

**WHATCOM COUNTY CONTRACT  
INFORMATION SHEET**

Whatcom County Contract No.  
**202603024**

Originating Department:	Public Works
Division/Program: <i>(i.e. Dept. Division and Program)</i>	Design & Construction - 905900/Construction
Contract or Grant Administrator:	Josh Cihak, PE, Engineering Manager
Contractor's / Agency Name:	Washington Department of Transportation
Is this a New Contract?    If not, is this an Amendment or Renewal to an Existing Contract?    Yes <input type="radio"/> No <input checked="" type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> If Amendment or Renewal, (per WCC 3.08.100 (a)) Original Contract #: _____	
Does contract require Council Approval?    Yes <input checked="" type="radio"/> No <input type="radio"/> If No, include WCC: _____ Already approved? Council Approved Date: _____ (Exclusions see: Whatcom County Codes 3.06.010, 3.08.090 and 3.08.100)	
Is this a grant agreement? Yes <input checked="" type="radio"/> No <input type="radio"/> If yes, grantor agency contract number(s): <u>TBD</u> ALN: _____	
Is this contract grant funded? Yes <input checked="" type="radio"/> No <input type="radio"/> If yes, Whatcom County grant contract number(s): <u>TBD</u>	
Is this contract the result of a RFP or Bid process?    Contract Yes <input type="radio"/> No <input checked="" type="radio"/> If yes, RFP and Bid number(s): _____    Cost Center: <u>19002524</u>	
Is this agreement excluded from E-Verify?    No <input type="radio"/> Yes <input checked="" type="radio"/> If no, include Attachment D Contractor Declaration form.	
If YES, indicate exclusion(s) below: <input type="checkbox"/> Professional services agreement for certified/licensed professional. <input type="checkbox"/> Goods and services provided due to an emergency <input type="checkbox"/> Contract work is for less than \$100,000. <input type="checkbox"/> Contract for Commercial off the shelf items (COTS). <input type="checkbox"/> Contract work is for less than 120 days. <input type="checkbox"/> Work related subcontract less than \$25,000. <input type="checkbox"/> Interlocal Agreement (between Governments). <input checked="" type="checkbox"/> Public Works - Local Agency/Federally Funded FHWA.	
Contract Amount:(sum of original contract amount and any prior amendments): \$ <u>119,000</u> This Amendment Amount: \$ _____ Total Amended Amount: \$ _____	Council approval required for: all property leases, all Interlocal agreements, <b>contracts or bid awards exceeding \$75,000, and grants exceeding \$40,000</b> and and professional service contract amendments that have an increase greater than \$10,000 or 10% of contract amount, whichever is greater, <b>except when:</b> 1. Exercising an option contained in a contract previously approved by the council. 2. Contract is for design, construction, r-o-w acquisition, prof. services, or other capital costs approved by council in a capital budget appropriation ordinance. 3. Bid or award is for supplies. 4. Equipment is included in Exhibit "B" of the Budget Ordinance. 5. Contract is for manufacturer's technical support and hardware maintenance of electronic systems and/or technical support and software maintenance from the developer of proprietary software currently used by Whatcom County.
Summary of Scope: _____	
This contract executed by a Local Agency Agreement will obligate federal design funds awarded to Whatcom County for the Birch Bay-Lynden Rd/Kickerville Rd Intersection Safety Improvements Project.	
Term of Contract: <u>N/A</u>	Expiration Date: <u>12/31/2029</u>

Contract Routing:	1. Prepared by: <u>Eric Vavra</u>	Date: <u>2/26/2026</u>
	2. Attorney signoff: <u>Tom Seguire</u>	Date: <u>3/10/26</u>
	3. AS Finance reviewed: <u>Randy Rydel</u>	Date: <u>3/6/26</u>
	4. IT reviewed (if IT related): _____	Date: _____
	5. Contractor signed: _____	Date: _____
	6. Executive contract review: _____ <u>JW</u>	Date: <u>3/30/26</u>
	7. Council approved, if necessary: <u>AB2026-230</u>	Date: <u>3/24/26</u>
	8. Executive signed: _____	Date: _____
	9. Original to Council: _____	Date: _____

Elizabeth Kosa  
Director



Douglas W. Ranney, P. E.  
County Engineer  
322 N. Commercial Street, Ste 301  
Bellingham, WA 98225-4042  
Phone: (360) 778-6200  
Fax: (360) 778-6201

## Memorandum

**To:** The Honorable Satpal Singh Sidhu, Whatcom County Executive  
and Honorable Members of the Whatcom County Council

**Through:** Elizabeth Kosa, Director *EK*

**From:** Doug Ranney, P.E., County Engineer *DWR*  
Josh Cihak, P.E., Engineering Manger *JC*

**Date:** February 26, 2026

**Re:** Birch Bay-Lynden Rd/Kickerville Rd Intersection Safety Improvements, CRP 922005  
**Local Agency Agreement and Federal Aid Project Prospectus for Funding Obligation**

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Public Works respectfully requests that the County Council authorize the County Executive to execute a Local Agency Agreement (LAA) and the associated Federal Aid Project Prospectus (PP), between the Washington State Department of Transportation (WSDOT) and Whatcom County, to receive federal aid funds for the design phase of the Birch Bay-Lynden Rd & Kickerville Rd Intersection Safety Improvements project, CRP 922005.

