



<b>Supplemental Agreement Number <u>01</u></b>		Organization and Address HDJ Design Group, PLLC 314 W. 15th Street Vancouver, WA 98660-2927	
Original Agreement Number S-584		Phone: (360) 695-3488	
Project Number S-584	Execution Date 7/8/2014	Completion Date 12/31/2015	
Project Title NW 6th and Norwood Traffic Signal Project	New Maximum Amount Payable <b>\$ 74,639.17</b>		
Description of Work Improve intersection to include traffic signal and 30% sidewalk design on NW 6th Avenue.			

The Local Agency of City of Camas  
desires to supplement the agreement entered into with HDJ Design Group, PLLC  
and executed on 7/8/2014 and identified as Agreement No. S-584

All provisions in the basic agreement remain in effect except as expressly modified by this supplement.

The changes to the agreement are described as follows:

**I**

Section 1, SCOPE OF WORK, is hereby changed to read:

See attached scope of work.  
Title of the project is changed to "NW 6th and Norwood Intersection Improvements"

**II**

Section IV, TIME FOR BEGINNING AND COMPLETION, is amended to change the number of calendar days for completion of the work to read: no change

**III**

Section V, PAYMENT, shall be amended as follows:

(See attached exhibit D) Original = \$50,075. Remaining funds = \$15,347.83, Supplement = \$24,564.17  
New total = \$74,639.17. Rates have been updated to current 2015 rates (attached)

as set forth in the attached Exhibit A, and by this reference made a part of this supplement.

If you concur with this supplement and agree to the changes as stated above, please sign in the appropriate spaces below and return to this office for final action.

By: HDJ Design Group, PLLC  
Gregory P. Jellison

By: \_\_\_\_\_

  
Consultant Signature

\_\_\_\_\_  
Approving Authority Signature

\_\_\_\_\_  
Date

# CITY OF CAMAS, WASHINGTON

## Scope of Work NW 6<sup>th</sup> and Norwood Intersection Improvements Scope Amendment to Design Roundabout Thru 30% Plans City of Camas Project (S-584)

The Standard WSDOT Local Agency Consultant Agreement is amended and supplemented to include the following provisions regarding the Scope of Services.

### INTRODUCTION

HDJ Design Group and their Consultant team were previously selected by the City of Camas to design a traffic signal at the intersection of NW 6<sup>th</sup> Avenue and Norwood Street. As of March 16, 2015, it was determined that a roundabout should be designed to 30% completion and the traffic signal design be put "on hold". As part of this phase HDJ will perform project management and coordination along with updated topographic survey, traffic analysis and design engineering as necessary to bring the roundabout conceptual plans to a 30% plan level. HDJ will also prepare updated conceptual landscape/gateway plans based on the 30% plan layout. HDJ will coordinate an open house with the City and present the 30% design concept to the public.

The 6<sup>th</sup> and Norwood Project is intended to address safety and congestion issues in the project area. Extensive coordination will be required with WSDOT as the west leg of the intersection is part of the off and on ramps for SR-14.

No environmental permitting will be undertaken during this phase of the design.

### PROJECT DESCRIPTION/BACKGROUND

The existing intersection at NW 6<sup>th</sup> and Norwood is configured as follows:

North Leg (Stop Control):

- One lane NB
- One lane SB, Shared left, thru, right

East Leg (Uncontrolled):

- Four WB lanes
  - One right turn lane
  - Two thru lanes
  - One left turn lane

West Leg (Uncontrolled):

- Two WB lanes that merge into one for the on-ramp to SR-14
- Three EB lanes

- One left turn lane
- One thru lane
- One shared thru/right turn lane

South Leg (Stop Control):

- One SB lane
- Two NB lanes
  - One left turn lane
  - One shared thru/right turn lane

The intersection will be designed for reconstruction as a single lane roundabout and designed in a manner that will accommodate an additional east bound lane through the roundabout in the future. It will also accommodate the addition of a north bound right turn lane/pocket in the future. The updated traffic analysis will guide the design to help determine the timing of need for the additional lanes and if the lanes should be added during the current design and construction project.

