62</b>	
2.0 - Land Surveying	2.1 - Topographic Survey (Street Light Survey)		4.00	10.00	10.00	10.00				\$14.00	\$4,450.46	\$4,450.46	
	<b>2.0 - Land Survey Subtotal</b>										<b>\$4,450.46</b>	<b>\$4,450.46</b>	
3.0 - Environmental Evaluation and Permitting	3.1 Critical Areas Delineation & Reporting						6.00	4.00	75.00	20.00	\$999.00	\$16,424.40	\$16,424.40
	3.2 - Shoreline Condiitonal Use Permit							4.00	30.00	14.00	\$6,905.94	\$6,905.94	
	3.3 - Area of Potential Effect Memo							8.00	4.00		\$1,900.40	\$1,900.40	
	3.4 - NEPA CE Checklist						4.00	24.00	4.00		\$5,455.20	\$5,455.20	
	<b>3.0 - Environmental Evaluation and Permitting Subtotal</b>										<b>\$30,685.94</b>	<b>\$30,685.94</b>	
4.0 - Contingency Task #1: Right-of-Way Survey	4.1 - Right-of-Way Survey		8.00	24.00	24.00	12.00				\$14.00	\$8,483.32	\$8,483.32	
	<b>4.0 - Contingency Task #1: Right-of-Way Survey Subtotal</b>										<b>\$8,483.32</b>	<b>\$8,483.32</b>	
<b>TOTAL HOURS</b>		8.00	12.00	34.00	34.00	22.00	10.00	74.00	113.00	34.00			
<b>RATE</b>		114.44	186.79	152.09	60.23	156.61	220.10	167.15	140.80	143.81			
<b>TOTAL DOLLARS</b>		\$915.52	\$2,241.48	\$5,171.06	\$2,047.82	\$3,445.42	\$2,201.00	\$12,369.10	\$15,910.40	\$4,889.54	\$1,034.00	\$50,225.34	

WSDOT ANTE TABLE updated: 10.29.25

Actuals Not To Exceed Table (ANTE)

WSDOT Agreement: \_\_\_\_\_  
 MacKay Sposito, Inc  
 18405 SE Mill Plain Blvd, Suite 100  
 Vancouver, WA 98683

Job Classifications (Empty Types)	Direct Labor Rate NTE*	Overhead NTE*	Fixed Fee NTE	All Inclusive Hourly Billing Rate NTE
		173.92%	27.25%	
Accounting Manager	\$72.12	\$125.43	\$19.65	\$217.20
Administrative Assistant	\$37.00	\$64.35	\$10.08	\$111.43
Administrative Coordinator	\$39.00	\$67.83	\$10.63	\$117.46
Administrative Manager	\$72.12	\$125.43	\$19.65	\$217.20
Business Development Coordinator	\$67.31	\$117.07	\$18.34	\$202.72
Creative Designer	\$28.50	\$49.57	\$7.77	\$85.83
Clerical	\$25.50	\$44.35	\$6.95	\$76.80
Construction Inspector I	\$50.00	\$86.96	\$13.63	\$150.59
Construction Inspector II	\$52.00	\$90.44	\$14.17	\$156.61
Construction Inspector III	\$54.00	\$93.92	\$14.72	\$162.63
Construction Inspector IV	\$56.00	\$97.40	\$15.26	\$168.66
Construction Inspector V	\$63.50	\$110.44	\$17.30	\$191.24
Construction Manager I	\$63.10	\$109.74	\$17.19	\$190.04
Construction Manager II	\$65.00	\$113.05	\$17.71	\$195.76
Construction Manager III	\$67.10	\$116.70	\$18.28	\$202.09
Design Technician I	\$35.00	\$60.87	\$9.54	\$105.41
Design Technician II	\$38.00	\$66.09	\$10.36	\$114.44
Design Technician III	\$40.00	\$69.57	\$10.90	\$120.47
Design Technician IV	\$42.80	\$74.44	\$11.66	\$128.90
Engineer I	\$35.50	\$61.74	\$9.67	\$106.92
Engineer II	\$38.50	\$66.96	\$10.49	\$115.95
Engineer III	\$48.50	\$84.35	\$13.22	\$146.07
Engineer IV	\$50.00	\$86.96	\$13.63	\$150.59
Engineering Manager	\$108.17	\$188.13	\$29.48	\$325.78
Environmental Manager I	\$55.50	\$96.53	\$15.12	\$167.15
Environmental Manager II	\$73.08	\$127.10	\$19.91	\$220.10
Environmental Principal	\$64.90	\$112.87	\$17.69	\$195.46
Environmental Supervisor	\$52.88	\$91.97	\$14.41	\$159.26
Environmental Crew Lead	\$35.00	\$60.87	\$9.54	\$105.41
Environmental Maintenance Technician	\$30.00	\$52.18	\$8.18	\$90.35
Environmental Project Manager	\$52.88	\$91.97	\$14.41	\$159.26
Environmental Administrative	\$36.00	\$62.61	\$9.81	\$108.42
Environmental Stormwater Vac Operator	\$35.00	\$60.87	\$9.54	\$105.41
GIS Mapping Specialist	\$47.75	\$83.05	\$13.01	\$143.81
IT Technician/Support	\$37.00	\$64.35	\$10.08	\$111.43
Human Resources Coordinator	\$41.00	\$71.31	\$11.17	\$123.48
Land Surveyor I	\$43.68	\$75.97	\$11.90	\$131.55
Land Surveyor II	\$45.50	\$79.13	\$12.40	\$137.03
Land Surveyor III	\$51.70	\$89.92	\$14.09	\$155.70
Land Surveyor IV	\$62.02	\$107.87	\$16.90	\$186.79
Landscape Architect I	\$44.90	\$78.09	\$12.24	\$135.23
Landscape Architect II	\$49.50	\$86.09	\$13.49	\$149.08
Landscape Designer I	\$33.00	\$57.39	\$8.99	\$99.39