### Requested Action

Enclosed for Executive signature:

- Local Agency Agreement
- Federal Aid Project Prospectus

**NOTE:** Per WSDOT's Electronic Signature Procedure, please sign the Local Agency Agreement and Project Prospectus in **blue ink**, which will allow a scanned copy of the documents to be submitted.

### Background and Purpose

This project will reconstruct the existing four-way intersection (two-way stop controlled on Kickerville Rd) as a one-lane roundabout with intersection lighting. The main purpose of constructing a roundabout is to improve motorist safety, especially by eliminating consistent crashes related to left-turning movements. Whatcom County has been awarded Highway Safety Improvement Program (HSIP) funds for both design and construction phases of the project. The Local Agency Agreement and Project Prospectus are required to obligate federal aid funds for the design phase of this project.

### Funding Amount and Source

HSIP federal aid funds will provide a total of \$119,000 for the design phase of this project. The total estimated cost for the design phase of the project is \$260,000, with \$141,000 of Local Road Funds. This project is listed as Item No. 5 on the approved 2026 Annual Construction Program.

Please contact Eric Vavra, Project Engineer, at 360-778-6287, if you have any questions/concerns regarding this request.



## Local Agency Federal Aid Project Prospectus

Prefix	Route	( )	Date	2/3/2026
Federal Aid Project Number	L370		DUNS Number	618953285
Local Agency Project Number	CRP 922005	( WSDOT Use Only )	Federal Employer Tax ID Number	91-6001383

Agency Whatcom County Public Works	CA Agency <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Federal Program Title <input checked="" type="checkbox"/> 20.205 <input type="checkbox"/> Other
Project Title Birch Bay Lynden Rd/Kickerville Rd Intersection Safety Improvements	Start Latitude N 48.935648 End Latitude N 48.935648	Start Longitude W -122.705360 End Longitude W -122.703850
Project Termini From-To Birch Bay-Lynden Rd Kickerville Rd	Nearest City Name Blaine	Project Zip Code (+4) 98230-9250
Begin Mile Post 1.89	End Mile Post 2.09	Length of Project 0.20
Route ID 820001500i	Begin Mile Point	End Mile Point
City Number 0100	County Number 37	County Name Whatcom County
WSDOT Region Northwest Region	Legislative District(s) 42	Congressional District(s) 2
		Urban Area Number n/a

Phase	Total Estimated Cost (Nearest Hundred Dollar)	Local Agency Funding (Nearest Hundred Dollar)	Federal Funds (Nearest Hundred Dollar)	Phase Start Date	
				Month	Year
P.E.	260,000	141,000	119,000	MARCH	2026
R/W	65,000	65,000	0	JAN	2027
Const.	1,000,000	179,000	821,000	JUL	2028
<b>Total</b>	<b>1,325,000</b>	<b>385,000</b>	<b>940,000</b>		

**Description of Existing Facility (Existing Design and Present Condition)**

Roadway Width: 32-feet (= 2x[11-foot lane + 5-foot shoulder])  
 Number of Lanes: 2 travel lanes

Birch Bay-Lynden Rd is a single-lane rural major collector running east-west, connecting medium sized communities across Whatcom County. Kickerville Rd is a north-south single-lane rural minor collector.

**Description of Proposed Work**

Description of Proposed Work (Attach additional sheet(s) if necessary)

Reconstruct intersection with a roundabout and add intersection lighting.

Local Agency Contact Person Eric Vavra	Title Project Engineer	Phone 360-778-6287
Mailing Address 322 N. Commercial St	City Bellingham	State WA
	Zip Code 98229	
Project Prospectus	By <u>Doug Ranney, P.E.</u> Approving Authority	
	Title County Engineer	Date 03/10/2026

Agency Whatcom County Public Works	Project Title Birch Bay Lynden Rd/Kickerville Rd Intersection Safety Improvements	Date 2/3/2026
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<b>Type of Proposed Work</b>		
Project Type (Check all that Apply)	Roadway Width Varies, 40-120 feet	Number of Lanes 2 travel lanes
<input type="checkbox"/> New Construction <input type="checkbox"/> Path / Trail <input type="checkbox"/> 3-R <input checked="" type="checkbox"/> Reconstruction <input type="checkbox"/> Pedestrian / Facilities <input type="checkbox"/> 2-R <input type="checkbox"/> Railroad <input type="checkbox"/> Parking <input type="checkbox"/> Other <input type="checkbox"/> Bridge		

Geometric Design Data		
Description	Through Route	Crossroad
<b>Federal Functional Classification</b>	<input type="checkbox"/> Urban <input checked="" type="checkbox"/> Rural <input type="checkbox"/> NHS	<input type="checkbox"/> Urban <input checked="" type="checkbox"/> Rural <input type="checkbox"/> NHS
	<input type="checkbox"/> Principal Arterial <input type="checkbox"/> Minor Arterial <input type="checkbox"/> Collector <input checked="" type="checkbox"/> Major Collector <input type="checkbox"/> Minor Collector <input type="checkbox"/> Local Access	<input type="checkbox"/> Principal Arterial <input type="checkbox"/> Minor Arterial <input type="checkbox"/> Collector <input type="checkbox"/> Major Collector <input checked="" type="checkbox"/> Minor Collector <input type="checkbox"/> Local Access
Terrain	<input checked="" type="checkbox"/> Flat <input type="checkbox"/> Roll <input type="checkbox"/> Mountain	<input checked="" type="checkbox"/> Flat <input type="checkbox"/> Roll <input type="checkbox"/> Mountain
Posted Speed	50	35
Design Speed	55	40
Existing ADT	11,342	912
Design Year ADT	19,747	1,598
Design Year	2049	2049
Design Hourly Volume (DHV)	1,598	171

