



J-08-005

Contract # 4355
(Obtain from City Clerk)

CONTRACT REVIEW/APPROVAL ROUTING FORM

INSTRUCTIONS:

1. First time original contracts

- a.) Contact City Clerk's Office for Contract Number
- b.) One copy of the contract routing form
- c.) Three original contract documents

2. Amendments/Change Orders

- a) Contact City Clerk's Office for a NEW Contract #
- b) One copy of the contract routing form
- c) Three original amendments/change orders
- d) One copy of the original contract

FILED
APR 23 2008
CITY CLERK
CITY OF SHORELINE

CONTRACT DESCRIPTION

Originator: John Vicente **Routed by:** Lori Henrich
Department/Division: Pubic Works/Engineering **Date:** November 27, 2007

Type of Contract: (C) Building Construction (L) Lease Agreement (I) Intergov't Agreement
 (A) Addendum/Change Order (W) Public Works (O) Other
 (GR) Grants (S) Purchase of Services (all types)

CONTRACT TITLE: Certification Acceptance Qualification Agreement

Brief Description of Services: Approval authority agreement with the State for federally funded projects

Contract Modification: Has the original contract boilerplate language been modified? **N** **Y** If yes, list which sections have been modified. State generated agreement form

Bid/RFP Number: N/A

Name of Consultant/Contractor WSDOT

Effective Date: Upon Execution **Termination Date:** No Expiration

Total Amount of Contract: N/A **OrgKey # & Object #** N/A

(including reimbursable expenses)

J/L # (if required) N/A

Is there sufficient funds in the current budget to cover this contract? **Y** **N** If no, from where are the additional funds coming? N/A

Payment Terms (monthly installments, progress payments, etc.): N/A

Remarks: This agreement is revising the current one with WSDOT, #2155 (attached)

SIGNATURE ROUTING:

- 1. Project Manager/Director
- 2. Risk Mgmt/Budget
- 3. City Attorney
- 4. Send to WSDOT for signature (only send contract documents)
- 5. City Council Approval (if required)

[Signature]
[Signature] 12/3

 (mo/day/year)


- 6. City Manager (if required)
- 7. Dept. Director Memo Only
- 8. City Clerk
- 9. Purchasing


Date
[Signature] 12/27/07
[Signature] 12/4/07
[Signature] 12/23/08




Memorandum

DATE: November 27, 2007

TO: Bob Olander, City Manager
Mark Relph, Public Works Director 

FROM: John Vicente, Capital Projects Manager 

VIA: Tricia Juhnke, Capital Projects Administrator 

RE: Certification Approval Authority

Hi Bob and Mark,

Because of the changes to the organization within Public Works last December, we have to update our approval authority agreement with WSDOT. For federally funded projects, and to maintain our Certification Acceptance status, only certain individuals are authorized to approved and/or sign documents. This authorization is determined by each local agency and reviewed/approved by the State.

The current agreement has several tasks assigned to the City Engineer and I am adjusting the agreement to provide delegation of authority to be consisted with our purchasing policies and current practices for non federally funded projects.

Please find the revised agreement for your signature Bob. Also, I have drafted a memo to the file listing the designation authority for each responsibility for both Bob and Mark's initials. I have spoken with the State and they prefer we do it this way versus listing all possible titles on the agreement.

If you have any questions, please let me know.

John



Memorandum

DATE: April 16, 2008

TO: File

FROM: Robert Olander, City Manager *RO*
Mark Relph, Public Works Director/City Engineer *MR*

RE: Certification Acceptance Qualification Approval Authority Designations

CC: Tricia Juhnke, Capital Projects Administrator
John Vicente, Capital Projects Manager
Jon Jordan, Capital Projects Manager
Dave Buchan, Capital Projects Manager
Ross Heller, Capital Projects Manager
Kris Overleese, Capital Projects Manager
Phil Ramon, Administrative Services Manager
Lori Henrich, Administrative Asst.
Catherine Lander, Administrative Asst.
Debora Klitzke, Administrative Asst.

On federally funded projects, the following position titles are given approval authority for the given responsibilities listed below:

2c. The designs and environmental documents will be reviewed and approved by the following state of Washington registered Professional Civil Engineer:

City Engineer and

Capital Projects Administrator (licensed)

2e. The contract plans, specifications, and estimate of cost will be reviewed and approved by the following state of Washington registered Professional Civil Engineer:

City Engineer and

Capital Projects Administrator (licensed)

2f. Agreements will be signed by the following responsible local official*:

- | | |
|-------------------------|---|
| (1). Railroad | City Manager |
| (2). Utility | Public Works Director |
| (3). Consultants | Public Works Director, City Engineer and Capital Projects Administrator |
| (4). Technical Services | Public Works Director, City Engineer or Capital Projects Administrator |

2g. The award of contract will be signed by the following responsible local official:

