



Award Date:
PS&E:

Approve - Trains

Work Order Authorization

Work Order: MS3750 **Manager:** CLARK, H.M. **Org. Code:** 446002 **WOA Date:** 4/6/2004 **Ad Date:**
WIN: D00500L **Work Order Title:** WSDOT/ODOT I-5 CORRIDOR STUDY
Type: Increase **Work Description:** STUDY WA/ORE COLUMBIA RIVER BRIDGE REPLACEMENT ISSUES

Phase: PE **Source** State TIB **WOA** Perpetual
 RW **of Funds:** Federal ER **Type:** Biennial
 CN Local CCFA
 NonIP Perpetual
 NonIP Biennial
 NonIP CCFA

Engineer Estimate Date	
Previous Authorization:	566,482.36
Group Category:	
01. Work Done Contractor:	
02. Work Done Others:	
Payable Agmt #: Y8417 AS	47,518.00
03. Engineering:	
04. State Force Work:	
05. Material Furnished:	
06. Contingencies:	
07. R/W Acquisition:	
08. R/W Other:	
99. Vendor Supplied Materials & Services:	
Net Change:	47,518.00
New Total Authorization:	614,000.36

Reimbursable From:		
Receivable Agmt No.	% / AMT	Date Executed

FOR FA PROJECTS ONLY

FA Number	Finance Code	FA %	FA Approp	FHWA Send Date	FHWA Auth Date
<input type="checkbox"/> Programmatic Match	<input type="checkbox"/> Soft Match				
RW cert to OCS:	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	STIP:		
Design Approved:			NEPA:		

The CE/PE costs equal N/A% of current est. construction

PIN	Sub Pgm	Sub Cat	Fund Acct	Legis Approp	Finance Codes	Auth Status	Amount Change	Control Section	Distr % by Cont Sect
400500L	I3	IF	108	A20	AA	P	47,518.00	060100	
Counties: 06 State Route: 005 MP From: 0.00 MP To: 8.03							Net Change:	47,518.00	Dist %: 0.00

Work Order Justification
 Request authorization of funds for agreement Y8417 task AS with The JD White Company for strategic planning services for scope of work as described in phase 1 of the agreement. Phase 2 of the agreement will be funded by 2004 earmark federal dollars.

Notes to Accounting
 Please add a group under group cat 02 titled 'Y8417-AS - JD White'

Notes to CPMS
 This PIN did not show on Leg Final, but was added in reconciliation Quarter 1.

Region Notes
 Need to send copy of authorized work order to Dale Himes.

HQ Notes
 4/08/04 FM:
 PIN 400500L is not on the 03Legfin list.
 PIN 400500L shows on the final 2004 supplemental budget list approved by the legislature (04HTCFIN).
 04HTCFIN PIN total 614K
 Current PIN total 614K

 04/08/04 John McLaughlin Total planned expenditures equal the funded amount from 2004 Supplemental Budget.



Work Order Authorization (continued)

Work Order Number: MS3750

PIN	Sub Prog	Sub Cat	Approval Code	Status Code	Curr Plan This Bien	Curr Plan All Bien	Orig Plan This Bien	Orig Plan All Bien	Engineer Estimate
400500L	I3	IF	Y	5	76,277.95	614,000.14	0.00	0.00	
Engineer Estimate Total:									

Signature Information

Date	User	Role	Approve/Reject
4/6/2004 9:19:34 AM	Kytola, Pam	StartSouthWest(4)	Approve
4/6/2004 10:28:52 AM	Kytola, Pam	Region(4)Initiator	Approve
4/6/2004 10:31:36 AM	Cortnik, Ken	Reviewer(4)	Approve
4/6/2004 4:27:58 PM	McMullen, Brian	Region(4)AssistPM	Approve
4/6/2004 4:29:44 PM	McMullen, Brian	RegionPM(4)	Approve
4/8/2004 11:29:21 AM	Makhlouf, Firas	PMAssistI	Approve
4/8/2004 1:57:38 PM	McLaughlin, John	Program Manager I	Approve
4/8/2004 4:27:16 PM	Makhlouf, Firas	YLines	Approve
4/12/2004 7:32am	Runion, Bev	Trains	Approve

Attached Files

File Name
400500L.pdf



Agreement No. Y - 8417 (To be filled in by Agreement Manager)

Task No. AS Amendment No. _____ Work Order No(s). MS3750

All terms and conditions of this agreement are in full force and effect for this Task Order document.

