



**Washington State  
Department of Transportation**

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02/24/2025

TO: Office of Financial Management (OFM)  
ExemptionRequest@ofm.wa.gov

FROM: Julie Meredith, P.E.  
Secretary of Transportation, WSDOT

SUBJECT: February 24<sup>th</sup>, 2025, WSDOT Governors Freeze Submittal

This memo serves as the signature by the Agency Director for the exceptions reported by Washington State Department of Transportation.

Included attachment outlines the exceptions and describes why the exceptions were necessary to provide critical services related to the two-week reporting timeframe.

**Two-week reporting period:**

February 9<sup>th</sup>, 2025 – February 22<sup>nd</sup>, 2025

**Report Submittal Date:**

February 24<sup>th</sup>, 2025

**Summary of detailed exceptions:**

Goods and Equipment Total Cost: \$67,236.00

Services Contracts Total Cost: \$ 123,759,761.39

Travel Approved Total Cost: \$2,584.44

Number of Positions Hired: 36

Thank you,

A handwritten signature in blue ink that reads "Julie Meredith".

Julie Meredith, P.E.  
Secretary of Transportation

Hiring Freeze Exception Report to OFM

Agency:  
 Program:  
 Agency Director signature:

Date Approved	Date of Hire	SAP Position Number (8 digits)	Position Title	Job Class Code	Job Class Title	Fund Source	Rationale for Approving Exception
	2/1/2025	70056607	ASSISTANT DIRECTOR	WMS03	WMS BAND 3	TRANSPORTATION	Rotational non-perm appointment for staff development
	2/1/2025	70057574	TRANSPORTATION PLANNING SPECIALIST 4	543H	TRANSPORTATION PLANNING SPECIALIST 4	TRANSPORTATION	Position performs duties related to environmental permits and approvals.
	2/1/2025	71004090	TRANSPORTATION PLANNING TECHNICIAN 3	544J	TRANSPORTATION PLANNING TECHNICIAN 3	TRANSPORTATION	Provides traffic collection activities for the state highways for federal appropriation.
	2/1/2025	71041297	ACCOUNTING AND REPORTING MANAGER	WMS02	WMS BAND 2	TRANSPORTATION	Rotational non-perm appointment for staff development
	2/1/2025	71094012	TRANSPORTATION ENGINEER 3	530M	TRANSPORTATION ENGINEER 3	TRANSPORTATION	Field engineer position is overseeing the \$100 MM North Olympic Fish Passage design-build construction project.
	2/1/2025	71108832	TRANSPORTATION PLANNING SPECIALIST 4	543H	TRANSPORTATION PLANNING SPECIALIST 4	TRANSPORTATION	ACTION IN PROCESS PRIOR TO 12/2/2024
	2/1/2025	71108227	TRANSPORTATION ENGINEER 4	530N	TRANSPORTATION ENGINEER 4	TRANSPORTATION	Position performs duties related to Utilities inspection and project support.
	2/1/2025	71108813	TRANSPORTATION ENGINEER 3	530M	TRANSPORTATION ENGINEER 3	TRANSPORTATION	ACTION IN PROCESS PRIOR TO 12/2/2024
	2/1/2025	70056609	AFS DEPUTY DIRECTOR	WMS04	WMS BAND 4	TRANSPORTATION	Rotational non-perm appointment for staff development
	2/1/2025	70057498	FISCAL ANALYST 2	143J	FISCAL ANALYST 2	TRANSPORTATION	Position is responsible for both general and specialized payroll duties.
	2/1/2025	71033160	FISCAL ANALYST 2	143J	FISCAL ANALYST 2	TRANSPORTATION	Position is responsible for both general and specialized payroll duties.
	2/1/2025	71067309	FISCAL ANALYST 2	143J	FISCAL ANALYST 2	TRANSPORTATION	Position is responsible for both general and specialized payroll duties.
	2/3/2025	70057618	OFFICE ASSISTANT 2	100I	OFFICE ASSISTANT 2	TRANSPORTATION	ACTION IN PROCESS PRIOR TO 12/2/2024
	2/3/2025	70059489	TRANSPORTATION ENGINEER 3	530M	TRANSPORTATION ENGINEER 3	TRANSPORTATION	ACTION IN PROCESS PRIOR TO 12/2/2024