This project will also include a 3 inch deep HMAC grind and inlay from where the roundabout reconstruction ends on NW 6<sup>th</sup> Avenue to the east side of the intersection of Logan Street where the City will have already performed a grind and inlay on NW 6<sup>th</sup> Avenue during the summer 2015 construction. HDJ will also design a curb gutter, sidewalk and associated storm drainage improvements along the north side of NW 6<sup>th</sup> Avenue between the Norwood and Logan Street intersections. As part of these improvements the Logan Street intersection curb returns will be reconstructed to comply with current ADA standards.

## SCOPE OF WORK

### TASK 1: PROJECT MANAGEMENT AND ADMINISTRATION

HDJ shall oversee project tasks and coordinate with City representatives to manage the scope, schedule and budget for the design engineering phase.

#### Subtask 1.1 – Contract Administration, Invoicing, and Progress Reports

- Prepare and submit monthly invoices. Each invoice will include: date period covered by invoice, number of hours worked during the billing period with billing rates shown; expenses and associated mark-ups; total cost for labor and expenses for the billing period; subconsultants fees including markups for the billing period; and a total amount summarizing labor, expenses, and subconsultant fees. The only markup for subconsultants will be for the B&O Tax no additional markup will be included in the billing by HDJ.
- Prepare a Contract Summary Report to accompany the monthly invoices. The Contract Summary Report will list each invoice as well as current invoice with an itemized summary of invoice numbers, dates, and amounts billed for labor, expenses, and subconsultants as well as total amounts for each invoice. The Contract Summary Report will also list the total amount billed to date, total amount remaining under contract, and contract expiration date.

- Prepare a brief Project Status Report to accompany the monthly invoices. The Project Status Report will include: date period covered by Status Report, brief summary of work performed during the billing period, a notice to CITY raising any issues or concerns that could require a contract amendment/supplement, a brief summary of completed and/or upcoming project milestones, and action items needed from CITY for project delivery. Consultant shall monitor the status of the budget and take corrective actions to correct undesirable budget trends involving the CITY if scope is impacted.
- Maintain project documentation including a design memorandum, design criteria matrix and design decisions. Provide copies of project files and records to the CITY for audits and public information requests. Final submittal documents shall be provided in electronic format.

#### Deliverables

- Monthly invoices, Contract Summary Reports, and Project Status Reports.
- Project Documentation, upon request

#### Subtask 1.2 – Meetings

This item includes the preparing for and facilitating regular meetings to successfully complete the project.

- The Consultant shall schedule Project team meetings and prepare meeting agendas. This includes a Project kick-off meeting, monthly progress meetings with City staff, provide information and attend a public open house, review meetings and coordination meetings. The Consultant is expected to attend one public open house to discuss the Project.
- The Consultant shall organize and hold Project meetings with key Project team members, as well as representatives from the City of Camas and other agencies, as needed. These meetings shall have specific agendas addressing and resolving Project issues as they are encountered.

#### Deliverables

- Meeting Agendas and Meeting Summaries delivered within 5 working days of the meeting

#### Subtask 1.3 – Management, Coordination, and Direction

- The Consultant shall provide management, coordination, and direction to the Project team in order to complete the project on time and within budget. The City fosters a partnership approach of all stakeholders in the Project. The Consultant shall integrate this strategy into the overall management approach.
- The Consultant shall establish a quality management program and designate responsibility for review of technical work and other deliverable products.
- The Consultant shall prepare and maintain a project design schedule. The schedule shall identify CONSULTANT tasks, major milestones and deliverables, and items provided by CITY and other consultants. The schedule shall be updated every month or as circumstances require.

- The Consultant shall coordinate Consultant tasks and activities with the City. This shall include using monthly meetings to plan and coordinate upcoming activities.
- The Consultant shall coordinate with private and public utilities, including power, phone, cable, gas and other utilities.
- The Consultant shall coordinate with Washington State Department of Transportation, the Camas Public School District, Georgia Pacific, Downtown Camas Association, CTran, and other potential stakeholders.
- The Consultant shall coordinate with property owners adjacent to the Project who will be affected by the roadway design. Prior approval from the City will be required before any contact with neighborhood associations or private property owners occurs.