Project Information

Project Title Columbia River Bridge	
State Route No(s).	Fed. Aid Project No(s).
Org. Code of Work Order No(s). 44101	Fed. Aid Participating Percentage(s):

Task Manager Information

Task Manager Dale Himes	Phone 360.905.2006	Mailstop S15
Mailing Address PO Box 1709 Vancouver, WA 98668-1709		

Consultant

Consultant WongDoody -- JD White	Contact Jeff Hasen/John White
Address 83 S. King St, Suite 814 Seattle, WA 98104	Phone (206) 624-5325
	Federal I.D. No.

Scope of Task Order

Provide brief description of work and reference attachments for prime consultant and all subconsultants (to include detailed description of work schedule and estimate).

Report Due Date

June 30, 2005

See attached scope of work

Task Schedule and Cost

New Task

Task Amendment

Pretask Start Date _____	Pre-Task Amt. _____	Previous Authorized Amt. _____
<i>No payment for pre-task work done PRIOR to this date</i>		
Task Start Date <u>February 19, 2004</u>	Task Amt. <u>\$132,000.00</u>	Task Amendment Amt. _____
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Task End Date <u>May 30, 2005</u>	Total Task Amt. <u>\$132,000.00</u>	Total Amended Task Amt. _____
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Approval Signatures

****Note: Two original signed Documents are required.****

Consultant

Dale O. Himes

Washington State Department of Transportation

Agreement Manager (Signature required for execution of document
ONLY for Creative Media Services Agreements)

Distribution: Originals: Consultant
 Accountant

Copies: File Consultant Services
 Task Manager Other _____

THE JD WHITE COMPANY, INC.
SCOPE OF SERVICES
COLUMBIA RIVER
CROSSING PROJECT

February 17, 2004

The following constitutes a proposal to provide professional services relating to the strategic planning for the Columbia River Crossing Project in Vancouver, Washington. It should be noted that where the firm—The JD White Company, Inc. (TWC) – is indicated, the assumption is that, unless otherwise noted, John White will be the person performing that task.

PHASE I STRATEGIC PLANNING SCOPE OF WORK

Approximate Timeline -- End of February 2004 through May 2004

TWC will assist WSDOT in the development of decision-making strategies for the project definition phase of the Columbia River Crossing Project.

Stakeholder Identification & Approach Strategy

TWC will meet with WSDOT to develop a comprehensive list of stakeholders who will have an influence on the effective implementation of the decision making process. It is anticipated that stakeholders will include elected and appointed officials from government and private industry. TWC will document the strategy for approaching each identified stakeholder including - which WSDOT representative will meet with which stakeholder.

Deliverables

- Comprehensive list of stakeholders
- Stakeholder approach strategy

Key Messages

TWC will prepare for, facilitate, and document up to four two-hour meetings with WSDOT to develop key messages describing the status and next steps of the project. TWC will create a fact sheet/leave behind document outlining the key messages for project representatives to use while meeting with stakeholders.

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Pilot Stakeholder Communications

TWC will schedule, conduct, document, and follow up on 10 2-hour meetings with stakeholders regarding the communication of these key messages. These meetings will be intended to serve as pilot efforts helping refine messages and issues for later (phase 2) stakeholder meetings.

Deliverables

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Cost Estimate

Professional fees including expenses will be billed as incurred and will not exceed \$30,000.00 for Phase I.

OK [Signature] 2/17/04

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Approximate Timeline -- May 2004 through May 2005

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Deliverables

- Preparation, attendance, facilitation, and documentation for up to four 2-hour meetings
- Agency agreement defining the decision making process for the Crossing Project

Cost Estimate

Professional fees including expenses will be billed as incurred and will not exceed \$90,000.00 for Phase II.

OK for WSC 2/17/04

Crabbe, Molly

From: Jeff Hasen [jeff.hasen@wongdoody.com]
Sent: Wednesday, February 18, 2004 2:28 PM
To: Crabbe, Molly
Subject: Re: Task Order

Sent back the signed order. Thanks.