	2/3/2025	70060290	SENIOR TELECOMMUNICATIONS SPECIALIST	594F	ELECTRONIC COMMUNICATIONS SYST TECH, FI	TRANSPORTATION	ACTION IN PROCESS PRIOR TO 12/2/2024
	2/3/2025	70095392	IT DATA MANAGEMENT - JOURNEY	483DM	IT DATA MANAGEMENT - JOURNEY	TRANSPORTATION	Position provides journey level data integration duties needed for SaaS and cloud.
	2/3/2025	71085861	MARINE ENGINEER	533K	MARINE ENGINEER	TRANSPORTATION	Performs Ferries terminal design services needed for reliable and safe service.
	2/3/2025	71093910	CONTRACTS SPECIALIST 1	144F	CONTRACTS SPECIALIST 1	TRANSPORTATION	Administers construction contracts.
	2/3/2025	71108085	TRANSPORTATION ENGINEER 2	530K	TRANSPORTATION ENGINEER 1	TRANSPORTATION	Performs duties related to revenue collection (tolls).
	2/3/2025	70060157	TRANSPORTATION ENGINEER 4	530N	TRANSPORTATION ENGINEER 4	TRANSPORTATION	Position supports the North Central Regional Maintenance program.
	2/3/2025	71103595	TRANSPORTATION ENGINEER 2	530L	TRANSPORTATION ENGINEER 2	TRANSPORTATION	Non-permanent lateral appointment to mitigate workload.
	2/3/2025	70056985	TRANSPORTATION ENGINEER 2	530L	TRANSPORTATION ENGINEER 2	TRANSPORTATION	Provides specialized survey and mapping products for design and construction.
	2/3/2025	70057616	TRANSPORTATION PLANNING TECHNICIAN 3	544J	TRANSPORTATION PLANNING TECHNICIAN 3	TRANSPORTATION	ACTION IN PROCESS PRIOR TO 12/2/2024
	2/3/2025	70057977	TRANSPORTATION PLANNING SPECIALIST 5	543I	TRANSPORTATION PLANNING SPECIALIST 5	TRANSPORTATION	ACTION IN PROCESS PRIOR TO 12/2/2024
	2/3/2025	70063775	ASSISTANT SECRETARY - UMAM	B4074	ASST SEC. URBAN MOBILITY & ACCESS - DOT	TRANSPORTATION	Position vital to the success of the integrated transportation system.
	2/3/2025	70064148	TRANSPORTATION PLANNING SPECIALIST 5	543I	TRANSPORTATION PLANNING SPECIALIST 5	TRANSPORTATION	Provides Ferries revenue forecasting and fare setting duties.
	2/3/2025	71086315	TRANSPORTATION ENGINEER 2	530L	TRANSPORTATION ENGINEER 2	TRANSPORTATION	Environmental inspector for SR 509 projects.
	2/6/2025	71095699	TRANSPORTATION PLANNING SPECIALIST 5	543I	TRANSPORTATION PLANNING SPECIALIST 5	TRANSPORTATION	ACTION IN PROCESS PRIOR TO 12/2/2024
	2/15/2025	71049562	WORKFORCE DEVELOPMENT LEAD	M0100	WORKFORCE DEVELOPMENT LEAD	TRANSPORTATION	Coordinates required training for WSF Engine staff.
	2/16/2025	70061088	TRANSPORTATION ENGINEER 3	530M	TRANSPORTATION ENGINEER 3	TRANSPORTATION	Employee initiated transfer to lateral position.
	2/16/2025	70062253	ASST MAINT SUPT	WMS02	WMS BAND 2	TRANSPORTATION	Position supports Snoqualmie Pass maintenance.
	2/16/2025	70089144	TRANSPORTATION PLANNING SPECIALIST 5	543I	TRANSPORTATION PLANNING SPECIALIST 5	TRANSPORTATION	Leads the update of WSDOT's Highway Systems Plan.
	2/16/2025	71090419	TRANSPORTATION ENGINEER 4	530N	TRANSPORTATION ENGINEER 4	TRANSPORTATION	Position needed to ensure I-405/SR 167 Design-Build conform to requirements.
	2/18/2025	70057358	TRANSPORTATION PLANNING SPECIALIST 5	543I	TRANSPORTATION PLANNING SPECIALIST 5	TRANSPORTATION	Services critical Multimodal Planning role leading delivery of several Legislatively mandated initiatives.
	2/18/2025	70064186	VESSEL PROJECT ENGINEER	533G	VESSEL PROJECT ENGINEER	TRANSPORTATION	Position performs duties necessary for WSF vessel preservation and construction.
	2/18/2025	71063428	HUMAN RESOURCE CONSULTANT ASSISTANT 2	123F	HUMAN RESOURCE CONSULTANT ASSISTANT 2	TRANSPORTATION	ACTION IN PROCESS PRIOR TO 12/2/2024