Landscape Designer II	\$34.00	\$59.13	\$9.27	\$102.40
Landscape Designer III	\$47.00	\$81.74	\$12.81	\$141.55
Landscape Manager	\$63.70	\$110.79	\$17.36	\$191.85
Land Development Manager	\$77.88	\$135.45	\$21.22	\$234.55
Land Development Assistant	\$39.00	\$67.83	\$10.63	\$117.46
Landscape Designer I	\$36.00	\$62.61	\$9.81	\$108.42
Landscape Designer II	\$38.00	\$66.09	\$10.36	\$114.44
Landscape Designer III	\$47.00	\$81.74	\$12.81	\$141.55
Landscape Manager	\$63.70	\$110.79	\$17.36	\$191.85
Natural Resource Specialist I	\$30.50	\$53.05	\$8.31	\$91.86
Natural Resource Specialist II	\$42.00	\$73.05	\$11.45	\$126.49
Natural Resource Specialist III	\$46.75	\$81.31	\$12.74	\$140.80
Natural Resource Specialist IV	\$48.00	\$83.48	\$13.08	\$144.56
Planner I	\$35.00	\$60.87	\$9.54	\$105.41
Planner II	\$38.00	\$66.09	\$10.36	\$114.44
Planner III	\$42.00	\$73.05	\$11.45	\$126.49
Planning Manager	\$67.31	\$117.07	\$18.34	\$202.72
Planning Technician	\$35.60	\$61.92	\$9.70	\$107.22
Powerhouse Inspector	\$56.00	\$97.40	\$15.26	\$168.66
Principal	\$88.94	\$154.68	\$24.24	\$267.86
Project Accountant	\$41.50	\$72.18	\$11.31	\$124.99
Project Controls Manager	\$41.35	\$71.92	\$11.27	\$124.53
Project Coordinator	\$35.70	\$62.09	\$9.73	\$107.52
Project Coordinator I	\$38.00	\$66.09	\$10.36	\$114.44
Project Engineer	\$62.26	\$108.28	\$16.97	\$187.51
Project Manager	\$42.00	\$73.05	\$11.45	\$126.49
Project Manager - Civil	\$64.90	\$112.87	\$17.69	\$195.46
Project Manager - Design	\$73.08	\$127.10	\$19.91	\$220.10
Project Manager - Landscape	\$49.04	\$85.29	\$13.36	\$147.69
Project Manager - Planning	\$64.18	\$111.62	\$17.49	\$193.29
Project Manager - Survey	\$69.71	\$121.24	\$19.00	\$209.95
Public Involvement Coordinator	\$38.00	\$66.09	\$10.36	\$114.44
Public Involvement Associate/Mgr.	\$66.35	\$115.40	\$18.08	\$199.83
QAR	\$55.50	\$96.53	\$15.12	\$167.15
QAR 5	\$62.00	\$107.83	\$16.90	\$186.73
Quality Manager	\$69.71	\$121.24	\$19.00	\$209.95
Resident Engineer	\$54.09	\$94.07	\$14.74	\$162.90
Senior Instrument Person	\$30.00	\$52.18	\$8.18	\$90.35
Senior Planner	\$46.50	\$80.87	\$12.67	\$140.04
Senior Principal	\$102.40	\$178.09	\$27.90	\$308.40
Stormwater Analyst	\$41.00	\$71.31	\$11.17	\$123.48
Senior Powerhouse Inspector	\$64.50	\$112.18	\$17.58	\$194.25
Senior Principal	\$132.21	\$229.94	\$36.03	\$398.18
Senior Resident Engineer	\$65.29	\$113.55	\$17.79	\$196.63
Software Engineer	\$108.17	\$188.13	\$29.48	\$325.78
Stormwater Analyst	\$41.00	\$71.31	\$11.17	\$123.48
Survey Instrument Person	\$20.00	\$34.78	\$5.45	\$60.23
Survey Party Chief	\$50.50	\$87.83	\$13.76	\$152.09
Survey Manager	\$57.69	\$100.33	\$15.72	\$173.74
Survey Technician I	\$30.00	\$52.18	\$8.18	\$90.35
Survey Technician II	\$34.50	\$60.00	\$9.40	\$103.90
Survey Technician III	\$41.00	\$71.31	\$11.17	\$123.48
Survey Technician IV	\$52.00	\$90.44	\$14.17	\$156.61