#### ► Deliverables

- Project Schedule & Schedule Updates
- Summary notes of coordination efforts

## TASK 2: DATA COLLECTION

HDJ has already performed topographic survey within the intersection as necessary to design the traffic signal as well as survey along the north side of NW 6<sup>th</sup> Avenue for the additional sidewalk construction. As required for the roundabout design HDJ will perform additional topographic surveying and data collection services to include the following:

### Subtask 2.1: Surveying

- Establish an updated control network throughout the project limits based on the Clark County horizontal and vertical datum (NAD 83/91 & NGDV 29/47).
- Conduct research of existing records for information on deeds, surveys, plats, road rights-of-way and easements along the project corridor outside of areas previously worked on.
- The survey field crew will collect data (property corners, right-of-way/centerline monuments, control and physical boundary/right-of-way features) in the project area and relevant to the updated project site. The project surveyor will then review research and field data and determine the right-of-way location based on previous surveys.
- If the roundabout is selected as the intersection improvement to move forward with, HDJ will meet with City staff to discuss right-of-way issues discovered prior to completing the survey. Once the right-of-way has been resolved a "Pre-construction" Record of Survey will be filed with the Clark County Surveyor's Office showing the centerlines, right-of-way lines and found monuments within the right-of-way along the project route. (This task will be part of the future supplement to design beyond the 30% phase.)

- Perform topographic survey along project corridor as shown on the attached exhibit.
- Prepare surface model reflecting collected topographic survey and breaklines.
- No right-of-way acquisition is anticipated to be necessary at this time.

#### Subtask 2.2: Base Map

- Upon completion of topographic survey and development of surface model, HDJ will prepare an updated existing conditions base map showing mapped features and utilities collected from both survey and as-built plans.
- Consultant shall coordinate with City staff regarding drafting standards and conventions.

#### Subtask 2.3: Site Visits

- Consultant will conduct site visits to verify design fits field conditions.

#### Subtask 2.4: Project Photos

- Consultant will conduct site visits, take project photos of each property along the corridor and conduct field verification of survey data represented in project base map. Consultant will use photographs to document pre-project conditions.

#### Deliverables

- Topographic Survey
- Surface Model
- Base map
- Project Photos

### TASK 3: TRAFFIC ENGINEERING – TRAFFIC ANALYSIS AND FUTURE TRAFFIC DEMAND

#### **Subtask 3.1 – Traffic Engineering Project Management**

This task is associated with project management of the traffic analysis, and design phases associated with this project.

- Project kickoff meeting with City staff.
- Meetings with internal HDJ design team.
  - Prepare for and participate in up to six (6) team meetings.

#### **Subtask 3.2 Roundabout Intersection Capacity Analysis**

Provide analysis to estimate the capacity of each roundabout entry leg. This will include level of service, queue lengths and degree of saturation for each approach. Coordination with WSDOT's State Traffic Analysis and Southwest Region Traffic Office for specific calibration and forecast assumption. Coordination with RTC and City of Camas on network improvements and "in-process" development that may have short term and long term growth impacts. Using SIDRA Intersection software, the analysis will estimate the year mitigation (widening) may be needed to

stay within City and State capacity standards. The analysis will provide three alternative growth scenarios ranging from low, medium and high assumptions. Assuming the intersection exceeds capacity of a single lane roundabout prior to the design year, the analysis will estimate capacity of proposed mitigation, an additional eastbound travel lane.

► **Deliverable**

- Technical memo providing analysis summary,
- For the single lane roundabout, capacity analysis for existing and 20 year forecast based on three alternative growth scenarios,
- Estimate the year single lane roundabout will reach City and State capacity standards,
- Estimate capacity of roundabout with additional eastbound travel lane.

<b>TASK 4: DESIGN ENGINEERING – PLANS, SPECIFICATIONS &amp; ESTIMATE (PS&amp;E); EVALUATION OF ALIGNMENT OPTIONS</b>
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The Consultant will advance the roadway design through preliminary (30 percent) phase only. The HDJ Team will be responsible to provide design engineering services for the deliverables outlined below for the following submittals:

- Preliminary (30%) Submittal

Subtask 4.1: 30 Percent Design (Preliminary)

The Consultant will develop preliminary construction documents to the 30 percent design stage. Review documents will consist of drawings, and a preliminary opinion of probable construction cost. At this design level, the overall design layout, footprint, and geometrics of the project are established and all decisions required to generate construction details have been made.