**Contracts Freeze Exception Report to OFM**

Agency:  
 Program:  
 Agency Director signature:

Date Approved	Name of Contractor	Brief Description of Services	Term of Contract	Total Cost	Fund Source	Rationale for Approving Exception
1/31/2025	CalStart, Inc.	Pursuant to EMB 2.134, Sec. 215, Sub Section 5 of the 2024 Supplemental Transportation Budget Proviso, the Washington State Legislature provided direction and funding to WSDOT to implement a point-of-sale voucher incentive program to encourage the faster adoption of zero-emission medium and heavy-duty vehicles. The voucher incentive program must be administered by a third-party administrator, with oversight conducted by WSDOT.	Initially effective until June 30, 2025 with intent to extend for 2-years. This structure is due to limited delegated authority expiring in the current biennium.	110,000,000.00	26A-1	<p>The selection of consultant for this contract was ready for award when the freeze was announced. This program has a structure that seems to fall within the exemption in OFM FAQ Questions #3 and #18 but the language doesn't speak explicitly to the format of this program so we're submitting it as an exception.</p> <p>The purpose of this proviso-funded activity is to provide funding for a Contractor to develop and administer a point-of-sale voucher incentive program to encourage faster adoption of zero-emission medium and heavy-duty vehicles to further state climate and equity goals. These function as a grant, incentive, with the funds vouchers serving as the mechanism for access to the funds that ultimately go to private entities (covered under C3). Instead of the grantee entering into service contracts with grant funding, which is exempted under the language in C3, WSDOT will enter into the vendor contract on behalf of all who benefit from the program. WSDOT Technical Services Dept. advised the Active Transportation Division that we should utilize this approach rather than stand up a staff-administered process.</p> <p>The services purchased under the contract provide an essential mechanism for managing individual applications to receive the vouchers, distributing them in a controlled manner that protects personally identifying information, and fulfilling the grant through reimbursement to the bike shops where the vouchers are tendered. When the person receives a voucher they will enter into an agreement that includes providing certain information to determine eligibility and participation in follow-up research. Bike shops will similarly enter into agreements to be certified as participating shops and accept vouchers that are then reimbursed from the program funds.</p> <p>This is different in form but not in kind from other grants that provide funding to a local agency or tribe to purchase services. Such grants are exempted from the freeze per the OFM FAQ. We simply do not yet have that mechanism in place the way we do the mechanisms for processing grants for capital project construction or bicycle education programs.</p>
2/12/2025	PRR	WSF is advancing design and construction of improvements to the intersection of the Fauntleroy ferry terminal and Fauntleroy Way SW. The CONSULTANT team will provide ongoing communications and engagement support during design and construction.	20 months	57,908.00	099, 09H	<p>This project is essential to minimize conflict to an upcoming preservation project slated to go to construction in the next couple of years. The subsequent project replaces an entire ferry terminal and results in major traffic revisions.</p>
2/12/2025	WSP	Provide A&E Services in the design and delivery of the Interstate Bridge Replacement Program.	10/2024-3/2025	4,240,000.00	26P	<p>The purpose of this freeze exception request is to allow an amendment to an existing task order with our general engineering consultants for the Interstate Bridge Replacement Program (a bi-state managed and funded program). This request will address increased levels of effort needed for additional work to complete the NEPA analysis and ensuring the consultant can get paid in a timely manner.</p>
2/13/2025	Shannon & Wilson	Provide geotechnical support to the Northwest Region (NWR) in completing geotechnical documents and support for final design of the SR 531/43rd Ave NE to 67th Ave NE - Widening through development of the Plans, Specifications, and Estimate (PS&E).	2/13/2025-12/31/2025	20,376.00	108	<p>Originally, this project was planned for a DB delivery method but later changed to DB&amp;B, which requires a more advanced design and greater effort.</p> <p>Additionally, the initial analysis provided infiltration rates that resulted in surface flow off WSDOT ROW. In response, the Region has requested additional field testing (PITs) to confirm these results or determine if a higher infiltration rate is achievable so their BMPs can function within the existing ROW. This effort will involve both Geotech office personnel and a consultant, with the consultant taking the lead.</p>