**Washington State  
Department of Transportation**

**Development Division**  
Contract Services Office  
PO Box 47408  
Olympia, WA 98504-7408  
7345 Linderson Way SW  
Tumwater, WA 98501-6504

TTY: 1-800-833-6388  
[www.wsdot.wa.gov](http://www.wsdot.wa.gov)

October 28, 2025

MacKay Sposito, LLC  
18405 SE Mill Plain Blvd, Suite 100  
Vancouver, WA 98683

Subject: Acceptance FYE 2024 ICR – Audit Office Review

Dear Jyoti Sohi:

Transmitted herewith is the WSDOT Audit Office's memo of "Acceptance" of your firm's FYE 2024 Indirect Cost Rate (ICR) of 173.92% of direct labor. This rate will be applicable for WSDOT Agreements and Local Agency Contracts in Washington only. This rate may be subject to additional review if considered necessary by WSDOT. Your ICR must be updated on an annual basis.

Costs billed to agreements/contracts will still be subject to audit of actual costs, based on the terms and conditions of the respective agreement/contract.

This was not a cognizant review. Any other entity contracting with your firm is responsible for determining the acceptability of the ICR.

If you have any questions, feel free to contact our office at **(360) 704-6397** or via email [consultanrates@wsdot.wa.gov](mailto:consultanrates@wsdot.wa.gov).

Regards,

A handwritten signature in blue ink that reads "Schatzie Harvey".

SCHATZIE HARVEY, CPA  
Contract Services Manager

SH:kb

# **Exhibit F - Title VI Assurances Appendix A & E**

## **APPENDIX A**

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, (*Federal Highway Administration*), as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21. *[Include Washington State Department of Transportation specific program requirements.]*
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin. *[Include Washington State Department of Transportation specific program requirements.]*
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the (*Federal Highway Administration*) to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the (*Federal Highway Administration*), as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Non- discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the (*Federal Highway Administration*) may determine to be appropriate, including, but not limited to:
  - a. withholding payments to the contractor under the contract until the contractor complies; and/or
  - b. cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the (*Federal Highway Administration*) may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

# **Exhibit F - Title VI Assurances Appendix A & E**

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## APPENDIX E

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

### **Pertinent Non-Discrimination Authorities:**

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

# **Exhibit G**

## **Certification Document**

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- Exhibit G-1(a) Certification of Consultant
- Exhibit G-1(b) Certification of City of Camas
- Exhibit G-2 Certification Regarding Debarment, Suspension and Other Responsibility Matters - Primary Covered Transactions
- Exhibit G-3 Certification Regarding the Restrictions of the Use of Federal Funds for Lobbying
- Exhibit G-4 Certificate of Current Cost or Pricing Data

