

**WHATCOM COUNTY CONTRACT
INFORMATION SHEET**

Whatcom County Contract No. _____

Originating Department:	
Division/Program: <i>(i.e. Dept. Division and Program)</i>	
Contract or Grant Administrator:	
Contractor's / Agency Name:	

Is this a New Contract? If not, is this an Amendment or Renewal to an Existing Contract? Yes No
 Yes No If Amendment or Renewal, (per WCC 3.08.100 (a)) Original Contract #: _____

Does contract require Council Approval? Yes No 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 No If yes, grantor agency contract number(s): _____ CFDA#: _____

Is this contract grant funded?
 Yes No If yes, Whatcom County grant contract number(s): _____

Is this contract the result of a RFP or Bid process? Contract
 Yes No If yes, RFP and Bid number(s): _____ Cost Center: _____

Is this agreement excluded from E-Verify? No Yes If no, include Attachment D Contractor Declaration form.

If YES, indicate exclusion(s) below:

Professional services agreement for certified/licensed professional. Goods and services provided due to an emergency
 Contract work is for less than \$100,000. Contract for Commercial off the shelf items (COTS).
 Contract work is for less than 120 days. Work related subcontract less than \$25,000.
 Interlocal Agreement (between Governments). Public Works - Local Agency/Federally Funded FHWA.

Contract Amount:(sum of original contract amount and any prior amendments): \$ _____ This Amendment Amount: \$ _____ Total Amended Amount: \$ _____	Council approval required for; all property leases, contracts or bid awards exceeding \$40,000 , and professional service contract amendments that have an increase greater than \$10,000 or 10% of contract amount, whichever is greater, except when: <ol style="list-style-type: none"> 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:	

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Term of Contract:	Expiration Date:
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Contract Routing:

1. Prepared by: _____	Date: _____
2. Attorney signoff: _____	Date: _____
3. AS Finance reviewed: _____	Date: _____
4. IT reviewed (if IT related): _____	Date: _____
5. Contractor signed: _____	Date: _____
6. Executive contract review: _____	Date: _____
7. Council approved, if necessary: _____	Date: _____
8. Executive signed: _____	Date: _____
9. Original to Council: _____	Date: _____

Local Programs Authorization Package Checklist

Agency: Whatcom County
 Project Title: Lummi Island Ferry Operating Costs
 Fed Aid/State Project #: _____

	By Phase (check all that apply)			
Funding Request	PL*	PE**	RW	CN
New Phase Authorization	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phase Modification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Non-Funding Request	<input type="checkbox"/>
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*PL - Planning. Used for stand-alone planning and study projects.

**PE - Preliminary Engineering. This is the full design phase of a construction project. Once PE is authorized, the construction phase must be completed, or all federal expenditures must be repaid.

	Agency	Region Check	HQ Check
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Miscellaneous Items

In addition to this checklist, all Region submittals must utilize the standard Region IDC, memo, or cover letter.

If authorizing a subsequent phase on an existing project, has at least one bill for the prior phase been fully processed by Local Programs (Posted date is present in SPORT)? If not, supplement can't be processed.

Has the scope changed (description of work, limits, staging, RW needs, etc.) since previous submittal? Y / N Y / N Y / N

Project Prospectus (DOT Form 140-101) - LAG Chapter 21

Are all three pages of the current form included?

Does information (title, termini, description, RW needs, cost, etc.) agree with STIP/LAA/NEPA-CE?

Is the project description written such that the project scope is clear to an average person?

Are pages 1 and 3 signed?

If the LPE or another agency is acting as CA, enter CA agency name below and include copy of CA agreement (LOU, MOU, etc).
 CA Agency: _____

Are the Latitude and Longitudes (decimal format preferred) included and correct?

Are Congressional and Legislative Districts included and correct?

Project Zip Code includes the +4?

Are estimated costs included for all phases of the project?

Are the Functional Classification and Urban/Rural designation correct?

Are the Right of Way, Utilities, and Railroad sections filled out?

Typical Sections & Vicinity Map - LAG Chapter 21

When necessary, are the Vicinity Map(s) and Roadway Section(s) included?

Can someone unfamiliar with the project's location easily tell where it's located using the vicinity map?

Are the project limits clearly marked on the map?