Performance of Work		
Preliminary Engineering Will Be Performed By Whatcom County	Others 10 %	Agency 90 %
Construction Will Be Performed By Contractor	Contract 100 %	Agency 0 %

<b>Environmental Classification</b>	
<input type="checkbox"/> Class I - Environmental Impact Statement (EIS) <input type="checkbox"/> Project Involves NEPA/SEPA Section 404 Interagency Agreement	<input type="checkbox"/> Class II - Categorically Excluded (CE) <input type="checkbox"/> Projects Requiring Documentation (Documented CE)
<input checked="" type="checkbox"/> Class III - Environmental Assessment (EA) <input checked="" type="checkbox"/> Project Involves NEPA/SEPA Section 404 Interagency Agreements	

Environmental Considerations

The proposed roundabout is anticipated to be centered in the existing intersection. Doing so minimizes environmental impacts by reusing all existing impervious surfaces and adding minimal new impervious surface area. However it has major utility conflicts. Shifting the roundabout west to avoid conflicts would require realignment of the Kickerville Rd approaching legs and results in impacts to privately owned upland forest, grassland, pasture, and possibly wetland. In that case existing unneeded impervious areas would be restored to pre-existing conditions. The nearest waters of the U.S. is California Creek, located 0.75-miles east of the intersection. It is understood that some of the roadway runoff outfalls to the creek via roadside ditches.

Agency Whatcom County Public Works	Project Title Birch Bay-Lynden Rd & Kickerville Rd Intersection Safety Improvements	Date 2/3/2026
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<b>Right of Way</b>		
<input type="checkbox"/> No Right of Way Needed * All construction required by the contract can be accomplished within the existing right of way.	<input checked="" type="checkbox"/> Right of Way Needed	<input checked="" type="checkbox"/> No Relocation <input type="checkbox"/> Relocation Required

<b>Utilities</b>	<b>Railroad</b>
<input type="checkbox"/> No utility work required <input type="checkbox"/> All utility work will be completed prior to the start of the construction contract <input checked="" type="checkbox"/> All utility work will be completed in coordination with the construction contract	<input checked="" type="checkbox"/> No railroad work required <input type="checkbox"/> All railroad work will be completed prior to the start of the construction contract <input type="checkbox"/> All the railroad work will be completed in coordination with the construction contract

Description of Utility Relocation or Adjustments and Existing Major Structures Involved in the Project

With the exception of a catch basin and short run of storm drain, all utilities in the project vicinity are private, overhead facilities (power and communication). Overhead utility lines cross over each leg of the intersection and run along both sides of Birch Bay-Lynden Rd and Kickerville Rd on each side of the intersection, except along the west side of Kickerville Rd north of the intersection. In the NE and SE corners of the intersection, ostensibly just outside County right-of-way, are very large power poles carrying transmission and communication lines. Locating the roundabout in the center of the existing intersection is the most straightforward and cost-efficient location and design for the intersection. However, the size of the power poles, the number and complexity of crossing lines, and nature of the poles being outside of right-of-way (and therefore not eligible for relocation as part of a franchise agreement) indicates that relocation would be very expensive for the County. Alternatively, shifting the roundabout and adjoining Kickerville Rd arms ~200-feet west would avoid the poles and overhead utility conflicts but greatly increase construction costs.

FAA Involvement

Is any airport located within 3.2 kilometers (2 miles) of the proposed project?  Yes  No

Remarks

This project has been reviewed by the legislative body of the administration agency or agencies, or it's designee, and is not inconsistent with the agency's comprehensive plan for community development.

Date 3/31/2026 Agency By Satpal Sidhu Mayor/Chairperson



Agency Whatcom County Public Works

Address 322 N. Commercial St. Bellingham, WA 98229

# WHATCOM COUNTY CONTRACT NO.

## 202603024 Local Agency Agreement

~~ALN No. 20-205 - Highway Planning and Construction~~  
 (Assistance Listing Number) 20.272 Highway Safety Improvement Program  
 Federal Highway Administration (FHWA) DK

**Project Number** HSIP-L370(004)

**Agreement Number** LA11449

For WSDOT Use Only

The Local Agency having complied, or hereby agreeing to comply, with the terms and conditions set forth in (1) Title 23, U.S. Code Highways, (2) the regulations issued pursuant thereto, (3) 2 CFR Part 200, (4) 2 CFR Part 180 – certifying that the local agency is not excluded from receiving Federal funds by a Federal suspension or debarment, (5) the policies and procedures promulgated by the Washington State Department of Transportation, and (6) the federal aid project agreement entered into between the State and Federal Government, relative to the above project, the Washington State Department of Transportation will authorize the Local Agency to proceed on the project by a separate notification. Federal funds which are to be obligated for the project may not exceed the amount shown herein on line r, column 3, without written authority by the State, subject to the approval of the Federal Highway Administration. All project costs not reimbursed by the Federal Government shall be the responsibility of the Local Agency.

**Project Description**

**Name** Birch Bay Lynden Rd/Kickerville Rd Intersection Safety Improvements

Length 0.20 miles

**Termini** Birch Bay-Lynden Rd to Kickerville Rd

**Description of Work**

Reconstruct intersection with a roundabout and add intersection lighting.