## Exhibit G-1(a) Certification of Consultant

I hereby certify that I am the and duly authorized representative of the firm of  
**DKS Associates**

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whose address is

**1050 SW 6th Ave, Suite 600, Portland, OR 97204**

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and that neither the above firm nor I have

- a) Employed or retained for a commission, percentage, brokerage, contingent fee, or other consideration, any firm or person (other than a bona fide employee working solely for me or the above CONSULTANT) to solicit or secure this AGREEMENT;
- b) Agreed, as an express or implied condition for obtaining this contract, to employ or retain the services of any firm or person in connection with carrying out this AGREEMENT; or
- c) Paid, or agreed to pay, to any firm, organization or person (other than a bona fide employee working solely for me or the above CONSULTANT) any fee, contribution, donation, or consideration of any kind for, or in connection with, procuring or carrying out this AGREEMENT; except as hereby expressly stated (if any);

I acknowledge that this certificate is to be furnished to the **City of Camas**

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and the Federal Highway Administration, U.S. Department of Transportation in connection with this AGREEMENT involving participation of Federal-aid highway funds, and is subject to applicable State and Federal laws, both criminal and civil.

# DKS Associates

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Consultant (Firm Name)

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Signature (Authorized Official of Consultant)

---

Date

**Exhibit G-1(b) Certification of City of Camas**

I hereby certify that I am the:

*Engineering Manager/City Engineer*

Other

of the **City of Camas**, and \_\_\_\_\_

or its representative has not been required, directly or indirectly as an express or implied condition in connection with obtaining or carrying out this AGREEMENT to:

- a) Employ or retain, or agree to employ to retain, any firm or person; o
- b) Pay, or agree to pay, to any firm, person, or organization, any fee, contribution, donation, or consideration of any kind; except as hereby expressly stated (if any):

I acknowledge that this certificate is to be furnished to the **City of Camas**

and the Federal Highway Administration, U.S. Department of Transportation, in connection with this AGREEMENT involving participation of Federal-aid highway funds, and is subject to applicable State and Federal laws, both criminal and civil.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Exhibit G-2 Certification Regarding Debarment Suspension and Other Responsibility Matters - Primary Covered Transactions

- I. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
  - A. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - B. Have not within a three (3) year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State anti-trust statues or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - C. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; an
  - D. Have not within a three (3) year period preceding this application / proposal had one or more public transactions (Federal, State and local) terminated for cause or default.
- II. Where the prospective primary participant is unable to certify to any of the statements in this certification such prospective participant shall attach an explanation to this proposal.

# DKS Associates

Consultant (Firm Name)

Signature (Authorized Official of Consultant)

Date

## Exhibit G-3 Certification Regarding the Restrictions of the Use of Federal Funds for Lobbying

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 any 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 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 a material representation of 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 require certification shall be subject to a civil penalty of not less than \$10,000.00, and not more than \$100,000.00 for each such 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 sub-contracts, which exceed \$100,000 and that all such sub-recipients shall certify and disclose accordingly.

# DKS Associates

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Consultant (Firm Name)

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Signature (Authorized Official of Consultant)

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Date

## Exhibit G-4 Certification of Current Cost or Pricing Data

This is to certify that, to the best of my knowledge and belief, the cost or pricing data (as defined in section of the Federal Acquisition Regulation (FAR) and required under FAR subsection 15.403-4) submitted, either actually or by specific identification in writing, to the Contracting Officer or to the Contracting Officer's representative in support of NW Lake Road Safety Improvements \* are accurate, complete, and current as of 4/30/2025 \*\*.

This certification includes the cost or pricing data supporting any advance AGREEMENT's and forward pricing rate AGREEMENT's between the offer or and the Government that are part of the proposal.

Firm: DKS Associates

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

Date of Execution \_\_\_\_\_ \*\*\*.

\_\_\_\_\_  
\*Identify the proposal, quotation, request for pricing adjustment, or other submission involved, giving the appropriate identifying number (e.g. project title.)

\*\*Insert the day, month, and year, when price negotiations were concluded and price AGREEMENT was reached.

\*\*\*Insert the day, month, and year, of signing, which should be as close as practicable to the date when the price negotiations were concluded and the contract price was agreed to.

# **Exhibit H**

## **Liability Insurance Increase**

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### **To Be Used Only If Insurance Requirements Are Increased**

The professional liability limit of the CONSULTANT to the AGENCY identified in Section XII, Legal Relations and Insurance of this Agreement is amended to \$ \_\_\_\_\_ .