Does the section include all elements, with dimensions, of the roadway prism?

Are section changes, if applicable, throughout the project limits noted/displayed?

STIP/Funding Documentation - LAG Chapter 12

Is the currently approved STIP page included?

Does STIP information (termini, description, etc.) match the LAA and Prospectus?

Is the phase being authorized (or a later phase) programmed in the STIP?

Is funding from all requested programs shown in the STIP?

Are the requested funds supported by the STIP?

If funded through a HQ managed program (ex. Bridge, HSIP), is the award letter included when these funds are **first** obligated?

If funded through a HQ managed program, does the submitted scope match the project summary scope?

Local Agency Agreement (DOT Forms 140-039 & 140-041) - LAG Chapter 22

Is at least one LAA or LAA supplement, with an original signature, included?

Current form used? (check revision date at bottom left)

All pages of Agreement included?

Are the Agency information, Project #, LAA #, Supplement #, and date of original agreement execution correct?

Does project information (title, termini, length, description, etc.) agree with STIP/Prospectus/NEPA-CE?

Local Programs Authorization Package Checklist

Agency Region HQ
Check Check Check

Local Agency Agreement (DOT Forms 140-039 & 140-041) - LAG Chapter 22 [CONT.]

- Is the reason for supplement accurate and up to date?
- Is the Project Agreement End Date (month, day, and year) included? Does it follow LAG guidance?
- When not authorizing a new phase, is the end date the same as shown on the previous agreement?
If not, is adequate justification (see LAG 22.3) included to support changing the end date?
- Is the Advertisement Date (month, day, and year) included? Is it within 6 weeks of estimated CN authorization?
- If the ICR box is checked 'Yes', is the agency's current approved/self-certified rate documentation provided? It must clearly show a **single** rate to be used, the imeframe it covers, and the actual signature of approval/self-certification.
- If corrections made, are they initialed? If made by WSDOT is permission from Agency provided?
- Are all federal aid participation ratios being used listed?
- If de-obligating funds on any line, does it reduce obligation below expenditures?
- Are amounts calculated correctly and shown in the correct columns?

Documented Cost Estimate - LAG 22.4 and Appendix 22.56

- Is a Documented Cost Estimate included for each phase requesting/changing funds?
- Are total dollars on the LAA supported by the phase estimates?
- Does the estimate sufficiently demonstrate how the costs were determined?

Right of Way - LAG Chapter 25

- If authorizing RW, is a true cost estimate summary sheet included?
- Does the true cost estimate summary sheet support RW amounts shown on the LAA?
- If authorizing RW and Relocation is required, is the signature page of the approved Relocation Plan included?
- If authorizing CN, is the Local Programs approved RW Certification included?
- If RW acquired under the Government Acquisitions Provision, is approval documentation included?

Environmental Documentation/Approval (NEPA) - LAG Chapter 24

- Is an approved NEPA package (at least signature page) included?
- Does the description of work match the Prospectus/LAA/STIP?
- Is the footprint of the project within the limits of the NEPA approval?
- Do the NEPA-CE Part 3 RW responses agree with the STIP and Prospectus?
- Is the approval date within the last 3 years?
- If approval is older than 3 years, has the approval been re-evaluated by the environmental engineer?

DBE Goals (LAG Chapter 26) - Tied Bid (LAG Chapter 44) - Local Forces (LAG Chapter 61)

- If authorizing construction, is the DBE goal letter/e-mail included, or are the goals in SPORT?
- If construction includes a tied bid project, is the approved PIF included or noted in SPORT?
- If construction by Local Forces, is the approved PIF included or noted in SPORT?

PROJECT NOTES (Provide additional information or explanation as necessary)



**Local Agency Federal Aid
Project Prospectus**

	Prefix	Route	()	Date	
Federal Aid Project Number				DUNS Number	
Local Agency Project Number		(WSDOT Use Only)		Federal Employer Tax ID Number	

Agency		CA Agency Yes No		Federal Program Title 20.205 Other	
Project Title			Start Latitude N		Start Longitude W
			End Latitude N		End Longitude W
Project Termini From-To			Nearest City Name		Project Zip Code (+4)
Begin Mile Post	End Mile Post	Length of Project		Award Type Local Local Forces State Railroad	
Route ID	Begin Mile Point	End Mile Point	City Number	County Number	County Name
WSDOT Region	Legislative District(s)		Congressional District(s)		Urban Area Number