Project Agreement End Date 12/31/2030

Advertisement Date

Indirect Cost Rate

Yes  No

Type of Work	Estimate of Funding		
	(1) Estimated Total Project Funds	(2) Estimated Agency Funds	(3) Estimated Federal Funds
PE			
90 % <u>a. Agency</u>	72,222.00	7,222.00	65,000.00
<u>b. Other Consultant</u>	60,000.00	6,000.00	54,000.00
Federal Aid <u>c. Other Agency Non-Participating</u>	126,778.00	126,778.00	
Participation <u>d. State Services</u>	1,000.00	1,000.00	
Ratio(s) for PE <u>e. Total PE Cost Estimate</u>	260,000.00	141,000.00	119,000.00
Right of Way			
0 % <u>f. Agency</u>			0.00
<u>g. Other</u>			
Federal Aid <u>h. Other</u>			
Participation <u>i. State Services</u>			
Ratio(s) for RW <u>j. Total R/W Cost Estimate</u>	0.00	0.00	0.00
CN			
% <u>k. Contract</u>			
<u>l. Other</u>			
<u>m. Other</u>			
Federal Aid <u>n. Other</u>			
Participation <u>o. Agency</u>			
Ratio(s) for CN <u>p. State Services</u>			
<u>q. Total CN Cost Estimate</u>	0.00	0.00	0.00
<u>r. Total Project Cost Estimate</u>	260,000.00	141,000.00	119,000.00

Agency Official

By Satpal Sidhu

Title County Executive

Agency Date 3/31/2026

Approved as to form:

Tom Seguire / via email TR 03/10/26

DOT Form 140-039LP Revised 09/2025  
 • Previous Versions Obsolete •

Tom Seguire / Chief Civil Deputy Prosecuting Attorney Date

Washington State Department of Transportation

By Stephanie Tax

Director, Local Programs

Date Executed

Digitally signed by  
 Stephanie Tax  
 Date: 2026.05.18  
 13:07:22 -07'00'

## Construction Method of Financing (Check Method Selected)

### State Ad and Award

Method A - Advance Payment - Agency Share of total construction cost (based on contract award)

Method B - Withhold from gas tax the Agency's share of total construction cost (line 5, column 2) in the amount of

\$ \_\_\_\_\_ at \$ \_\_\_\_\_ per month for \_\_\_\_\_ months.

### Local Force or Local Ad and Award

✓ Method C - Agency cost incurred with partial reimbursement

The Local Agency further stipulates that pursuant to said Title 23, regulations and policies and procedures, and as a condition to payment of the federal funds obligated, it accepts and will comply with the applicable provisions set forth below. Adopted by official action on \_\_\_\_\_, Resolution/Ordinance No. \_\_\_\_\_.

## Provisions

### I. Scope of Work

The Agency shall provide all the work, labor, materials, and services necessary to perform the project which is described and set forth in detail in the "Project Description" and "Type of Work."

When the State acts for and on behalf of the Agency, the State shall be deemed an agent of the Agency and shall perform the services described and indicated in "Type of Work" on the face of this agreement, in accordance with plans and specifications as proposed by the Agency and approved by the State and the Federal Highway Administration.

When the State acts for the Agency but is not subject to the right of control by the Agency, the State shall have the right to perform the work subject to the ordinary procedures of the State and Federal Highway Administration.

### II. Delegation of Authority

The State is willing to fulfill the responsibilities to the Federal Government by the administration of this project. The Agency agrees that the State shall have the full authority to carry out this administration. The State shall review, process, and approve documents required for federal aid reimbursement in accordance with federal requirements. If the State advertises and awards the contract, the State will further act for the Agency in all matters concerning the project as requested by the Agency. If the Local Agency advertises and awards the project, the State shall review the work to ensure conformity with the approved plans and specifications.

### III. Project Administration

Certain types of work and services shall be provided by the State on this project as requested by the Agency and described in the Type of Work above. In addition, the State will furnish qualified personnel for the supervision and inspection of the work in progress. On Local Agency advertised and awarded projects, the supervision and inspection shall be limited to ensuring all work is in conformance with approved plans, specifications, and federal aid requirements. The salary of such engineer or other supervisor and all other salaries and costs incurred by State forces upon the project will be considered a cost thereof. All costs related to this project incurred by employees of the State in the customary manner on highway payrolls and vouchers shall be charged as costs of the project.

### IV. Availability of Records

All project records in support of all costs incurred and actual expenditures kept by the Agency are to be maintained in accordance with local government accounting procedures prescribed by the Washington State Auditor's Office, the U.S. Department of Transportation, and the Washington State Department of Transportation. The records shall be open to inspection by the State and Federal Government at all reasonable times and shall be retained and made available for such inspection for a period of not less than three years from the final payment of any federal aid funds to the Agency. Copies of said records shall be furnished to the State and/or Federal Government upon request.

### V. Compliance with Provisions

The Agency shall not incur any federal aid participation costs on any classification of work on this project until authorized in writing by the State for each classification. The classifications of work for projects are:

1. Preliminary engineering.
2. Right of way acquisition.
3. Project construction.

Once written authorization is given, the Agency agrees to show continuous progress through monthly billings. Failure to show continuous progress may result the Agency's project becoming inactive, as described in 23 CFR 630, and subject to de-obligation of federal aid funds and/or agreement closure.