Jeff

On 2/18/04 2:14 PM, "Crabbe, Molly" <CrabbeM@wsdot.wa.gov> wrote:

- > I just sent it and it should be there soon.
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>>> <<THE JD WHITE COMPANY.doc>>

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State Route No(s).	Fed. Aid Project No(s).
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Task Manager Dale Himes	Phone 360.905.2006	Mailstop S15
Mailing Address PO Box 1709 Vancouver, WA 98668-1709		

Consultant

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Washington State Department of Transportation

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>> Molly:

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>>>

>>>

>>>

>>> <<THE JD WHITE COMPANY.doc>>

>>>

>>

>

Himes, Dale

From: Legry, Mary
Sent: Tuesday, May 11, 2004 6:51 AM
To: Echols, Amy
Cc: Himes, Dale
Subject: FW: work orders for Columbia River Crossing / Vancouver

Amy: Charge number for the Crossing project.

-----Original Message-----

From: Kytola, Pam
Sent: Monday, May 10, 2004 3:31 PM
To: Legry, Mary
Subject: work orders for Columbia River Crossing / Vancouver

Mary, XL2268 group 70 is setup for \$300,000 to initiate the draft EIS and begin public involvement efforts. The funds will be converted to 2004 earmark when the appropriation is available.

Agreement Y8417 task AS, Phase 1, with JD White is setup on work order MS3750 group 06.

Pam Kytola

Program Management
SW Region
360-905-2035

March 8, 2004

TO: Tom Saelid, Budget Analyst
Office of Financial Management
MS 43113

FROM: Lynn Hicks, Agreements Manager 
(360) 705-7433

SUBJECT: Personal Service Contracts for On Call Public Involvement and
Communication Services

Columbia River Bridge
Agreement Number Y-8417, Task Order AS

As requested by the Office of Financial Management, I am forwarding the attached Task Order Amendment 1, which exceeds \$20,000. If you have any questions or comments, please contact me by phone (360) 705-7433, or by e-mail at hicksl@wsdot.wa.gov. Thank you.

LH
Attachment

cc: Task Manager Dale Himes, Vancouver Region MS S15
Communications Director MS 47322
Consultant Services Director MS 47323



**Washington State
Department of Transportation**

Douglas B. MacDonald
Secretary of Transportation

March 8, 2004

Jeff Hasen
Wongdoody
83 South King Street, Suite 814
Seattle WA 98104

Subject: Columbia River Bridge Project
Agreement Y-8417, Task Order AS

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

Dear Mr. Hasen:

The subject task order with original signatures is enclosed for your files. Please mail all invoices for this task order directly to:

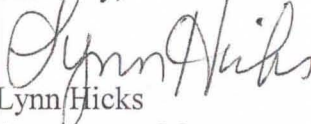
Lynn Hicks
Washington State Department of Transportation
PO Box 47408
Olympia WA 98504-7408

I'll review them for contract compliance, and then forward them to project manager Dale Himes to process for payment. Please reference the Task Order Number on all invoices.

This work was authorized to begin February 19, 2004, based on faxed signatures and approvals. The Task End Date is May 30, 2005. The total maximum amount payable is \$132,000.00. Any changes must be approved in advance with a signed amendment, or a new task order.

Please contact me if you have any questions or concerns at (360) 705-7433, or by e-mail at hicksl@wsdot.wa.gov. Thank you.

Sincerely,


Lynn Hicks
Agreements Manager

Enclosure

cc: Task Manager Dale Himes, Vancouver Region MS S15
Communications Director MS 47322
Consultant Services MS 47323
Accounting Services MS 47420, (original signatures for Agreements file)
Office of Financial Management, MS 43113



Agreement No. Y - 8417 (To be filled in by Agreement Manager)

Task No. AS Amendment No. _____ Work Order No(s). MS3750

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Project Title Columbia River Bridge	
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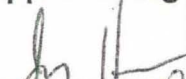
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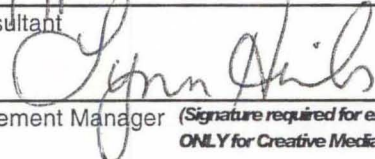
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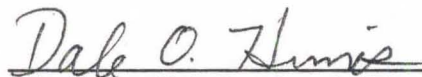
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Consultant



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Washington State Department of Transportation

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THE JD WHITE COMPANY, INC.
SCOPE OF SERVICES
COLUMBIA RIVER
CROSSING PROJECT

RECEIVED
MAR 03 REC'D

February 17, 2004

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OK [Signature] 2/17/04

RECEIVED

MAR 03 REC'D

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TWC will assist WSDOT in the development of decision-making strategies for the project definition phase of the Columbia River Crossing Project.