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.					
R/W					
Const.					
Total					

Description of Existing Facility (Existing Design and Present Condition)

Roadway Width	Number of Lanes

Description of Proposed Work

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

Local Agency Contact Person		Title		Phone	
Mailing Address			City	State	Zip Code
Project Prospectus	By <u>Doug Ranney</u> Approving Authority				
	Title				Date

Agency	Project Title	Date
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Type of Proposed Work			Roadway Width	Number of Lanes
Project Type (Check all that Apply)				
New Construction	Path / Trail	3-R		
Reconstruction	Pedestrian / Facilities	2-R		
Railroad	Parking	Other		
Bridge				

Geometric Design Data						
Description	Through Route			Crossroad		
Federal Functional Classification	Urban	Principal Arterial		Urban	Principal Arterial	
	Rural	Minor Arterial		Rural	Minor Arterial	
	NHS	Collector		NHS	Collector	
		Major Collector			Major Collector	
		Minor Collector			Minor Collector	
		Local Access			Local Access	
Terrain	Flat	Roll	Mountain	Flat	Roll	Mountain
Posted Speed						
Design Speed						
Existing ADT						
Design Year ADT						
Design Year						
Design Hourly Volume (DHV)						

Performance of Work		
Preliminary Engineering Will Be Performed By	Others	Agency
	%	%
Construction Will Be Performed By	Contract	Agency
	%	%

Environmental Classification	
Class I - Environmental Impact Statement (EIS) Project Involves NEPA/SEPA Section 404 Interagency Agreement	Class II - Categorically Excluded (CE) Projects Requiring Documentation (Documented CE)
Class III - Environmental Assessment (EA) Project Involves NEPA/SEPA Section 404 Interagency Agreements	

Environmental Considerations

Agency	Project Title	Date
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Right of Way

No Right of Way Needed * All construction required by the contract can be accomplished within the existing right of way.	Right of Way Needed	
	No Relocation	Relocation Required

Utilities

Railroad

No utility work required All utility work will be completed prior to the start of the construction contract All utility work will be completed in coordination with the construction contract	No railroad work required All railroad work will be completed prior to the start of the construction contract All the railroad work will be completed in coordination with the construction contract
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Description of Utility Relocation or Adjustments and Existing Major Structures Involved in the Project

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 _____ Agency
 By _____ Mayor/Chairperson

Vicinity Map

Lummi Island (48.720142, -122.681717) is a rural island in the Pacific Northwest located approximately 85 miles north of Seattle in Washington State. The Lummi Island Ferry is located within Whatcom County. The mainland ferry terminal is located on the Lummi Reservation at Gooseberry Point, approximately 13 miles west of Bellingham, Washington, and approximately 20 miles south of the Canadian border. The ferry transits across Hale Passage. The Lummi Island ferry terminal is located on the northeast side of the island.





Agency

Address

<p>CFDA No. 20.205 - Highway Planning and Construction (Catalog of Federal Domestic Assistance)</p> <p>Project No.</p> <p>Agreement No.</p> <p style="text-align: center;">For WSDOT Use Only</p>
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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	Length
Termini	
Description of Work	

Project Agreement End Date

Proposed Advertisement Date

<p>Claiming Indirect Cost Rate</p> <p>Yes No</p>

Type of Work	Estimate of Funding		
	(1) Estimated Total Project Funds	(2) Estimated Agency Funds	(3) Estimated Federal Funds
PE			
% a. Agency			
% b. Other			
Federal Aid Participation Ratio for PE			
c. Other			
d. State Services			
e. Total PE Cost Estimate (a+b+c+d)			
Right of Way			
% f. Agency			
% g. Other			
Federal Aid Participation Ratio for RW			
h. Other			
i. State Services			
j. Total R/W Cost Estimate (f+g+h+i)			
Construction			
% k. Contract			
% l. Other			
m. Other			
Federal Aid Participation Ratio for CN			
n. Other			
o. Agency			
p. State Services			
q. Total CN Cost Estimate (k+l+m+n+o+p)			
r. Total Project Cost Estimate (e+j+q)			

Agency Official

By
Title
Agency Date

Washington State Department of Transportation

By
Director, Local Programs
Date Executed

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 \$750,000 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.