If right of way acquisition, or actual construction of the road for which preliminary engineering is undertaken is not started by the close of the tenth fiscal year following the fiscal year in which preliminary engineering phase was authorized, the Agency will repay to the State the sum or sums of federal funds paid to the Agency under the terms of this agreement (see Section IX).

If actual construction of the road for which right of way has been purchased is not started by the close of the tenth fiscal year following the fiscal year in which the right of way phase was authorized, the Agency will repay to the State the sum or sums of federal funds paid to the Agency under the terms of this agreement (see Section IX).

The Agency agrees that all stages of construction necessary to provide the initially planned complete facility within the limits of this project will conform to at least the minimum values set by approved statewide design standards applicable to this class of highways, even though such additional work is financed without federal aid participation.

The Agency agrees that on federal aid highway construction projects, the current federal aid regulations which apply to liquidated damages relative to the basis of federal participation in the project cost shall be applicable in the event the contractor fails to complete the contract within the contract time.

#### **VI. Payment and Partial Reimbursement**

The total cost of the project, including all review and engineering costs and other expenses of the State, is to be paid by the Agency and by the Federal Government. Federal funding shall be in accordance with the Federal Transportation Act, as amended, 2 CFR Part 200. The State shall not be ultimately responsible for any of the costs of the project. The Agency shall be ultimately responsible for all costs associated with the project which are not reimbursed by the Federal Government. Nothing in this agreement shall be construed as a promise by the State as to the amount or nature of federal participation in this project.

The Agency shall bill the state for federal aid project costs incurred in conformity with applicable federal and state laws. The agency shall minimize the time elapsed between receipt of federal aid funds and subsequent payment of incurred costs. Expenditures by the Local Agency for maintenance, general administration, supervision, and other overhead shall not be eligible for federal participation unless a current indirect cost plan has been prepared in accordance with the regulations outlined in 2 CFR Part 200 - Uniform Admin Requirements, Cost Principles and Audit Requirements for Federal Awards, and retained for audit.

The State will pay for State incurred costs on the project. Following payment, the State shall bill the Federal Government for reimbursement of those costs eligible for federal participation to the extent that such costs are attributable and properly allocable to this project. The State shall bill the Agency for that portion of State costs which were not reimbursed by the Federal Government (see Section IX).

##### **1. Project Construction Costs**

Project construction financing will be accomplished by one of the three methods as indicated in this agreement.

**Method A** – The Agency will place with the State, within (20) days after the execution of the construction contract, an advance in the amount of the Agency's share of the total construction cost based on the contract award. The State will notify the Agency of the exact amount to be deposited with the State. The State will pay all costs incurred under the contract upon presentation of progress billings from the contractor. Following such payments, the State will submit a billing to the Federal Government for the federal aid participation share of the cost. When the project is substantially completed and final actual costs of the project can be determined, the State will present the Agency with a final billing showing the amount due the State or the amount due the Agency. This billing will be cleared by either a payment from the Agency to the State or by a refund from the State to the Agency.

**Method B** – The Agency's share of the total construction cost as shown on the face of this agreement shall be withheld from its monthly fuel tax allotments. The face of this agreement establishes the months in which the withholding shall take place and the exact amount to be withheld each month. The extent of withholding will be confirmed by letter from the State at the time of contract award. Upon receipt of progress billings from the contractor, the State will submit such billings to the Federal Government for payment of its participating portion of such billings.

**Method C** – The Agency may submit vouchers to the State in the format prescribed by the State, in duplicate, not more than once per month for those costs eligible for Federal participation to the extent that such costs are directly attributable and properly allocable to this project. Expenditures by the Local Agency for maintenance, general administration, supervision, and other overhead shall not be eligible for Federal participation unless claimed under a previously approved indirect cost plan.

The State shall reimburse the Agency for the Federal share of eligible project costs up to the amount shown on the face of this agreement. At the time of audit, the Agency will provide documentation of all costs incurred on the project. The State shall bill the Agency for all costs incurred by the State relative to the project. The State shall also bill the Agency for the federal funds paid by the State to the Agency for project costs which are subsequently determined to be ineligible for federal participation (see Section IX).

#### **VII. Audit of Federal Consultant Contracts**

The Agency, if services of a consultant are required, shall be responsible for audit of the consultant's records to determine eligible federal aid costs on the project. The report of said audit shall be in the Agency's files and made available to the State and the Federal Government.

An audit shall be conducted by the WSDOT Internal Audit Office in accordance with generally accepted governmental auditing standards as issued by the United States General Accounting Office by the Comptroller General of the United States; WSDOT Manual M 27-50, Consultant Authorization, Selection, and Agreement Administration; memoranda of understanding between WSDOT and FHWA; and 2 CFR Part 200.501 - Audit Requirements.

If upon audit it is found that overpayment or participation of federal money in ineligible items of cost has occurred, the Agency shall reimburse the State for the amount of such overpayment or excess participation (see Section IX).

#### **VIII. Single Audit Act**

The Agency, as a subrecipient of federal funds, shall adhere to the federal regulations outlined in 2 CFR Part 200.501 as well as all applicable federal and state statutes and regulations. A subrecipient who expends \$1,000,000 or more in federal awards from all sources during a given fiscal year shall have a single or program-specific audit performed for that year in accordance with the provisions of 2 CFR Part 200.501. Upon conclusion of the audit, the Agency shall be responsible for ensuring that a copy of the report is transmitted promptly to the State.