2/13/2025	Maul Foster & Alongi, Inc.	Statewide On-Call Communications. Public Involvement & Digital Services, including providing critical support for coordinating multiple overlapping projects and other events in the central Puget Sound region (including the 1-5 Yesler Project).	6/30/2025	30,000.00	108, 20H	<p>Exception approved by Todd Trepanier, Brian Nielsen, and Robin Mayhew to add funds with Amendment 02 to continue providing critical support for coordinating multiple overlapping projects and other events in the central Puget Sound region (including the 1-5 Yesler Project).</p>
2/13/2025	WSP	Description of services include development of Columbia River Bridge design-build procurement documents (RFI, ITP, Industry Draft RFP, Final RFP), all necessary meetings and workshops needed during the development of the procurement documents, support during SOQ Evaluation, and support during Proposal Evaluation and task order amendment close-out.	1/2025-1/2027	6,970,000.00	26P	<p>The purpose of this freeze exception request is to allow an amendment to an existing task order with our general engineering consultants for the Interstate Bridge Replacement Program (a bi-state managed and funded program) to continue with critical procurement work associated with the Columbia River Bridge (CRB) Design-Build project. The scope of work associated with this task order amendment for the CRB procurement work (covered under this freeze exception request) would allow the IRR Program to proceed with work that began prior to the implementation of the state freeze directive issued by Governor Inslee on December 2, 2024. The CRB procurement work is on the critical path for construction of the Columbia River Bridge, which is currently planned to begin in September of 2027. WSDOT and ODOT have executed a bi-state agreement that requires all expenditures by the program are split 50/50 between the states. The funds associated with this freeze exception request are not funded exclusively from private or federal funding sources (per OFM exemption requirements), however a majority of the funding for the IRR program this biennium does come from private (through Oregon funds) or federal (move ahead Washington federal formula funds). Washington and Oregon have appropriated a total of \$387.5M to the IRR Program in the 23-25 biennium with \$250M coming from Oregon and \$137.5M from Washington. Of the Washington funds appropriated, \$43M is identified as state funds with the remainder federal. This amendment will not over obligate the appropriations for the program but is necessary for the program to stay on schedule and reach construction.</p>
2/6/2025	Pertteet	General Engineering Services	indefinite	6,000.00	108	Deliver
2/10/2025	Pertteet	General Engineering Services for fish passage work.	indefinite	120,000.00	108	Keep project on track
2/14/2025	Pertteet	General Engineering Services	indefinite	25,000.00	108	Keep existing work on schedule.
2/14/2025	Pertteet, Inc.	Identifies and manages General Engineering Consultant (GEC) engineering resources for the support of pre-design and design phases of projects, develops project management plans, reports on project progress and future deliverables, performs GEC task order management, DBE reporting, and invoicing and work order management.	12/1/24-6/30/25	24,828.39	108	<p>The requested funding will be used for GEC resource management, task order management, progress reporting, DBE reporting and invoicing tasks for projects in the pre-design and design phases. These items are critical in supporting ongoing design and environmental assessment task orders for the delivery of fish passage projects, preservation projects, and a legislative line-item project.</p>
2/18/2025	HNTB	Lakehurst Fish Barrier Removal	Task End Date: 6/30/2025	1,195,046.00	26P	<p>This Amendment has preapproval from Todd Trepanier, as the project work was directed by Executives (Mike Gibnier, Julie Meredith and CPDM) at the beginning of January 2025 to proceed with the pre-design phase to pursue a path forward solution as a Freeze Exception to address this falling culvert under I-405 on the fish barrier program.</p>
2/5/2025	Parametrix	Design and Engineering services for contract being advertised by Olympic Region	12/31/2026	1,070,603.00	20H	<p>Critical to complete design requirements for March Advertisement date for construction, part of line-item project in the JBLM corridor.</p>

**123,759,761.39**

**Goods and Equipment Freeze Exception Report to OFM**

Agency:  
 Program:  
 Agency Director signature:

