



**Washington State
Department 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

06/06/2025

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

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

SUBJECT: June 2nd, 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:
May 18th – May 31st, 2025

Report Submittal Date:
June 6th, 2025

Summary of detailed exceptions:
Goods and Equipment Total Cost: \$839,000

Services Contracts Total Cost: \$18,865,058

Travel Approved Total Cost: \$6,165

Number of Positions Hired: 24

Thank you,

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

Julie Meredith, P.E.
Secretary of Transportation

Agency:
Program:
Agency Director signature:

Hiring Freeze Exception Report to OFM

Date Approved	Date of Hire	SAP Position Number (8 digits)	Position Title	Job Class Code	Job Class Title	Fund Source	Rationale for Approving Exception
	12-May-25	70064029	SENIOR PORT ENGINEER VESSEL PRESERVATION	WMS04	WMS BAND 4	TRANSPORTATION	Position performs duties necessary for WSF vessel preservation and construction.
	16-May-25	71042066	DIRECTOR, VESSEL MAINTENANCE - DOT/WSF	B4167	MAINTENANCE - DOT/WSF	TRANSPORTATION	Position performs duties necessary for WSF vessel preservation and construction.
	16-May-25	70095295	IT DATA MANAGEMENT - MGR	486DM	IT DATA MANAGEMENT - MGR	TRANSPORTATION	Position builds and maintains agencywide IT databases.
	16-May-25	70060054	TRANSPORTATION ENGINEER 4	530N	TRANSPORTATION ENGINEER 4	TRANSPORTATION	Position administers maintenance and small work project contracts for North Central Region.
	16-May-25	71055009	TRANSPORTATION ENGINEER 4	530N	TRANSPORTATION ENGINEER 4	TRANSPORTATION	This position manages consultant agreements in the Northwest Region.
	16-May-25	70058274	TRANSPORTATION TECHNICAL ENGINEER	530P	TRANSPORTATION TECHNICAL ENGINEER	TRANSPORTATION	Manages NWR consultant selection and agreements for the region's highway construction program.
	16-May-25	71103945	TRANSPORTATION TECHNICAL ENGINEER	530P	TRANSPORTATION TECHNICAL ENGINEER	TRANSPORTATION	This position is in the HQ Traffic Operations Division and supports multimodal and integrated corridor management.
	19-May-25	71109830	HUMAN RESOURCE CONSULTANT	M0291	HUMAN RESOURCE CONSULTANT	TRANSPORTATION	Position provides mandatory human resources services to WSF employees.
	19-May-25	70115958	TRANSPORTATION ENGINEER INTERN	538U	TRANSPORTATION ENGINEER INTERN	TRANSPORTATION	Position is used to fill peak workforce peaks for summer construction projects.
	19-May-25	71057602	TRANSPORTATION ENGINEER INTERN	538U	TRANSPORTATION ENGINEER INTERN	TRANSPORTATION	Position is used to fill peak workforce peaks for summer construction projects.
	19-May-25	71074390	TRANSPORTATION ENGINEER INTERN	538U	TRANSPORTATION ENGINEER INTERN	TRANSPORTATION	Position is used to fill peak workforce peaks for summer construction projects.
	19-May-25	71080876	TRANSPORTATION ENGINEER INTERN	538U	TRANSPORTATION ENGINEER INTERN	TRANSPORTATION	Position is used to fill peak workforce peaks for summer construction projects.
	19-May-25	71087129	TRANSPORTATION ENGINEER INTERN	538U	TRANSPORTATION ENGINEER INTERN	TRANSPORTATION	Position is used to fill peak workforce peaks for summer construction projects.
	28-May-25	71057635	TRANSPORTATION ENGINEER INTERN	538U	TRANSPORTATION ENGINEER INTERN	TRANSPORTATION	Position is used to fill peak workforce peaks for summer construction projects.
	29-May-25	70062237	PE	WMS03	WMS BAND 3	TRANSPORTATION	Project Engineer - delivers highway and construction contracts per State and Federal standards.
	30-May-25	70115917	IT APP DEVELOPMENT - SRMGR	487AD	IT APP DEVELOPMENT - SRMGR	TRANSPORTATION	Position administers enterprise applications and databases.
	01-Jun-25	71027678	FISCAL ANALYST 4	143L	FISCAL ANALYST 4	TRANSPORTATION	Position supports Toll Accounting Team ensure compliance with the wide array of statutes, regulations, and standards.
	02-Jun-25	71033880	ASSISTANT CONSTRUCTION ENGINEER	WMS03	WMS BAND 3	TRANSPORTATION	This position manages engineering construction projects in the South Central Region.
	02-Jun-25	70061900	MAINTENANCE CUSTODIAN	678H	MAINTENANCE CUSTODIAN	TRANSPORTATION	Position performs custodial duties necessary to maintain sanitation standards.
	02-Jun-25	70062239	PE	WMS03	WMS BAND 3	TRANSPORTATION	Project Engineer - delivers highway and construction contracts per State and Federal standards.
	02-Jun-25	71037256	TRANSPORTATION ENGINEER 2	530K	TRANSPORTATION ENGINEER 1	TRANSPORTATION	Position preforms inspection duties for highway construction projects.
	02-Jun-25	70115275	TRANSPORTATION ENGINEER INTERN	538U	TRANSPORTATION ENGINEER INTERN	TRANSPORTATION	Position is used to fill peak workforce peaks for summer construction projects.
	02-Jun-25	70115955	TRANSPORTATION ENGINEER INTERN	538U	TRANSPORTATION ENGINEER INTERN	TRANSPORTATION	Position is used to fill peak workforce peaks for summer construction projects.
	02-Jun-25	71109708	TRANSPORTATION PLANNING SPECIALIST 5	543I	TRANSPORTATION PLANNING SPECIALIST 5	TRANSPORTATION	Position is a Quality Assurance Lead for WSF deck and engine room operations.