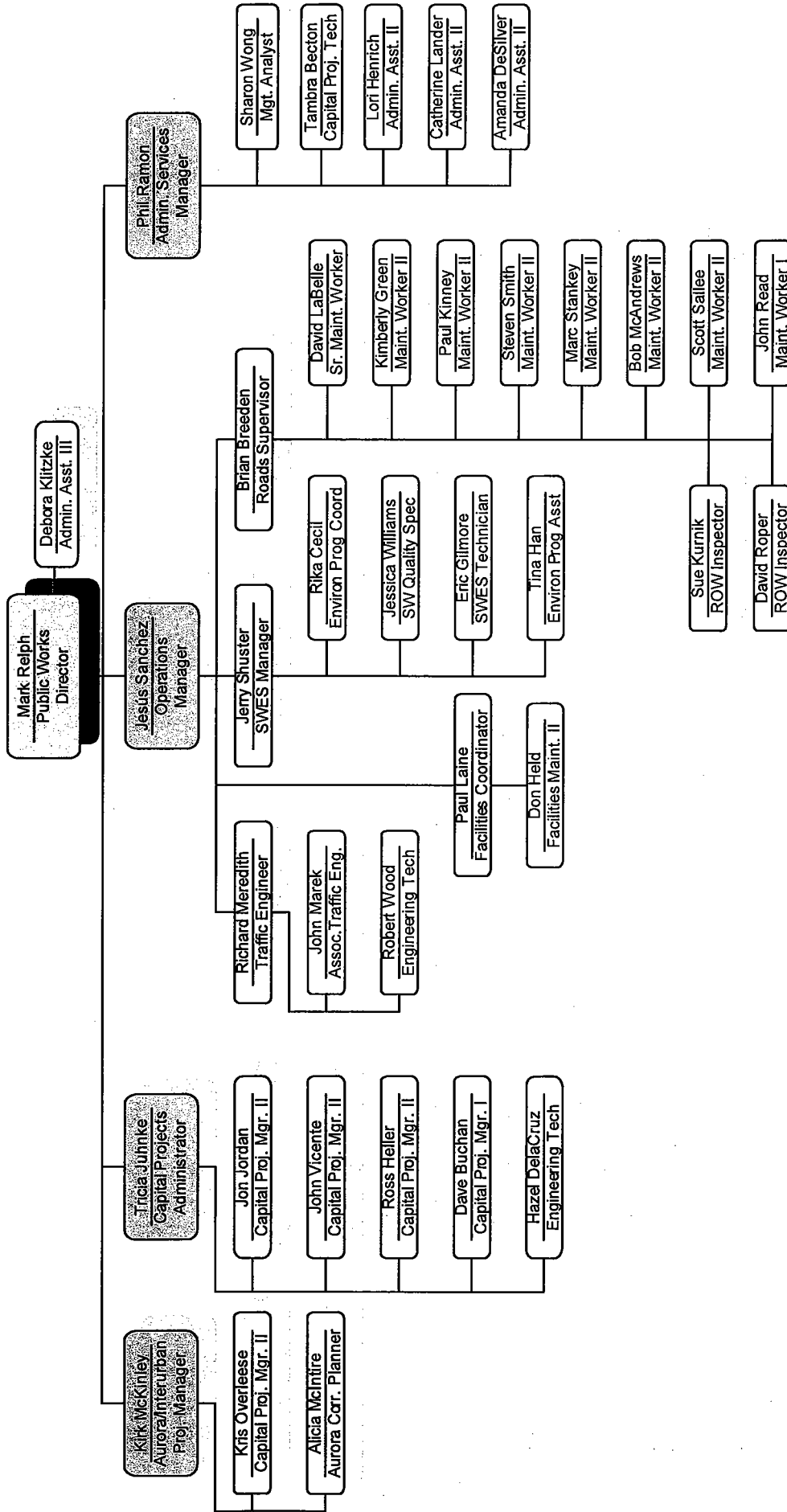
City Engineer, Capital Projects Administrator and Capital Projects Manager

2i. The Contract Administration will be supervised by the following state of Washington registered Professional Civil Engineer:

City Engineer,
Capital Projects Administrator (licensed) and
Capital Projects Manager (licensed)

* If authority is allowed within current City Purchasing Policies

2008 Public Works Organizational Chart



Aurora

Engineering

Operations

Administration



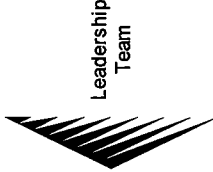
Citizens of Shoreline

Shoreline City Council

Economic Development Program Manager
Vacant

City Manager
Bob Olander

Intergovernmental Program Manager
Scott MacColl



City Attorney
Ian Sievers

Finance Director
Debbie Tarry

Human Resources Director
Marci Wright

Assistant City Manager
Julie Modrzejewski

Parks, Recreation & Cultural Services Director
Dick Deal

Planning & Development Services Director
Joe Tovar

Police Chief
Dan Pingrey

Public Works Director
Mark Reph

City Clerk
Scott Passey

Community Services Division
Rob Beem

Communications Specialist
Susan Will

CMO Management Analyst
Eric Bratton

CMO Management Analyst
John Norris



**Washington State
Department of Transportation**
Paula J. Hammond, P.E.
Secretary of Transportation

Transportation Building
310 Maple Park Avenue S.E.
P.O. Box 47300
Olympia, WA 98504-7300