Design tasks include the following

- Develop alignments and profiles for mainline and side streets
- Develop roundabout geometry at the intersection.
- Model the proposed streets in Civil3D to determine grading limits and slope impacts
- Develop conceptual landscape/gateway concept and exhibits for use in open house
- Prepare roundabout design exhibit for use in open house
- Review existing drainage basins and develop model of existing drainage conditions
- Develop proposed drainage basin layout and develop hydrologic model for proposed conditions
- Develop alternatives for providing water quality treatment and runoff control including conceptual sizes and costs for review by City.
- Meet with City to review stormwater alternatives, and implement selected alternative into preliminary design.
- Meet with City staff after review of the 30% plans.

The 30% plans shall include:

- Cover Sheet with vicinity map and sheet index.
- Legend Sheet

- Plan over Profile Sheets showing basic roadway geometry information and incorporating recommended intersection geometry, lane configurations, median locations and access management features.
- Plan sheets showing conceptual storm layout in plan view only.
- Preliminary location of stormwater management facilities

#### Deliverable

- 30% Civil Plans (3 copies on 11X17 and a PDF of the plan set)
- 30% Construction Cost Estimate
- Conceptual landscape/gateway concept exhibit for open house
- Roundabout design exhibit for open house

### TASK 5: UTILITY COORDINATION

#### Task 5 - : Utility Coordination

Contact utilities within the project limits and obtain existing system mapping. Review mapping for consistency with project base map.

Conduct a utility reconnaissance of the project corridor to determine visual evidence of underground and above ground utility facilities and confirm utility provided facility maps and project base map completeness.

Identify and discuss with each utility special requirements associated with their facility relocation or modification.

#### Subtask 5.1: Preliminary Utility Meeting

Organize and facilitate one group utility meeting during the 30% phase to provide updated project information. The meeting will address known facilities, potential for impact, timing requirements for potential relocations, initial information of reimbursable requirements. Meetings will also allow the exchange of each utility's relocation plans with the other utilities in order to maximize compatibility of relocation designs and utility and roadway construction sequencing. Prepare and transmit meeting agendas and meeting summaries to utility representatives, City and Consultant team members.

#### Assumptions:

- City will provide utility plans, As-Builts and other supporting documents for City utilities within the project corridor
- Utility design location fees, if any, are not included in Consultant's costs and will be paid by the City if required.
- Utilities will provide as-built system maps of their facilities within the project corridor

#### Deliverables

- Meeting agendas and summaries for the utility meeting.
- 30% Submittal - Existing utilities identified and marked-up on survey base mapping.



## TASK 6: GEOTECHNICAL ENGINEERING

### Subtask 6 – Geotechnical Engineering

This task will be performed in a future phase/project supplement.

## TASK 7: ENVIRONMENTAL REVIEW AND DOCUMENTATION

### Subtask 7 – Environmental Review and Documentation

This task will be performed in a future phase/project supplement.

## TASK 8: PUBLIC INVOLVEMENT

### SECTION 8: PUBLIC INVOLVEMENT

#### Subtask 8.1 – Open House

The Consultant will support the City in the preparation, and facilitation of one public open house for the project. The open house will occur once 30 percent design has been reached. The primary purpose of this meeting will be to gather feedback and input into community questions or concerns regarding the preferred design concept.

For the open house, the Consultant will develop necessary displays, provide staffing for the meeting, and advertising/public notice for the meeting. The Consultant will prepare materials for the open house, including 2- by 3-foot presentation boards (up to three total), comment forms/questionnaires, sign-in sheets, staff name tags, and meeting signage. The comment form will solicit comments from the meeting attendees. The Consultant will prepare a summary of the meeting, including tabulation of the written comments received and will provide this to the City.

#### Assumptions

- The City will secure the use of a venue for the Open House.
- The City will provide key staff to attend the open house.
- Open house will be advertised through the City's website and in the local newspaper.
- The City will be responsible for advertisements in the local newspaper and notifying stakeholders.
- The City will be responsible for refreshments.
- The City will be responsible for Title VI related tasks and documentation.

#### Deliverables

- Set-up, staffing, and facilitation of public open house
- Meeting notes (one electronic copy)

- Meeting materials: sign-in sheets and comment forms (one electronic copy plus hard copies for the meeting)
- One summary of written comments received from the open house
- Maximum of three 2- by 3-foot presentation boards

## CITY DELIVERABLES TO THE CONSULTANT

### *Sample Projects*

The City will provide copies of sample City projects, and design guidelines. The City will also provide electronic files of title blocks, standard details for streets, traffic signal, street lighting and other available details.