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
5/19/2025	Trauner and Associates	Provide training that is a part of the core curriculum for the Construction Di	September 2025		11370 108	The development of training materials and curriculum is estimated at about 200 hours which assumes 40 hours of development, 40 hours of staff review and 20 hours to create the presentation materials. Assuming \$300 per hour, that would cost \$30,000. Those costs would greatly exceed the typical amount needed to deliver this training annually, which is about \$12,000 and would be in addition to those costs.
5/19/2025	TBD	Archaeological data recovery and analyses of site 45TN345, and monitoring	08/01/2025 through 12/31/2027		881000 20H	This work is a stipulation of the Section 106 Memorandum of Agreement for the SR 510 – Yelm Loop – New Alignment Phase 2 Project. Components of this work must be completed prior to moving forward with construction of this legislatively directed project.
						SWR Real Estate Services needs to have review appraisals performed towards acquisitions for the SR 500 Robinson Road and NE 3rd St. – Intersection Safety Improvements project. With current staff vacancies, SWR does not have a review appraiser to perform this work. Craig Sisson reached out to other regions, and they do not have the capacity to pick up this body of work.
						The Jarvis Appraisal Company proposal for five (5) appraisal reviews, is offered for a total cost of \$14,000. If this work is not performed, acquisitions cannot be completed, and the project will be unable to move forward. With respect to timing, Real Estate Services’ efforts to secure property rights is on the critical path. The project needs to be advertised by mid-October in order for necessary tree removal to be performed ahead of a February 15, 2026 nesting window constraint. If this request can be approved on the order of a week or two (from May 21, 2025), the project should be able to meet a mid-October advertisement. Approval coming any later than within the next week or two will likely result in the project being delayed a full year, pushing construction
5/21/2025	Jo Ellen Jarvis with Jarvis Apprai	The consultant will provide real estate appraisal review services on 5 apprai	5/21/2025 through 06/30/2026		14000 PIN: 450018S, Work Order: RW	into 2027.
5/27/2025	HDR Engineering Inc	Y11848 EL - A&E consultant support for Community Workforce Agreement f	12 months		465257 20H - Connecting Washington A	Project/activity is appropriated in the 2023-25 & 2025-27 Transportation Budget; funding is provided by bond proceeds.
5/27/2025	HNTB and subconsultants	Project management services necessary to deliver the SR 509 portion of the	July 1, 2025 - June 30, 2026		5811052 20H	This work is necessary to meet project completion deadlines associated with Gateway's SR 509 project, including Federal milestone requirements associated with the Project's Federal funding.
5/28/2025	HDR Engineering Inc	Y11848 EK - A&E consultant support for Environmental and Cultural Resouri	12 months		166262 20H - Connecting Washington A	This work is also necessary to recover approximately \$15 million in project funds associated with disposal of the Program surplus properties.
4/29/2025	HNTB	Y12727 OW-04: Staff Augmentation agreement expiring 4/30/2025, extendi	3/8/2023 - 10/31/2025		376437.11 20H, 26P	Project/activity is appropriated in the 2023-25 & 2025-27 Transportation Budget; funding is provided by bond proceeds.
5/28/2025	HDR Engineering Inc	Y11848 EL - A&E consultant support for Construction Management and Subj	12 months		6288484 20H - Connecting Washington A	Existing agreement for design support on I4 Fish Barrier projects nearing completion.
5/29/2025	WSP and subconsultants	Gateway Program administration, management, including: program control	July 1, 2025 - June 30, 2026		4024964 20H	Project/activity is appropriated in the 2023-25 & 2025-27 Transportation Budget; funding is provided by bond proceeds.
5/28/2025	Ogden, Murphy, Wallace, PLLC	External Personnel Investigation DES Contract 07821	05/28/2025 - 08/31/2025		29751.35 099, Program W	These services are necessary for successful, on schedule delivery of the Gateway Program and to meet the statutory deadlines associated with project completion. The Federal Financial Plan update, which is part of this agreement Task Order, is specifically required under Title 23, U.S. Code, Section 106.
5/30/2025	HDR Engineering Inc	Y12305 BE - A&E consultant services for Urban Mobility Access and Megapr	12 months		312696 20H - Connecting Washington A	Investigative process requires an external contracted investigator due to the level of management involved and seriousness of allegations.
5/30/2025	HDR Engineering Inc	Y12305 AC - A&E consultant services for Urban Mobility Access and Megapr	12 months		438328 20H - Connecting Washington A	Work/activity is appropriated in the 2025-27 Transportation Budget; funding is provided by bond proceeds.
						Freeze Exception: The transaction does not meet one of the outlined reasons published by OFM, but an exception is being approved and justification needs documented.
						This project was previously under Agreement Y-12544, which is set to expire at the end of June. We are transferring the remaining balance from the existing agreement and requesting an additional \$24,656 to complete the project. S&W has been supporting this effort from pre-design through the present.
						The reasons for the additional budget request are as follows:
						•The original task order was scheduled to run through December 2024. We are now extending it by approximately 18 months.
						•The project configuration—particularly related to the walls—has changed since the initial estimate.
						•The boring at the gas station required significantly more coordination, including multiple site visits, than originally anticipated.
5/30/2025	Shannon & Wilson	Provide geotechnical support to the Northwest Region Project Engineers Of	June 2026		45456 108	Cat Whisker is a highly complex project, and changing the geotechnical engineer at this stage would introduce additional risk and could potentially delay completion.
				18,865,057.46		

