

City of Burien, Washington City Hall Contract Routing Sheet

Name of Contracting Party: Washington State Dept. of Transportation
 Project Name/Description: JA Account for 4th & 6th Ave SW/SW 148th St. Intersection Project
 Contract Amount: \$ 5,000.00

Type of Contract:

| | | |
|--|---|---|
| <input type="checkbox"/> Architectural/Engineering <input type="checkbox"/> From MSRC Engineering Roster <input type="checkbox"/> RFQ Process Done <input type="checkbox"/> Consulting/Services (Non-Engineering) | <input type="checkbox"/> Construction/Public Works <input type="checkbox"/> Informal Bidding Process Done-3 bids (less than \$35,000) <input type="checkbox"/> From MRSC Small Works Roster (\$35,000 to \$300,000) <input type="checkbox"/> Competitive/Advertised Bidding Done (Over \$300,000) <input type="checkbox"/> Other: <u>Sole Source - Emergency</u> | <input type="checkbox"/> Human Services/Arts & Culture <input checked="" type="checkbox"/> <u>Other: JA Account</u> <input type="checkbox"/> <u>Contract Amendment to Contract No. _____</u> |
|--|---|---|

Is this contract authorized in the current year's budget? Yes No
 If budgeted, list Fund/Dept.: Transportation CIP - 4th and 6th Aves SW/SW 148th St. Intersection
 Page # in Budget: 4-25 Budget line item amount: \$154,000 for Design/Engineering
 BARS Account Number: 318-12-595-10-63-130

CONTRACT ROUTING INSTRUCTIONS:

Contract Manager Directions/Approval: Brian Roberts Date: _____
 Draft contract, get contract file checklist items
 Prepare Contract Package (Contract Routing Sheet, contract, and checklist items)
 Obtain *Dept. Director Approval* _____ Date: _____

Legal Dept. Directions/Approval: _____ Date: _____
 Review insurance
 Review by City Attorney (non-routine contracts)

Finance Dept. Directions/Approval: _____ Date: _____
 Review contract budget/administrative review.

Contract Manager Directions:
 Obtain signatures on contract.
 Provide fully signed copy of contract to other party.
 Make copy of contract for own files, if desired.
 Return original Contract Package to Finance Dept.

Finance Dept. Directions:
 Assign contract number.
 E-mail contract number to Contract Manager.
 Provide Contract Package to Scanner.

Contract File Checklist:

W-9 Taxpayer ID Form
 Burien Business License # _____
 Insurance Certificate
 Bids, if applicable N/A
 Contract Fully Signed



**Washington State
Department of Transportation**

Lynn Peterson
Secretary of Transportation

Northwest Region
15700 Dayton Avenue North
P.O. Box 330310
Seattle, WA 98133-9710
206-440-4000
TTY: 1-800-833-6388
www.wsdot.wa.gov

APPLICATION FOR JA ACCOUNT

Date: April 4, 2014

JA - 8510

A charge account number, JA - 8510 has been opened by this office to cover costs related to this project.

PROJECT: SW 148th St Intersection Improvements at 4th and 6th Aves SW

DESCRIPTION OF WORK: Review and approval of NEPA, consultation for future ROW acquisition, consultation for ADA, 100 % PS&E review.

LOCATION: see above

ESTIMATED CHARGES: \$5,000.00

(Actual costs may vary. Approval required if costs exceed the estimated costs by more than twenty five (25%) percent.)

By completing and signing this application, the City of Burien agrees to pay all WSDOT costs; including administrative costs. Please do not send funds at this time. An invoice will be sent each month with the charges that were incurred until the project is completed. To avoid late fee charges, payment is due within 30-days of receipt of each invoice.

| CUSTOMER INFORMATION | |
|---|---|
| City of Burien <small>Customer Name</small> | 206. 248.5521 <small>Phone Number</small> |
| 400 SW 152 nd St <small>Billing Address</small> | 91-1576144 <small>Federal ID Number or SSN</small> |
| Ste 300 <small>Suite or Office Number</small> | Maiya I. Andrews, P.E. <small>Authorized Representative (Please Print or Type)</small> |
| Burien, WA 98166 <small>City, State, Zip Code</small> | Public Works Director <small>Title</small> |
| valeries@burienwa.gov <small>Email Address</small> | <i>Maiya Andrews</i> <small>Signature</small> |

To avoid delays, please return this completed application as soon as possible, to the following address:

Washington State Department of Transportation
Attention: Phil Segami
Local Programs, MS 121
P.O. Box 330310
Seattle, WA 98133

If you have any questions, please feel free to contact Phil Segami, at (206) 440-4736.

Sincerely,

Ed Conyers
Local Program Manager

| | | |
|--|------------------|-----------------|
| For Department Use Only Phil Segami / 416001 WSDOT Representative / Org Number | JA Job Number | 0910 Work Op |
|--|------------------|-----------------|

Lori Fleming

From: Brian Roberts
Sent: Tuesday, April 08, 2014 8:57 AM
To: Lori Fleming
Cc: Maiya Andrews
Subject: FW: JA Account Form - Burien - SW 148th St Intersections Project
Attachments: KMBT35020140407150243.pdf

Lori,

I just concluded a \$5000 JA agreement to pay WSDOT for design review and support for the SW 148th St Intersection Improvements at 4th and 6th Aves SW project. Do you need this for your records or to scan into Stellent?

-Brian

From: Segami, Phil [<mailto:SegamiP@wsdot.wa.gov>]
Sent: Monday, April 07, 2014 3:13 PM
To: Brian Roberts
Subject: RE: JA Account Form - Burien - SW 148th St Intersections Project

No problem. JA-8510

From: Brian Roberts [<mailto:brianr@burienwa.gov>]
Sent: Monday, April 07, 2014 1:29 PM
To: Segami, Phil
Subject: RE: JA Account Form - Burien - SW 148th St Intersections Project

Sorry about that. Please see attached file.

-Brian

From: Brian Roberts
Sent: Friday, April 04, 2014 9:01 AM
To: 'Segami, Phil'
Subject: RE: JA Account Form - Burien - SW 148th St Intersections Project

Phil,

If you need the original, let me know and I'll drop it in the mail.

Thanks,

-Brian

Brian H. Roberts, P.E.

Assistant Public Works Director

City of Burien

(206)439-3164

brianr@burienwa.gov

www.burienwa.gov

400 SW 152nd Street, Suite 300

Burien, WA 98166-2209

From: Segami, Phil [<mailto:SegamiP@wsdot.wa.gov>]
Sent: Thursday, April 03, 2014 4:27 PM

To: Brian Roberts
Subject: JA Account Form

Phil Segami
Local Programs
WSDOT Northwest Region
P.O. Box 330310
Seattle, WA 98133
206-440-4736
segami@wsdot.wa.gov