### *Project Coordination*

The City will assist the Consultant in managing relationships with other jurisdictions involved in the project, adjacent property owners and the public. The City will provide staff to meet and discuss the project with the Consultant as needed. The City will provide written comments pertaining to the design submittals.

### *Right of Entry Permits*

The City will obtain the right of access to private parcels within the project corridor. The Consultant will identify parcels where entry is required.

### *Pavement Design*

The City will select the pavement type and structural sections based on the pavement recommendation provided by the Consultant. However, the City reserves the right to alter the pavement and structural sections provided said alterations provide equal or greater structural strength.

### *Utility List*

The City will provide the Consultant with a list of local contacts for utilities within the project limits. Design and plan preparation for the addition or relocation of utilities within the project limits will be completed by others.

### *Street Light Requirements*

The City will provide the illumination type, the minimum illumination levels and uniformity ratios to be used in the project design.

### Deliverables

- Sample projects
- Project coordination
- Right of Entry permits
- Pavement type & structural sections selection
- Utility list
- Street light requirements

##.END.##

**EXHIBIT D**

**NW 6th and Norwood Intersection Improvements**

30% Plans for Roundabout Option

Task and Description	HDJ Design Group PLLC (Engineering/Management)																	HDJ	BUDGET	
	Eng-Prncpl	Eng Mngr VI	Eng-III (PE)	Eng-III (STM)	Traffic-Mgr	Tr Tech III	LA-Mngr	LA-II	Des Tech IV	Des Tech III	Des Tech II	Des Tech I	Survey Prin	Survey Crew - 2 person	Survey LSIT	CADD-3	Admin	Expense	TOTAL	AMOUNT
<b>TASK 1 - PROJECT MANAGEMENT AND ADMINISTRATION</b>																			\$7,300.00	\$7,300.00
Subtask 1.1 Contract Administration, Invoicing, and Progress Reports	0.50	4.00			1.00												2.00		979.00	\$979.00
Subtask 1.2 Meetings	4.00	4.00	2.00		2.00		1.00		2.00										2,321.00	\$2,321.00
Subtask 1.3 Management, Coordination and Direction	14.00	8.00																	4,000.00	\$4,000.00
<b>TASK 2 -Data Collection</b>																			\$10,462.00	\$10,462.00
Subtask 2.1 Surveying													4.00	32.00	24.00				7,864.00	\$7,864.00
Subtask 2.2: Base Map									8.00				1.00		2.00	4.00			1,654.00	\$1,654.00
Subtask 2.3: Site Vsits									4.00										472.00	\$472.00
Subtask 2.4: Project Photos									4.00										472.00	\$472.00
<b>Task 3: Traffic Engineering</b>																			\$3,340.00	\$3,340.00
Subtask 3.1: Traffic Engineering Project Management					2.00														310.00	\$310.00
Subtask 3.2: Roundabout Intersection Capacity Analysis	2.00	1.00			16.00														3,030.00	\$3,030.00
<b>TASK 4: Design Engineering</b>																			\$12,840.00	\$12,840.00
Subtask 4.1: 30 Percent Design (Preliminary)	8.00	12.00	50.00						20.00								12.00		12,840.00	\$12,840.00
<b>Task 5: Utility Coordination</b>																			0.00	\$0.00
Subtask 5.1: Preliminary Utility Meeting																			0.00	\$0.00
<b>Task 6: Geotechnical Engineering</b>																			\$0.00	\$0.00
Subtask 6.1 Geotechnical Engineering																			0.00	\$0.00
<b>Task 7: Environmental Review and Documentation</b>																			\$0.00	\$0.00
Subtask 7.1 Environmental Permitting																			0.00	\$0.00
<b>TASK 8: PUBLIC INVOLVEMENT</b>																			\$4,720.00	\$4,720.00
Subtask 8.1: Open House	4.00	2.00	2.00				8.00	12.00	8.00								2.00		4,720.00	\$4,720.00
<b>Reimbursable Expenses</b>																			\$1,250.00	\$1,250.00
Copies																		100.00	100.00	\$100.00
Expenses																		1,000.00	1,000.00	\$1,000.00
Travel																		150.00	150.00	\$150.00
B&O Tax 1.8% on Subconsultant amounts																		0.00	0.00	\$0.00
<b>TOTAL HOURS</b>	32.50	31.00	54.00	0.00	21.00	0.00	9.00	12.00	46.00	0.00	0.00	0.00	5.00	32.00	26.00	18.00	2.00			
<b>HOURLY RATES</b>	200.00	150.00	120.00	120.00	155.00	120.00	135.00	98.00	118.00	112.00	104.00	95.00	150.00	152.00	100.00	90.00	62.00			
<b>TOTAL DOLLARS</b>	\$ 6,500.00	\$ 4,650.00	\$ 6,480.00	\$ -	\$ 3,255.00	\$ -	\$ 1,215.00	\$ 1,176.00	\$ 5,428.00	\$ -	\$ -	\$ -	\$ 750.00	\$ 4,864.00	\$ 2,600.00	\$ 1,620.00	\$ 124.00	\$ 1,250.00	\$39,912.00	