Stakeholder Communications

TWC will schedule, conduct, document, and follow up for up to 40 2-hour meetings with stakeholders regarding the communication of these key messages. The technique and materials for these meetings will be refined as a result of the series of pilot stakeholder meetings in phase 1 of this proposal.

Deliverables

- Schedule, conduct, document, and follow up for up to 40 2-hour meetings

Bi-State Decision Making Process Strategy Development

TWC will work with WSDOT to develop strategies to assist in the development of a bi-state decision-making process and appropriate roles for the key stakeholders. TWC will prepare for, participate in, facilitate, and document up to four 2-hour meetings. TWC will work with the affected agencies to develop an agreement for signature that will define the decision making process for the Crossing Project.

Deliverables

- Preparation, attendance, facilitation, and documentation for up to four 2-hour meetings
- Agency agreement defining the decision making process for the Crossing Project

Cost Estimate

Professional fees including expenses will be billed as incurred and will not exceed \$90,000.00 for Phase II.

Wongdoody / O White

48417-AS

OK Ld mll 2/17/04

Query done on: 7/15/2004 at 9:29 AM

	Exp Dollars	Exp Dollars	Exp Dollars	Exp Dollars	
Job Number	Apr-04	May-04	Jun-04	Jul-04	
MS375006	4,010.00	14,404.50	7,370.20	9,531.75	35,316.45

7/15/04

Kale,

We have exceeded the \$30,000 to be paid by work order MS 3750 for agreement Y8417-AS with JD White.

I asked Bob Loveless to close the group.

Do you want the agreement to be paid from XL 2268 now? Also, can I transfer \$5,316⁴⁵ to XL2268 or is the overrun okay with Mike Clark?

Thanks,
Pam

Joody / JD White

Y 8417 - AS

THE JD WHITE COMPANY, INC.
SCOPE OF SERVICES
COLUMBIA RIVER
CROSSING PROJECT

RECEIVED

MAR 03 REC'D

Administrative Services

February 17, 2004

The following constitutes a proposal to provide professional services relating to the strategic planning for the Columbia River Crossing Project in Vancouver, Washington. It should be noted that where the firm—The JD White Company, Inc. (TWC) – is indicated, the assumption is that, unless otherwise noted, John White will be the person performing that task.

PHASE I STRATEGIC PLANNING SCOPE OF WORK

Approximate Timeline -- End of February 2004 through May 2004

TWC will assist WSDOT in the development of decision-making strategies for the project definition phase of the Columbia River Crossing Project.

Stakeholder Identification & Approach Strategy

TWC will meet with WSDOT to develop a comprehensive list of stakeholders who will have an influence on the effective implementation of the decision making process. It is anticipated that stakeholders will include elected and appointed officials from government and private industry. TWC will document the strategy for approaching each identified stakeholder including - which WSDOT representative will meet with which stakeholder.

Deliverables

- Comprehensive list of stakeholders
- Stakeholder approach strategy

Key Messages

TWC will prepare for, facilitate, and document up to four two-hour meetings with WSDOT to develop key messages describing the status and next steps of the project. TWC will create a fact sheet/leave behind document outlining the key messages for project representatives to use while meeting with stakeholders.

Deliverables

- Preparation, facilitation, and documentation of up to four two hour meetings with WSDOT
- Preparation of to five page (8.5 x 11, one sided) fact sheet/packet

Pilot Stakeholder Communications

TWC will schedule, conduct, document, and follow up on 10 2-hour meetings with stakeholders regarding the communication of these key messages. These meetings will be intended to serve as pilot efforts helping refine messages and issues for later (phase 2) stakeholder meetings.

Deliverables

- Schedule, conduct, document, and follow up for up to 10 2-hour meetings

Cost Estimate

Professional fees including expenses will be billed as incurred and will not exceed \$30,000.00 for Phase I.

OK. John White 2/17/04