## **IX. Payment of Billing**

The Agency agrees that if payment or arrangement for payment of any of the State's billing relative to the project (e.g., State force work, project cancellation, overpayment, cost ineligible for federal participation, etc.) is not made to the State within 45 days after the Agency has been billed, the State shall effect reimbursement of the total sum due from the regular monthly fuel tax allotments to the Agency from the Motor Vehicle Fund. No additional Federal project funding will be approved until full payment is received unless otherwise directed by the Director, Local Programs.

Project Agreement End Date - This date is based on your projects Period of Performance (2 CFR Part 200.309).

Any costs incurred after the Project Agreement End Date are NOT eligible for federal reimbursement. All eligible costs incurred prior to the Project Agreement End Date must be submitted for reimbursement within 60 days after the Project Agreement End Date or they become ineligible for federal reimbursement.

## **X. Traffic Control, Signing, Marking, and Roadway Maintenance**

The Agency will not permit any changes to be made in the provisions for parking regulations and traffic control on this project without prior approval of the State and Federal Highway Administration. The Agency will not install or permit to be installed any signs, signals, or markings not in conformance with the standards approved by the Federal Highway Administration and MUTCD. The Agency will, at its own expense, maintain the improvement covered by this agreement.

## **XI. Indemnity**

The Agency shall hold the Federal Government and the State harmless from and shall process and defend at its own expense all claims, demands, or suits, whether at law or equity brought against the Agency, State, or Federal Government, arising from the Agency's execution, performance, or failure to perform any of the provisions of this agreement, or of any other agreement or contract connected with this agreement, or arising by reason of the participation of the State or Federal Government in the project, PROVIDED, nothing herein shall require the Agency to reimburse the State or the Federal Government for damages arising out of bodily injury to persons or damage to property caused by or resulting from the sole negligence of the Federal Government or the State.

## **XII. Nondiscrimination Provision**

No liability shall attach to the State or Federal Government except as expressly provided herein.

The Agency shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any USDOT-assisted contract and/or agreement or in the administration of its DBE program or the requirements of 49 CFR Part 26. The Agency shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of USDOT-assisted contracts and agreements. The WSDOT's DBE program, as required by 49 CFR Part 26 and as approved by USDOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the Agency of its failure to carry out its approved program, the Department may impose sanctions as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S. C. 3801 et seq.).

The Agency hereby agrees that it will incorporate or cause to be incorporated into any contract for construction work, or modification thereof, as defined in the rules and regulations of the Secretary of Labor in 41 CFR Chapter 60, which is paid for in whole or in part with funds obtained from the Federal Government or borrowed on the credit of the Federal Government pursuant to a grant, contract, loan, insurance, or guarantee or understanding pursuant to any federal program involving such grant, contract, loan, insurance, or guarantee, the required contract provisions for Federal-Aid Contracts (FHWA 1273), located in Chapter 44 of the Local Agency Guidelines.

The Agency further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: Provided, that if the applicant so participating is a State or Local Government, the above equal opportunity clause is not applicable to any agency, instrumentality, or subdivision of such government which does not participate in work on or under the contract.

The Agency also agrees:

- (1) To assist and cooperate actively with the State in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and rules, regulations, and relevant orders of the Secretary of Labor.
- (2) To furnish the State such information as it may require for the supervision of such compliance and that it will otherwise assist the State in the discharge of its primary responsibility for securing compliance.
- (3) To refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, government contracts and federally assisted construction contracts pursuant to the Executive Order.
- (4) To carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the State, Federal Highway Administration, or the Secretary of Labor pursuant to Part II, subpart D of the Executive Order.

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In addition, the Agency agrees that if it fails or refuses to comply with these undertakings, the State may take any or all of the following actions:

- (a) Cancel, terminate, or suspend this agreement in whole or in part;
- (b) Refrain from extending any further assistance to the Agency under the program with respect to which the failure or refusal occurred until satisfactory assurance of future compliance has been received from the Agency; and
- (c) Refer the case to the Department of Justice for appropriate legal proceedings.

### **XIII. Liquidated Damages**

The Agency hereby agrees that the liquidated damages provisions of 23 CFR Part 635, Subpart 127, as supplemented, relative to the amount of Federal participation in the project cost, shall be applicable in the event the contractor fails to complete the contract within the contract time. Failure to include liquidated damages provision will not relieve the Agency from reduction of federal participation in accordance with this paragraph.

### **XIV. Termination for Public Convenience**

The Secretary of the Washington State Department of Transportation may terminate the contract in whole, or from time to time in part, whenever:

- (1) The requisite federal funding becomes unavailable through failure of appropriation or otherwise.
- (2) The contractor is prevented from proceeding with the work as a direct result of an Executive Order of the President with respect to the prosecution of war or in the interest of national defense, or an Executive Order of the President or Governor of the State with respect to the preservation of energy resources
- (3) The contractor is prevented from proceeding with the work by reason of a preliminary, special, or permanent restraining order of a court of competent jurisdiction where the issuance of such order is primarily caused by the acts or omissions of persons or agencies other than the contractor.
- (4) The Secretary is notified by the Federal Highway Administration that the project is inactive.
- (5) The Secretary determines that such termination is in the best interests of the State.

### **XV. Venue for Claims and/or Causes of Action**

For the convenience of the parties to this contract, it is agreed that any claims and/or causes of action which the Local Agency has against the State of Washington, growing out of this contract or the project with which it is concerned, shall be brought only in the Superior Court for Thurston County.