Date Approved	Description of Goods or Equipment	Total Cost	Fund Source	Rationale for Approving Exception
8/7/2024	507 Oak trees of various sizes (ranging from 2 gallon to 15 gallon)	20,617.00	AH0498-01-0725-EA01-303010-H1	These trees are necessary to complete a project that was started/approved in August 2024 and well before the freeze was put in place. A purchase order was developed 9/10/24 and we need to pay the vendor so we can plant the trees soon for the carbon sequestration portion of the research project.
2/20/2025	Riegl LiDAR and imagery processing suite– 2-year subscription including the following software: RiProcess RiUnite RiMTA RiPrecision MLS RiUnite RiWorld Riegl provided training	46,619.00	Split between IR and MS work orders	This purchase is necessary to continue making progress on an existing and funded \$6.5M program to collect and process LiDAR data of all WSDOT routes. This project was initiated about three years ago and all LiDAR data has been collected. This purchase is necessary to convert the raw LiDAR data into usable output that will be implemented into the workflow streams by groups throughout the Agency, saving time and money.
		<b>67,236.00</b>		

Travel Freeze Exception Report to OFM

Agency:  
 Program:  
 Agency Director signature:

Date Approved	Position Title	Total Cost	Fund Source	Rationale for Approving Exception
1/14/2025	Construction Engineer Manager (Pos 1W213)	568.00	20H	Development of employee in his manager role as a construction engineer manager. The statewide project engineers meeting is a WSDOT approved event that enhances employee knowledge base of latest industry standards. This aligns with the agency value on workforce development.
1/14/2025	Construction Project Engineer (Pos 1W211)	568.00	20H	Development of employee in his manager role as a construction project engineer. The statewide project engineers meeting is a WSDOT approved event that enhances employee knowledge base of latest industry standards. This aligns with the agency value on workforce development.
2/11/2025	Capital/PCC Program Manager	535.64	218	This travel request is for the PCC Railway and Capital Program Manager and Capital Project Manager to journey from Spokane to Seattle from January 14th to 16th. The purpose of this essential trip is to engage with BNSF and their consultant, Shannon Willson, to discuss BNSF's contractual obligations pertaining to WSDOT's federal flow-down provisions linked to a federal grant. At BNSF's request, WSDOT staff will collaborate with BNSF and Shannon Willson directly at the project site to analyze the contract concerning these vital flow-down provisions. Additionally, the team will inspect the newly completed WSDOT/BNSF catchment walls and evaluate the proposed site for the Phase III catchment wall, which is yet to be constructed. Given that project management is a core responsibility for both of these roles, attending this meeting at BNSF's request is imperative to ensure compliance with federal regulations and to facilitate the necessary final inspection verification mandated by the FRA.
2/11/2025	Project Manager	655.50	218	This travel request is for the PCC Railway and Capital Program Manager and Capital Project Manager to journey from Spokane to Seattle from January 14th to 16th. The purpose of this essential trip is to engage with BNSF and their consultant, Shannon Willson, to discuss BNSF's contractual obligations pertaining to WSDOT's federal flow-down provisions linked to a federal grant. At BNSF's request, WSDOT staff will collaborate with BNSF and Shannon Willson directly at the project site to analyze the contract concerning these vital flow-down provisions. Additionally, the team will inspect the newly completed WSDOT/BNSF catchment walls and evaluate the proposed site for the Phase III catchment wall, which is yet to be constructed. Given that project management is a core responsibility for both of these roles, attending this meeting at BNSF's request is imperative to ensure compliance with federal regulations and to facilitate the necessary final inspection verification mandated by the FRA.
11/1/2024	Amy Peters	49.30	5	Training paid for prior to travel freeze.
12/2/2024	Project Engineer	88.00	108	WSDOT HQ is heading up the conference, and has been since December
2/3/2025	Communications Consultant	120.00	39	Staff from the Aviation Division attends the NW Aviation Conference & Trade Show in support of the aviation community. We answer questions covering topics such as land use, applying for grants and loans, airport inspections, aircraft registration, drone use, and Advanced Air Mobility. There is also information sharing between the various aviation associations and WSDOT Aviation. This in-person communication helps alleviate misunderstandings and the public appreciates it.
		<b>2,584.44</b>		