**HDJ Design Group, PLLC – Agency Fee Schedule**  
**Effective Date January 1, 2015**

<b><u>Classification</u></b>	<b><u>Hourly Rate</u></b>
<b><u>ENGINEERING</u></b>	
Engineer - Principal	\$200.00
Engineer- Associate Principal	\$180.00
Engineer - Manager VI	\$150.00
Engineer – Project V	\$138.00
Engineer - IV	\$128.00
Engineer – III	\$120.00
Engineer – II	\$112.00
Engineer – I	\$103.00
Engineering Intern	\$65.00
Design Technician – IV	\$116.00
Design Technician – III	\$112.00
Design Technician – II	\$104.00
Design Technician – I	\$95.00
<b><u>TRAFFIC ENGINEERING</u></b>	
Traffic Engineer –Manager VI	\$155.00
Traffic Engineer – Project V	\$142.00
Traffic Technician - III	\$120.00
Traffic Counter	\$82.00
<b><u>GEOTECHNICAL ENGINEERING</u></b>	
Geotechnical Engineering	\$150.00
Geohydrologist	\$150.00
Geophysicist	\$150.00
<b><u>LAND SURVEYING</u></b>	
Surveyor- Principal	\$150.00
Surveyor- Manager	\$138.00
Surveyor- PLS	\$125.00
Surveyor- LSIT	\$100.00
Survey Technician – I	\$90.00
Surveyor Assistant	\$76.00
Crew Chief- 3 Person	\$210.00
Crew Chief- 2 Person	\$152.00

**HDJ Design Group, PLLC – Agency Fee Schedule**  
**Effective Date January 1, 2015**

<b><u>Classification</u></b>	<b><u>Hourly Rate</u></b>
<b><u>LANDSCAPE ARCHITECTURE</u></b>	
Landscape – Manager VI	\$135.00
Landscape- Project V	\$124.00
Landscape - IV	\$108.00
Landscape - III	\$96.00
Landscape – II	\$90.00
Landscape – I	\$82.00
<b><u>PLANNING</u></b>	
Planning- Manager V	\$135.00
Planner – Project IV	\$118.00
Planner - III	\$96.00
Planner - II	\$90.00
Planner- I	\$82.00
<b><u>CONSTRUCTION</u></b>	
Construction - Sr. Manager VI	\$144.00
Construction – Manager V	\$134.00
Construction Inspector – III	\$109.00
Construction Inspector – II	\$90.00
Construction Inspector – I	\$78.00
<b><u>CADD DRAFTING</u></b>	
CADD- Manager	\$120.00
CADD Drafter – III	\$90.00
CADD Drafter – II	\$84.00
CADD Drafter – I	\$78.00
<b>PROJECT ASSISTANT</b>	<b>\$76.00</b>
<b>GRAPHIC SPECIALIST</b>	<b>\$92.00</b>
<b>ADMINISTRATIVE</b>	<b>\$62.00</b>



**Washington State  
Department of Transportation**

Lynn Peterson  
Secretary of Transportation

Transportation Building  
310 Maple Park Avenue S.E.  
P.O. Box 47300  
Olympia, WA 98504-7300  
360-705-7000  
TTY: 1-800-833-6388  
[www.wsdot.wa.gov](http://www.wsdot.wa.gov)

October 22, 2014

HDJ Design Group, PLLC  
314 West 15<sup>th</sup> Street  
Vancouver, WA 98660

Subject: HDJ Design Group, PLLC – Indirect Cost Rate

Dear: Ms. Christi Lazzaretto:

We have accepted your Indirect Cost Rate (ICR) of 198.87% for your firm. This ICR shall be good until 180 days following your FYE14 closing date. This rate will be applicable for Local Agency contracts only.