### **XVI. Certification Regarding the Restrictions of the Use of Federal Funds for Lobbying**

The approving authority certifies, 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 an 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 any 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 the Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, and contracts and subcontracts under grants, subgrants, loans, and cooperative agreements) which exceed \$100,000, and that all such subrecipients shall certify and disclose accordingly.

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 as 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 required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

### **XVII. Assurances**

Local agencies receiving Federal funding from the USDOT or its operating administrations (i.e., Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration) are required to submit a written policy statement, signed by the Agency Executive and addressed to the State, documenting that all programs, activities, and services will be conducted in compliance with Section 504 and the Americans with Disabilities Act (ADA).

## **Additional Provisions**

## Instructions

1. **Agency Name and Billing Address** – Enter the Agency of primary interest which will become a party to the agreement.
2. **Project Number** – Leave blank. This number will be assigned by WSDOT. Not including all fund program prefixes (ex. "STBGR"), Project Number is defined as the Federal Award Identification Number (FAIN).
3. **Agreement Number** – Leave blank. This number will be assigned by WSDOT.
4.
  - a. **Project Description** – Enter the project name, total length of the project (in miles), and a brief description of the termini. Data entered here must be consistent with the name, length, and termini noted in the STIP and Project Prospectus  
*Example:* (Name) "Regal Road", (Length) "1.2 miles", (Termini) "Smith Road to Main Street"
  - b. **Description of Work** – Enter a concise statement of the major items of work to be performed. Statement must be consistent with the description of work noted in the STIP and Project Prospectus.  
*Example:* "Overlay Regal Road; install curb, gutter, and sidewalk; illumination; and traffic signal at the intersection of Regal Road and Dakota Avenue."
  - c. **Project Agreement End Date** – Enter the Project Agreement End Date (mm/dd/yy). This date is based on the project's Period of Performance (2 CFR 200.309).  
  
For Planning Only projects – WSDOT recommends agencies estimate the end of the project's period of performance and add three years to determine the "Project Agreement End Date".  
  
For PE and RW – WSDOT recommends agencies estimate when the phase will be completed and add three years to determine the "Project Agreement End Date". For Construction – WSDOT recommends agencies estimate when construction will be completed and add three years to determine the "Project Agreement End Date".
  - d. **Advertisement Date** – At construction authorization only, enter the proposed project advertisement date (mm/dd/yy).
  - e. **Claiming Indirect Cost Rate** – Check the Yes box if the agency will be claiming indirect costs on the project. For those projects claiming indirect costs, supporting documentation that clearly shows the indirect cost rate being utilized must be provided with the local agency agreement. Indirect cost rate approval by your cognizant agency or through your agency's self-certification and supporting documentation is required to be available for review by FHWA, WSDOT and /or State Auditor. Check the No box if the agency will not be claiming indirect costs on the project. See section 23.5 for additional guidance.
4. **Type of Work and Funding (Round all dollar amounts to the nearest whole dollar)**
  - a. **PE** – Lines a through d show Preliminary Engineering costs for the project by type of work (e.g., consultant, agency, state services, etc.).  
  
\*Federal aid participation ratio for PE – enter ratio for PE lines with amounts in column 3.
    - **Line a** – Enter the estimated amount of agency work in columns 1 through 3.
    - **Line b & c** – Identify user, consultant, etc., and enter the estimated amounts in columns 1 through 3.
    - **Line d** – State Services. Every project must have funding for state services. Enter the estimated amounts in columns 1 through 3.
    - **Line e** – Total of lines a + b + c + d.
  - b. **Right of Way** – If a Right of Way phase is authorized on the project, the appropriate costs are shown in lines f through i.  
  
\*Federal aid participation ratio for RW – enter ratio for RW lines with amounts in column 3.
    - **Line f** – Enter the estimated amount of agency work in columns 1 through 3.
    - **Line g & h** – Identify user, consultant, etc., and enter the estimated amounts in columns 1 through 3.
    - **Line i** – State Services. Every project must have funding for state services. Enter the estimated amounts in columns 1 through 3.
    - **Line j** – Total of lines f + g + h + i.
  - c. **Construction** – Lines k through p show construction costs for the project by type of work (e.g., contract, consultant, agency, state services, etc.).

\*Federal aid participation ratio for CN – enter ratio for CN lines with amounts in column 3.

- **Line k** – Enter the estimated cost of the contract.
- **Lines l, m, & n** – Enter other estimated costs such as utility and construction contracts or non-federally matched contract costs.
- **Line o** – Enter estimated costs of all construction related agency work.
- **Line p** – State Services. Every project must have funding for state services. Enter the estimated amounts in columns 1 through 3.
- **Line q** – Total Construction Cost Estimate. Total of lines k + l + m + n + o + p.

**d. Total Project Cost Estimate**

- **Line r** – Total Cost Estimate of the Project. Total of lines e + j + q.

\*Please remember, if the federal aid participation rate entered is not the maximum rate allowed by FHWA, then the participation rate entered becomes the maximum rate allowed.

6. **Signatures** – An authorized official of the local agency signs the agreement and enters their title and date of signature (mm/dd/yy). **Note:** Do NOT enter a date on the Date Executed line.

7. **Method of Construction Financing** – Choose the method of financing for the construction portion of the project.

