



I.14.002

Receiving # 7096  
(obtain from City Clerk)

CONTRACT ROUTING FORM

DESCRIPTION	Originator:	John Vicente	Routed by:	Lori Henrich
	Department/Division:	Public Works/Engineering	Date:	November 12, 2013
	Name of Consultant/Contractor:	Washington State Department of Transportation		
	CONTRACT TITLE:	Certification Acceptance Qualification Agreement		

CONTRACT CONTENT	Type of Contract:	<input type="checkbox"/> (GR) Grants	<input checked="" type="checkbox"/> (I) Intergovernmental Agreement	<input type="checkbox"/> (L) Lease Agreement
		<input type="checkbox"/> (S) Purchase of Services	<input type="checkbox"/> (W) Public Works	<input type="checkbox"/> (O) Other
	Bid/RFP Number:			
	Effective Date:	Upon Execution	Completion Date:	NA
	Has the original contract boilerplate language been modified?	<input type="radio"/> Yes <input checked="" type="radio"/> No		
	If yes, specify which sections have been modified:			
	Description of Services:	Assigned signature authority for the City regarding federally funded projects This supercedes previous Certification Acceptance agreements #2155, #4355		

FINANCIAL DETAILS	Total Amount of Contract: \$0.00			
	Org Key – Obj #	Amount:	Org Key – Obj #	Amount:
	J/L # – Task #		J/L # – Task #	
	Org Key – Obj #	Amount:	Org Key – Obj #	Amount:
	J/L # – Task #		J/L # – Task #	
	Org Key – Obj #	Amount:	Org Key – Obj #	Amount:
	J/L # – Task #		J/L # – Task #	
	Are there sufficient funds in the current budget to cover this contract? <input type="radio"/> Yes <input checked="" type="radio"/> No			
	Remarks: NA			

FORMS	For Public Works/Small Works Contracts:		For Service Contracts:	
	<input type="checkbox"/> Selection Form	<input type="checkbox"/> Business License	<input type="checkbox"/> Selection Form	<input type="checkbox"/> Business License
	<input type="checkbox"/> Contractor Responsibility Form	<input type="checkbox"/> Certificate of Insurance	<input type="checkbox"/> Certificate of Insurance	<input type="checkbox"/> W-9 Form
	<input type="checkbox"/> Contract Bond/In Lieu of Form	<input type="checkbox"/> W-9 Form		

SIGNATURE	Authorization Level:	City Manager		
	<input checked="" type="checkbox"/> 1. Project Manager	<u>RAH 11/12/13</u>	<input type="checkbox"/> 6. City Council (if required)	
	<input checked="" type="checkbox"/> 2. Risk Management/Budget	<u>del 11/12/13</u>	<input checked="" type="checkbox"/> 7. City Manager	
	<input checked="" type="checkbox"/> 3. City Attorney	<u>11/15/13</u>	<input checked="" type="checkbox"/> 8. City Clerk	<u>1/14 3/14/14</u>
	<input checked="" type="checkbox"/> 4. Consultant/Contractor	<u>11/22/13</u>	<input checked="" type="checkbox"/> 9. Originating Department	
	<input checked="" type="checkbox"/> 5. Department Director	<u>11/15/2013</u>		



## Memorandum

**DATE:** November 12, 2013

**TO:** Debbie Tarry, Interim City Manager  
Mark Relph, Public Works Director *MR*

**FROM:** John Vicente, Capital Projects Manager *JV*

**VIA:** Tricia Juhnke, City Engineer *TJ*  
Iain Draper, Engineering Manager *ID*

**RE:** Certification Approval Authority

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Because of the reorganizational changes made to the Public Works Department, we need to update our Certification Acceptance (CA) agreement with WSDOT and the approval authorities for the City with regards to federally funded project and the Washington State Department of Transportation (WSDOT).

For federally funded projects, and to maintain our Certification Acceptance status, only certain individuals are authorized to approve and/or sign specific documents related to such projects.

Please find attached the CA agreement and the revised delegation of authority memo for your signature/initials.



## Memorandum

**DATE:** November 12, 2013

**TO:** File

**FROM:** Debbie Tarry, Interim City Manager  
Mark Relph, Public Works Director

**RE:** Certification Acceptance Qualification Approval Authority Designations

**CC:** Public Works Engineering and Transportation Services Divisions

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

- 2f. The following position titles may also sign the agreements listed below:
- (1) Railroad: Public Works Director
  - (2) Utility: Public Works Director
  - (3) Consultants: Public Works Director, City Engineer, Transportation Services Manager, Engineering Manager, Traffic Engineer, Capital Projects Manager
  - (4) Technical Services: Public Works Director, City Engineer, Transportation Services Manager, Engineering Manager, Traffic Engineer, Capital Projects Manager
- 2g. The following position titles may also sign the award of contract:
- City Engineer, Transportation Services Manager, Engineering Manager, Traffic Engineer, Capital Projects Manager, Construction Inspection Supervisor
- 2i. The Contract Administration may also be supervised by the following State of Washington registered Professional Engineer:
- Engineering Manager, Capital Projects Manager (if licensed as listed above)



**Washington State  
Department of Transportation**

Lynn Peterson  
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

December 11, 2013

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 December 11, 2013.

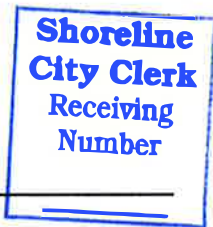
Sincerely,

A handwritten signature in blue ink that reads "Kathleen B. Davis".

Kathleen B. Davis  
Director  
Highways & Local Programs

KBD:dml:sas  
Enclosure

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



Certification Acceptance Qualification Agreement

Agency City of Shoreline (Receiving #7096)
Address 17500 Midvale Ave N
Shoreline, WA 98133

Agency No. 17

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 or Public Works Director
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.
City Engineer
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.
City Engineer
Position Title or Titles Only
f. Agreements will be signed by the following responsible local official:
(1) Railroad City Manager or designee
Position Title Only
(2) Utility City Manager or designee
Position Title Only
(3) Consultant City Manager or designee
Position Title Only
(4) Technical Services City Manager or designee
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.

City Engineer or designee

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.

Debra S. Savoy  
Mayor or Chairperson City Manager

10/19/13  
Date

**Washington State Department of Transportation**

Approved By:

Kathleen B. ...  
Director, Highways and Local Programs

12/12/13  
Date