Costs billed to agreements will still be subject to audit of actual costs, based on the terms and conditions of the respective agreement.

This was not a cognizant review. Any other entity contracting with the firm is responsible for determining the acceptability of the ICR.

If you have any questions, feel free to call me at (360) 705-7106 or via email [consultantrates@wsdot.wa.gov](mailto:consultantrates@wsdot.wa.gov).

Regards;

A handwritten signature in blue ink that reads "Erik K. Jonson".

ERIK K. JONSON

Manager, Consultant Services Office

EKJ

**HDJ Design Group, PLLC**  
**Indirect Cost Rate Schedule**  
**Fiscal Year End December 31, 2013**

Account Title		Financial Stmt. Amount	HDJ Adjustments	WSDOT Adjustments	Reference	Accepted Amount	%
<b>Direct Labor:</b>							
5999	Direct labor:	779,292				\$779,292	100.00%
5998	Direct Labor Principals	70,660				70,660	100.00%
<b>Fringe Benefits:</b>							
7162	Employee Personal Time Off	145,674	(\$3,858)		A	\$141,816	16.69%
7120	Group Health & Dental Insurance	112,431				112,431	13.23%
7121	Life and AD&D Insurance	642				642	0.08%
7169	Payroll Taxes - Medicare	25,915				25,915	3.05%
7170	Payroll Taxes - FICA	136,466				136,466	16.06%
7171	Payroll Taxes - L & I	14,344				14,344	1.69%
7172	Payroll Taxes - SUTA	92,661				92,661	10.90%
7173	Payroll Taxes - FUTA	3,064				3,064	0.36%
	Fringe Benefit Adjustment					0	0.00%
	<b>Total Fringe Benefits</b>	<b>\$531,198</b>	<b>(\$3,858)</b>	<b>\$0</b>		<b>\$527,340</b>	<b>62.04%</b>
<b>General Overhead:</b>							
7160	Indirect Labor	496,347				\$496,347	58.40%
7165 7182 7166 7164	Indirect Labor Principals	428,501	(155,869)		O	272,632	32.08%
7141	Labor Variance (Uncompensated OT)	11,037				11,037	1.30%
7181	Bid & Proposal Labor	13,947				13,947	1.64%
7163	Advertising Labor (Marketing Wages Pooled)	79,789	(79,789)		B, C, L, O	(0)	0.00%
7163	Public Relations Labor (Marketing Wages Pooled)	0			B, C, L	0	0.00%
7163	Direct Selling Labor (Marketing Wages Pooled)	0			B, C, L	0	0.00%
7000	Accounting & Legal Fees	23,681	(5,800)		D	17,881	2.10%
7010	Advertising Expense	3,741	(3,741)		B, C, L	0	0.00%
	Public Relations Expense	0			B, C, L	0	0.00%
	Direct Selling Expense	0			B, C, L	0	0.00%
7195	Bid & Proposal Presentation Expense	5,284				5,284	0.62%
7020	Auto Expense/Mileage	4,376				4,376	0.51%
7025	Company Vehicle Expenses	45,569	(9,711)		E	35,858	4.22%
7030	Bank Charges/Fees	1,763				1,763	0.21%
7033	Bldg - Insurance	3,536				3,536	0.42%
7034	Bldg - Maintenance	0				0	0.00%
7035	Bldg - Utilities	3,945				3,945	0.46%
7036	Bldg - Security Monitoring	1,096				1,096	0.13%
7040	Professional Services	46,373				46,373	5.46%
7045	Construction Inspection Supplies	464				464	0.05%
7050	Contributions	300	(300)		F	0	0.00%
7060	Delivery Charges	1,681				1,681	0.20%
7070	Depreciation Expense	42,822			E	42,822	5.04%
7080	Dues & Subscriptions	3,388	92		G	3,479	0.41%
7100	Employee Relations	1,566			H	1,566	0.18%
7105	Client Relations	4,431				4,431	0.52%
7125	Insurance - Co. Vehicle	6,071				6,071	0.71%
7130	Insurance - Business E&O	3,807				3,807	0.45%
7133	Internet	8,749				8,749	1.03%
7135	Janitorial	5,046				5,046	0.59%
7140	Licenses	3,776				3,776	0.44%
7145	Meals	2,717	(2,717)		I	0	0.00%
7157	Parking	8,481				8,481	1.00%
7158	Permits	(50)				(50)	-0.01%
7159	Publication/Books	123				123	0.01%
7175	Per Diem	650				650	0.08%
7176	Penalties	7,892	(7,892)		P	0	0.00%
7180	Personal Property Taxes	2,537				2,537	0.30%
7190	Postage	2,414				2,414	0.28%
7193	Project Corrections	132	(132)		M	0	0.00%
7200	Rent	212,249				212,249	24.97%
7210	Repairs & Maintenance	39,199				39,199	4.61%
7230	Schooling/Seminars	520				520	0.06%
7250	Supplies - Office	23,776				23,776	2.80%
7240	Supplies - Computer	15,775				15,775	1.86%
7255	Printing & Binding	9,508				9,508	1.12%
7260	Supplies - Drafting, Etc.	9,632				9,632	1.13%
7261	Survey Supplies	36,857				36,857	4.34%
7262	Lease Equipment	0				0	0.00%
7270	Taxes - B&O	52,577				52,577	6.19%
7271	Taxes - Excise	11				11	0.00%
7280	Telephone	42,055				42,055	4.95%
7290	Travel	7,605				7,605	0.89%
7115	Finance Charges Paid	0				0	0.00%
7401	Guaranteed Payment - T. Dennis	123,285	(123,285)			0	0.00%
7402	Guaranteed Payment - T. Bretz	141,554	(141,554)			(0)	0.00%
7403	Guaranteed Payment - G. Jellison	129,000	(129,000)			0	0.00%
9999	Suspense	(12,834)			J	(12,834)	-1.51%
9020	Interest Paid	26,013	(26,013)		K	0	0.00%
	<b>Total General Overhead</b>	<b>\$2,132,767</b>	<b>(\$685,712)</b>	<b>\$0</b>		<b>\$1,447,055</b>	<b>170.25%</b>
	<b>Total Overhead Costs</b>	<b>\$2,663,964</b>	<b>(\$689,570)</b>	<b>\$0</b>		<b>\$1,974,395</b>	<b>232.29%</b>
	<b>Overhead Rate:</b>	<b>313.43%</b>	<b>232.29%</b>			<b>232.29%</b>	