- a. **Method “A”** is used when the state administers the contract for the agency.
- b. **Method “B”** is also used when the state administers the contract for the agency.
- c. **Method “C”** is used with projects administered by the local agency. The agency will submit billings monthly through the state to FHWA for all eligible costs. The billings must document the payment requests from the contractor. If state-force work, such as audit and construction engineering, is to receive federal participation, it will be billed to the agency and FHWA simultaneously at the indicated ratio. To show continuous progress agencies should bill monthly until agreement is closed.

8. **Resolutions/Ordinances** – When someone other than the County Executive/Chairman, County Commissioners/Mayor is authorized to sign the agreement, the agency must submit to WSDOT with the agreement a copy of the Resolution/Ordinance designating that individual.

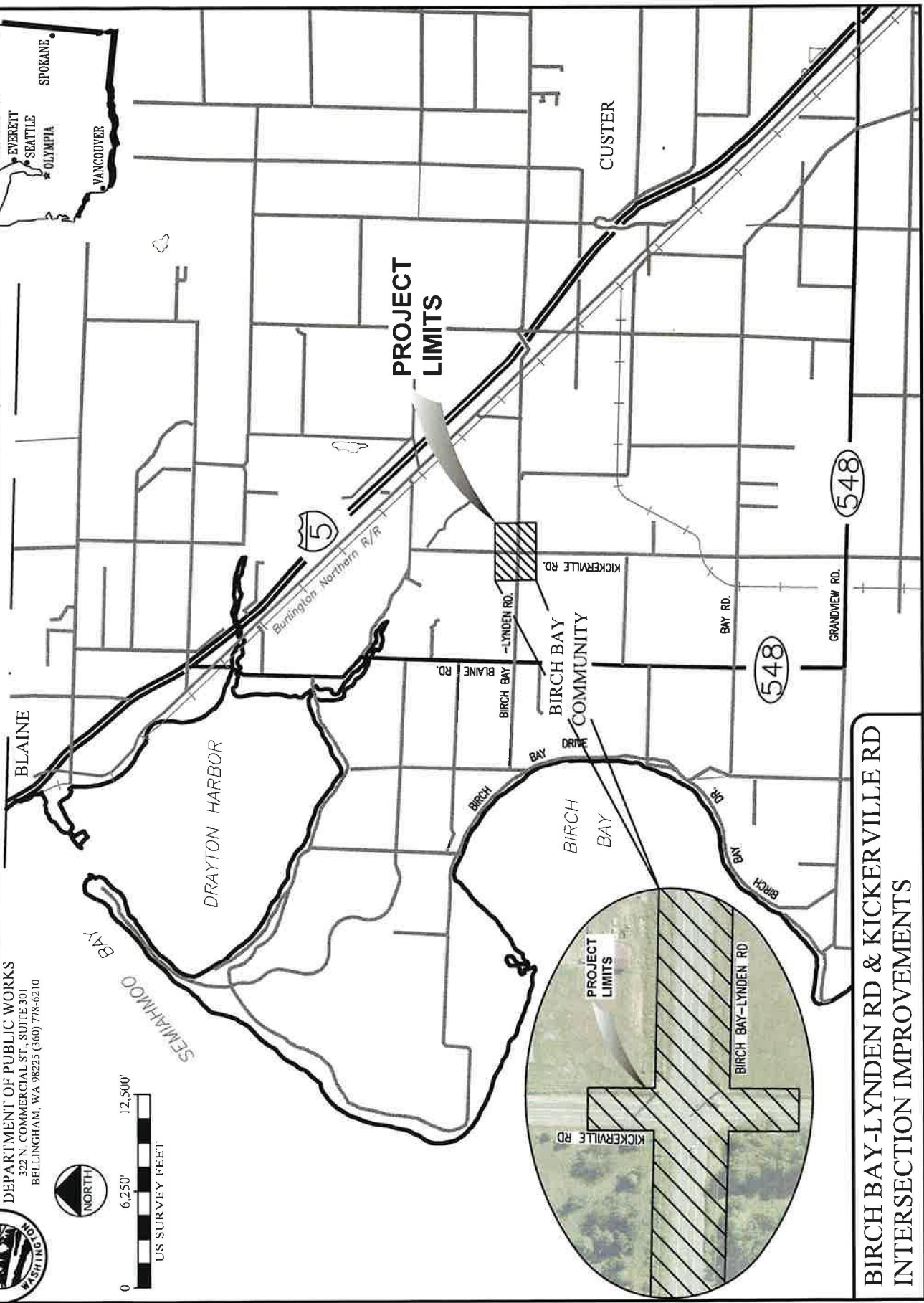
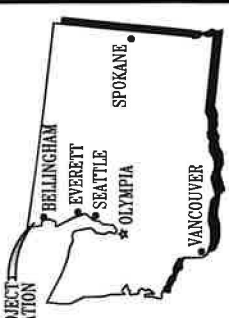
# VICINITY MAP

DEPARTMENT OF PUBLIC WORKS  
322 N. COMMERCIAL ST., SUITE 301  
BELLINGHAM, WA 98225 (360) 778-6210



SECTIONS 20, 21, 28, & 29,  
TOWNSHIP 40 NORTH RANGE 1 EAST, W.M.,  
WHATCOM COUNTY, WASHINGTON

PROJECT  
LOCATION



**BIRCH BAY-LYNDEN RD & KICKERVILLE RD  
INTERSECTION IMPROVEMENTS**