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

April 2, 2021

Mr. Jon Hutchings
Public Works Director
Whatcom County
322 N. Commercial Street, Suite 201
Bellingham, Washington 98225

**Whatcom County Ferry Service
Ferry Boat Program (FBP)
FFY 2021 Federal Funding**

Dear Mr. Hutchings:

WSDOT is pleased to advise you that FHWA has released the FFY 2021 Ferry Boat Program (FBP) annual allocation for distribution. The FBP funds may only be used for the above-mentioned ferry service and are limited to:

Whatcom County Ferry Service **\$353,535**

Match: FBP funds require a 20 percent local match.

NOTE: FHWA requires your 2021 FBP funds be obligated by September 15, 2024, or the funds will lapse.

Due to the reduction in the FFY 2020 FBP funds, \$37,267 of the FFY 2021 FBP funding is being utilized on the county's Lummi Island Breakwater Replacement project (A373.001).

In order to meet federal and state requirements, the following are required:

- Scope of work must be approved by WSDOT and FHWA prior to inclusion in the STIP. Local Agency Guidelines (LAG) manual Chapter 12.59 details the updated FBP requirements. FBP eligibility guidance is available at: <http://www.fhwa.dot.gov/map21/guidance/guidefbp.cfm>.
- All ferry boat or ferry terminal facility projects must be developed in accordance with Federal requirements and procedures that apply to FHWA projects. This includes all planning, environmental, design, authorization, advertising, and construction requirements.
- FBP funds must be requested no later than July 1st. WSDOT will request FHWA funds be allocated to WA. After funds are allocated, WSDOT will obligate the funds through the normal process.
- Please refer to the Local Programs web page for detailed authorization information, including: (<http://www.wsdot.wa.gov/localprograms/>)
 - ✓ Local Agency Guidelines (LAG) manual for detailed requirements;
 - ✓ Funding and billing forms;

Jon Hutchings
Public Works Director
Whatcom County Ferry Service
Ferry Boat Program (FBP)
April 2, 2021

- ✓ Quarterly Project Report required to be completed by the end of March, June, September, and December each year. To access the database, you will need an account name and password. Your account name is **Whatcom Co.** and your password is **WhaCo111**. The password is case sensitive.
- Project expenditures incurred before receiving notice from Local Programs of federal fund authorization are not eligible for reimbursement.

As a reminder, Local Programs requires all agencies to submit monthly progress billings to ensure timely reimbursement of eligible federal expenditures.

For assistance, please contact Mehrdad Moini, your Region Local Programs Engineer, at 206.440.4734.

Sincerely,

Stephanie Tax

Stephanie Tax
Interim Director
Local Programs

st:sas

cc: Bob Wilson, Executive Director, WCOG
Mehrdad Moini, Northwest Region Local Programs Engineer, MS NB82-121

September 26, 2022

Mr. Jon Hutchings
Public Works Director
Whatcom County
322 N. Commercial Street, Suite 201
Bellingham, Washington 98225

**Whatcom County Ferry Service
Ferry Boat Program (FBP)
FFY 2022 Federal Funding**

Dear Mr. Hutchings:

FHWA recently notified WSDOT that the FFY 2022 Ferry Boat Program (FBP) annual allocations have been released. The FBP funds may only be used for the above-mentioned ferry service and are limited to:

Whatcom County Ferry Service

\$783,239

Match: FBP funds require a 20 percent local match.

NOTE: FHWA requires your 2022 FBP funds be obligated by September 15, 2025, or the funds will lapse.