The CONSULTANT shall provide Professional Liability insurance with minimum per occurrence limits in the amount of \$ \_\_\_\_\_.

Such insurance coverage shall be evidenced by one of the following methods:

- Certificate of Insurance
- Self-insurance through an irrevocable Letter of Credit from a qualified financial institution

Self-insurance through documentation of a separate fund established exclusively for the payment of professional liability claims, including claim amounts already reserved against the fund, safeguards established for payment from the fund, a copy of the latest annual financial statements, and disclosure of the investment portfolio for those funds.

Should the minimum Professional Liability insurance limit required by the AGENCY as specified above exceed \$1 million per occurrence or the value of the contract, whichever is greater, then justification shall be submitted to the Federal Highway Administration (FHWA) for approval to increase the minimum insurance limit.

If FHWA approval is obtained, the AGENCY may, at its own cost, reimburse the CONSULTANT for the additional professional liability insurance required.

Notes: Cost of added insurance requirements: \$ \_\_\_\_\_.

- Include all costs, fee increase, premiums.
  - This cost shall not be billed against an FHWA funded project.
  - For final contracts, include this exhibit
-

# **Exhibit I**

## **Alleged Consultant Design Error Procedures**

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The purpose of this exhibit is to establish a procedure to determine if a consultant has alleged design error is of a nature that exceeds the accepted standard of care. In addition, it will establish a uniform method for the resolution and/or cost recovery procedures in those instances where the agency believes it has suffered some material damage due to the alleged error by the consultant.

### **Step 1 Potential Consultant Design Error(s) is Identified by Agency's Project Manager**

At the first indication of potential consultant design error(s), the first step in the process is for the Agency's project manager to notify the Director of Public Works or Agency Engineer regarding the potential design error(s). For federally funded projects, the Region Local Programs Engineer should be informed and involved in these procedures. (Note: The Director of Public Works or Agency Engineer may appoint an agency staff person other than the project manager, who has not been as directly involved in the project, to be responsible for the remaining steps in these procedures.)

### **Step 2 Project Manager Documents the Alleged Consultant Design Error(s)**

After discussion of the alleged design error(s) and the magnitude of the alleged error(s), and with the Director of Public Works or Agency Engineer's concurrence, the project manager obtains more detailed documentation than is normally required on the project. Examples include all decisions and descriptions of work, photographs, records of labor, materials, and equipment.

### **Step 3 Contact the Consultant Regarding the Alleged Design Error(s)**

If it is determined that there is a need to proceed further, the next step in the process is for the project manager to contact the consultant regarding the alleged design error(s) and the magnitude of the alleged error(s). The project manager and other appropriate agency staff should represent the agency and the consultant should be represented by their project manager and any personnel (including sub-consultants) deemed appropriate for the alleged design error(s) issue.

### **Step 4 Attempt to Resolve Alleged Design Error with Consultant**

After the meeting(s) with the consultant have been completed regarding the consultant's alleged design error(s), there are three possible scenarios:

- It is determined via mutual agreement that there is not a consultant design error(s). If this is the case, then the process will not proceed beyond this point.
- It is determined via mutual agreement that a consultant design error(s) occurred. If this is the case, then the Director of Public Works or Agency Engineer, or their representatives, negotiate a settlement with the consultant. The settlement would be paid to the agency or the amount would be reduced from the consultant's agreement with the agency for the services on the project in which the design error took place. The agency is to provide LP, through the Region Local Programs Engineer, a summary of the settlement for review and to make adjustments, if any, as to how the settlement affects federal reimbursements. No further action is required.
- There is not a mutual agreement regarding the alleged consultant design error(s). The consultant may request that the alleged design error(s) issue be forwarded to the Director of Public Works or Agency Engineer for review. If the Director of Public Works or Agency Engineer, after review with their legal counsel, is not able to reach mutual agreement with the consultant, proceed to Step 5.

## **Step 5 Forward Documents to Local Programs**

For federally funded projects, all available information, including costs, should be forwarded through the Region Local Programs Engineer to LP for their review and consultation with the FHWA. LP will meet with representatives of the agency and the consultant to review the alleged design error(s), and attempt to find a resolution to the issue. If necessary, LP will request assistance from the Attorney General's Office for legal interpretation. LP will also identify how the alleged error(s) affects eligibility of project costs for federal reimbursement.