849,952

93.42  
-33.42  
60%

-33.42 =  
198.87%

References  
 HDJ Adjustments:

**HDJ Design Group, PLLC**  
**Indirect Cost Rate Schedule**  
**Fiscal Year End December 31, 2013**

Account Title	Financial Stmt. Amount	HDJ Adjustments	WSDOT Adjustments	Reference	Accepted Amount	%
A Fringe Benefit adjustment; (Liquidated PTO)						
B Promotional Marketing unallowable per 48 CFR 31.205-1 and 31.205-38.						
Inadequate supporting documentation unallowable per 48 CFR 31.201-2(d).						
C Public relations and advertising unallowable per 48 CFR 31.205-1.						
D Federal tax preparation fees unallowable 31.201-4 31.205-20 31.205-27 and 31.205-41						
E Auto Allowance payments unallowable per 48 CFR 31.205-6(m)(2) and 31.201-2(d), documentation of mileage log not available and unable to support and show segregation of business and personal use. Associated costs for vehicle unallowable per 48 CFR 31.205-46(d) and 31.205-6(m)(2). Associated costs include Personal (\$7546.00), Maintenance (\$1,896.26), and Depreciation (\$00.00).						
F Contributions unallowable per 48 CFR 31.205-8I.						
G Lobbying unallowable per 31.205-43(b)						
H Employee Relations Gifts and Recreation CFR 31.205-13(b)						
I Local meals unallowable per 48 CFR 31.206-46(a)(2)(I) and WSDOT Accounting Manual						
J CPA Adjusting Entries from 2012						
K Interest allowable per 48 CFR 31.205-20. and FAR 31.205-41(a)(3)						
L Unsupported direct selling costs, no documentation available to demonstrate and support "person to person" selling unallowable per 48 CFR 31.205-38(b)(5).						
M Project Corrections unallowable 31.205-19						
N						
O Unsupported Bid and Proposal labor. HDJ has supporting documentation via timesheets but did not allocate activities in 2013. All time was pooled in Marketing.						
P Pealties unallowable CFR 31.255-41 (b) (1)						

**WSDOT Adjustments:**