360-705-7000
TTY: 1-800-833-6388
www.wsdot.wa.gov

PUBLIC WORKS DEPARTMENT

MAR 18 2008

RECEIVED

March 17, 2008

Mr. Mark Relph, PE
Public Works Director
City of Shoreline
17544 N. Midvale Ave.
Shoreline, WA 98133-4921

Re: City of Shoreline Revised Certification Acceptance Agreement

Dear Mr. Relph:

We appreciate your efforts in keeping this Certification Acceptance (CA) document current, as it is important to your CA program.

Enclosed for your information and files is a copy of the revised City of Shoreline's "Certification Acceptance Agreement" which I approved and signed on March 14, 2008.

Sincerely,

Kathleen B. Davis
Director
Highways & Local Programs Division

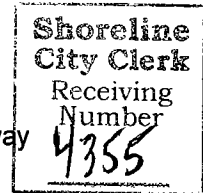
KBD:dlm:sas
Enclosure

cc: Ed Conyers, Northwest Region Local Programs Engineer, MS:NB82/121

Agency City of Shoreline

Agency No. 17

Address 17544 Midvale Avenue N
Shoreline, WA 98133



The agency agrees to comply with the following requirements when developing all Federal Highway Administration (FHWA) projects under Full CA status.

1. Adherence to the *Local Agency Guidelines* and all policies and procedures promulgated by the Washington State Department of Transportation (WSDOT) which accomplish the policies and objectives set forth in Title 23, U.S. Code, Highways, and the regulations issued pursuant thereto.
2. The overall approval authorities and conditions will be as follows:
 - a. The project prospectus will be reviewed and approved by the following official.
City Manager
Position Title Only
 - b. The local agency agreement will be reviewed and approved by the following official or officials.
City Manager
Position Title or Titles Only
 - c. The designs and environmental documents will be reviewed and approved by the following state of Washington registered Professional Civil Engineer.
Public Works Director or Designee (see attached Memo)
Position Title Only
 - d. The hearing's findings (if required) will be reviewed and approved by the following official or officials.
Public Works Director
Position Title or Titles Only
 - e. The contract plans, specifications, and estimate of cost will be reviewed and approved by the following state of Washington registered Professional Engineer.
Public Works Director or Designee (see attached Memo)
Position Title or Titles Only
 - f. Agreements will be signed by the following responsible local official:

(1) Railroad	<u>City Manager</u> Position Title Only
(2) Utility	<u>City Manager or Designee</u> Position Title Only
(3) Consultant	<u>City Manager or Designee</u> Position Title Only
(4) Technical Services	<u>City Manager or Designee</u> Position Title Only
 - g. The award of contract will be signed by the following responsible local official.
Public Works Director or Designee
Position Title Only
 - h. All projects will be constructed in conformance with the Washington State Department of Transportation/ American Public Works Association (WSDOT/APWA) current *Standard Specifications for Road, Bridge, and Municipal Construction* and such specifications that modify these specifications as appropriate. Multimodal enhancement projects shall be constructed in conformance with applicable state and local codes.

i. The contract administration will be supervised by the following state of Washington registered Professional Civil Engineer.

Public Works Director or Designee (See attached Memo)
Position Title Only

j. Construction administration and material sampling and testing will be accomplished in accordance with the *Local Agency Guidelines*.

- 3. The agency agrees that they have the means to provide adequate expertise and will have support staff available to perform the functions being subdelegated. The support staff may include consultant or state services.
- 4. The agency agrees that the signature on each project prospectus and local agency agreement will be consistent with section 2 above.
- 5. All projects under Certification Acceptance shall be available for review by the FHWA and the State at any time and all project documents shall be retained and available for inspection during the plan development and construction stages and for a three year period following acceptance of the project by WSDOT.
- 6. Approval of the local agency certification by the Director of Highways and Local Programs may be rescinded at any time upon local agency request or if, in the opinion of the Director of Highways and Local Programs, it is necessary to do so. The rescission may be applied to all or part of the programs or projects approved in the local agency certification.

Robert L. Olander
Mayor or Chairperson
Robert L. Olander
City Manager

12/20/07
Date

Washington State Department of Transportation

Approved By:

Kathy Balais
Director, Highways and Local Programs

3-17-08
Date