Expanded eligibility: The Bipartisan Infrastructure Bill (BIL) amended 23 U.S.C. 147 to provide for the construction of ferry boats and ferry terminal facilities, including ferry maintenance facilities, whether toll or free, and the procurement of transit vehicles used exclusively as an integral part of an intermodal ferry trip. Additionally, BIL amended 23 U.S.C. 147(k) to provide an eligible entity may use FBP funds to pay the operating costs of the eligible entity. Operation and maintenance costs may include staffing, regular maintenance of vessels or facilities, fuel, periodic inspections, certifications or permits, such as required by the US Coast Guard or disposable supplies. Please remember, any parts used for maintenance and operations, must comply with Buy-America. Other eligible uses of FBP funding are discussed in [Ferry Boat Program Implementation Guidance as Revised by The FAST Act](#). Additional guidance will be provided in the FBP Implementation Guidance as updated for BIL and will be posted on the [BIL website](#). In the interim, Local Programs will work with recipients to assure funding is advanced for eligible purposes

In order to meet federal and state requirements, the following are required:

- Scope of work must be approved by WSDOT and FHWA prior to inclusion in the STIP. Local Agency Guidelines (LAG) manual Chapter 12.59 details the submittal requirements and refer to the FHWA [FBP requirements](#).
- All ferry boat or ferry terminal facility projects must be developed in accordance with Federal requirements and procedures that apply to FHWA projects. This includes all planning, environmental, design, maintenance, operations, authorization, advertising, and construction requirements.

Jon Hutchings
Whatcom County
FFY 2022 Federal Funding
September 19, 2022

- FBP funds must be requested no later than July 1st. WSDOT will request FHWA funds be allocated to WA. After funds are allocated, WSDOT will obligate the funds through the normal process.
- Please refer to the Local Programs web page for detailed authorization information, including: (<http://www.wsdot.wa.gov/localprograms/>)
 - ✓ Local Agency Guidelines (LAG) manual for detailed requirements;
 - ✓ Funding and billing forms;
 - ✓ Local Project Report is required to be completed by the end of June, and December each year. To access the database, you will need an account name and password. Your account name is **Whatcom Co.** and your password is **WhaCo111**. The password is case sensitive.
- Project expenditures incurred before receiving notice from Local Programs of federal fund authorization are not eligible for reimbursement.

As a reminder, Local Programs requires all agencies to submit monthly progress billings to ensure timely reimbursement of eligible federal expenditures.

For assistance, please contact Mehrdad Moini, your Region Local Programs Engineer, at 206.440.4734.

Sincerely,



Jay Drye, PE
Director, Local Programs

JD:st:ml

cc: Bob Wilson, Executive Director. WCOG
Mehrdad Moini, Northwest Region Local Programs Engineer, MS NB82-121

**Lummi Island Ferry Operating Costs
Cost Estimate - April 2024**

	2024	2025	2024	2024	2024	2024	2025	2025	2025	2025	2025	2025	2025	2025	2025	2025	2025	2025
	Annual Budget	Annual Budget	September	October	November	December	January	February	March	April	May	June	July	August	September	October	November	December
6110 - Regular Salaries & Wages	1,098,154	1,131,099	\$91,513	\$91,513	\$91,513	\$91,513	\$94,258	\$94,258	\$94,258	\$94,258	\$94,258	\$94,258	\$94,258	\$94,258	\$94,258	\$94,258	\$94,258	\$94,258
6120 - Extra Help	33,099	34,092	\$2,758	\$2,758	\$2,758	\$2,758	\$2,841	\$2,841	\$2,841	\$2,841	\$2,841	\$2,841	\$2,841	\$2,841	\$2,841	\$2,841	\$2,841	\$2,841
6130 - Out of Class/Premium Pay	45,000	46,350	\$3,750	\$3,750	\$3,750	\$3,750	\$3,863	\$3,863	\$3,863	\$3,863	\$3,863	\$3,863	\$3,863	\$3,863	\$3,863	\$3,863	\$3,863	\$3,863
6140 - Overtime	52,500	54,075	\$4,375	\$4,375	\$4,375	\$4,375	\$4,506	\$4,506	\$4,506	\$4,506	\$4,506	\$4,506	\$4,506	\$4,506	\$4,506	\$4,506	\$4,506	\$4,506
Total			\$102,396	\$102,396	\$102,396	\$102,396	\$105,468	\$105,468	\$105,468	\$105,468	\$105,468	\$105,468	\$105,468	\$105,468	\$105,468	\$105,468	\$105,468	\$105,468
Running Total			\$102,396	\$204,792	\$307,188	\$409,584	\$515,052	\$620,520	\$725,988	\$831,456	\$936,924	\$1,042,392	\$1,147,860	\$1,253,328	\$1,358,796	\$1,464,264	\$1,569,732	\$1,675,200