- If mutual agreement is reached, the agency and consultant adjust the scope of work and costs to reflect the agreed upon resolution. LP, in consultation with FHWA, will identify the amount of federal participation in the agreed upon resolution of the issue.
- If mutual agreement is not reached, the agency and consultant may seek settlement by arbitration or by litigation.

# **Exhibit J**

## **Consultant Claim Procedures**

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The purpose of this exhibit is to describe a procedure regarding claim(s) on a consultant agreement. The following procedures should only be utilized on consultant claims greater than \$1,000. If the consultant's claim(s) total a \$1,000 or less, it would not be cost effective to proceed through the outlined steps. It is suggested that the Director of Public Works or Agency Engineer negotiate a fair and reasonable price for the consultant's claim(s) that total \$1,000 or less.

This exhibit will outline the procedures to be followed by the consultant and the agency to consider a potential claim by the consultant.

### **Step 1 Consultant Files a Claim with the Agency Project Manager**

If the consultant determines that they were requested to perform additional services that were outside of the agreement's scope of work, they may be entitled to a claim. The first step that must be completed is the request for consideration of the claim to the Agency's project manager.

The consultant's claim must outline the following:

- Summation of hours by classification for each firm that is included in the claim
- Any correspondence that directed the consultant to perform the additional work;
- Timeframe of the additional work that was outside of the project scope;
- Summary of direct labor dollars, overhead costs, profit and reimbursable costs associated with the additional work; and
- Explanation as to why the consultant believes the additional work was outside of the agreement scope of work.

### **Step 2 Review by Agency Personnel Regarding the Consultant's Claim for Additional Compensation**

After the consultant has completed step 1, the next step in the process is to forward the request to the Agency's project manager. The project manager will review the consultant's claim and will meet with the Director of Public Works or Agency Engineer to determine if the Agency agrees with the claim. If the FHWA is participating in the project's funding, forward a copy of the consultant's claim and the Agency's recommendation for federal participation in the claim to the WSDOT Local Programs through the Region Local Programs Engineer. If the claim is not eligible for federal participation, payment will need to be from agency funds.

If the Agency project manager, Director of Public Works or Agency Engineer, WSDOT Local Programs (if applicable), and FHWA (if applicable) agree with the consultant's claim, send a request memo, including backup documentation to the consultant to either supplement the agreement, or create a new agreement for the claim. After the request has been approved, the Agency shall write the supplement and/or new agreement and pay the consultant the amount of the claim. Inform the consultant that the final payment for the agreement is subject to audit. No further action is needed regarding the claim procedures.

If the Agency does not agree with the consultant's claim, proceed to step 3 of the procedures.

### **Step 3 Preparation of Support Documentation Regarding Consultant's Claim(s)**

If the Agency does not agree with the consultant's claim, the project manager shall prepare a summary for the Director of Public Works or Agency Engineer that included the following:

- Copy of information supplied by the consultant regarding the claim;
- Agency's summation of hours by classification for each firm that should be included in the claim
- Any correspondence that directed the consultant to perform the additional work;
- Agency's summary of direct labor dollars, overhead costs, profit and reimbursable costs associate with the additional work;
- Explanation regarding those areas in which the Agency does/does not agree with the consultant's claim(s);
- Explanation to describe what has been instituted to preclude future consultant claim(s); and
- Recommendations to resolve the claim.

### **Step 4 Director of Public Works or Agency Engineer Reviews Consultant Claim and Agency Documentation**

The Director of Public Works or Agency Engineer shall review and administratively approve or disapprove the claim, or portions thereof, which may include getting Agency Council or Commission approval (as appropriate to agency dispute resolution procedures). If the project involves federal participation, obtain concurrence from WSDOT Local Programs and FHWA regarding final settlement of the claim. If the claim is not eligible for federal participation, payment will need to be from agency funds.

### **Step 5 Informing Consultant of Decision Regarding the Claim**

The Director of Public Works or Agency Engineer shall notify (in writing) the consultant of their final decision regarding the consultant's claim(s). Include the final dollar amount of the accepted claim(s) and rationale utilized for the decision.

### **Step 6 Preparation of Supplement or New Agreement for the Consultant's Claim(s)**

The agency shall write the supplement and/or new agreement and pay the consultant the amount of the claim. Inform the consultant that the final payment for the agreement is subject to audit