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
5/19/2025	This purchase is for renewal of the TopoDOT software license to allow continued, uninterrupted use. TopoDOT is a specialized software tool used for extracting engineering-grade features from LiDAR data in multiple locations within the Agency.	25950	P8	This maintenance renewal ensures uninterrupted use of the software tools critical to project delivery, planning, and operations for multiple statewide work groups.
5/20/2025	AutoTurn Pro 2025 software license	18800	C6	AutoTURN is a swept path analysis software used to simulate and analyze vehicle turning paths in various design contexts, such as road designs, intersections, and parking lots. It helps engineers optimize designs, ensuring vehicles can safely maneuver through planned areas. This maintenance renewal ensures uninterrupted use of the software tools critical to project delivery, planning, and operations for multiple statewide work groups. This renewal is important for us to deliver the capital program as directed by the legislature.
5/20/2025	Fall Protection Rescue Ladders for all WSF vessels, and a fall protection beam wrap which is used to connect the ladder to an anchor point on a vessel. Necessary for the ladder to be used.	10457	FA1000-41-9110-366630	This equipment is for WSF to fall into compliance with OSHA requirements to have a fall protection rescue plan in the event an employee falls while using the fall protection system, the rescue ladder can be deployed by vessel crews and the employee can climb back up to safety.
5/21/2025	9 Onmisight radar detection - 6 Mimosa radios - 2 Axis CCTV cameras - 5 Pole mounted cabinets - 3 Timber poles - 12 Miscellaneous modems, switches, and cabling	306647.88	FMCSA ITD Grant	Funding for this project is through a Federal grant where funds are already approved and made available for project delivery
5/19/2025	Carahsoft Remix licenses	70188.96	IR0528(03) 0716 620000	We are working to renew our existing contract for the Remix software through Carahsoft. We have an existing approved IRAE. The freeze instructions are for “new acquisitions exceeding \$10k.” This is not a new acquisition, it’s a renewal. The total cost is over \$10k, but the cost per user is under \$10k.
5/22/2025	Interagency Agreement with the Department of Ecology for analytical services for NPDES permit required stormwater monitoring.	200000	108	Statutory duties related to federal permit requirements
5/23/2025	A Standard Advantage Program for ESRI Learning and Service Credits with 100 extra credits. Credits are good for one year.	206955	108	These ESRI Service credits will provide critical technical oversight and support for implementing ESRI's' Road and Highways tools as a core technology for the HPMS-LRS Modernization Project.
		838,998.84		

Travel Freeze Exception Report to OFM

Agency:

Program:

Agency Director signature:

Date Approved	Position Title	Total Cost	Fund Source	Rationale for Approving Exception
5/19/2025	Procurement & Supply Specialist 4	850	030	Need expert support to help identify discrepancies in inventory that could result in monetary loss.
5/19/2025	Procurement & Supply Specialist 4	750	030	Need expert support to help identify discrepancies in inventory that could result in monetary loss.
5/15/2025	Julie Jackson - GIS Business Analyst	653	108	This conference provides the opportunity for professional development, knowledge acquisition, and industry networking with local jurisdictions that cannot be replicated through virtual means.
5/15/2025	Ann Stark - Web GIS Administrator	762	108	This conference provides the opportunity for professional development, knowledge acquisition, and industry networking with local jurisdictions that cannot be replicated through virtual means.
5/22/2025	CIO & Director, TSD	350	108	Necessary regional travel for the CIO.
5/23/2025	External Audit Liaison	100	108	Our Audit Liaison to attend a meeting organized by WSF Finance & Administration and tour of Ferry facilities/vessels with WSF on 6/11/25. Our Liaison works with a number of staff throughout the agency, including WSF, to facilitate the State Auditor's Office (SAO) annual financial and federal grant audit work, fielding requests for information from SAO, assisting with responses from WSF, and conveying results to subject experts and management. Establishing relationships with WSF subject matter experts (some new to their roles) and our understanding better the work of WSF will help improve the agency's interaction with our external auditor, the State Auditor's Office.
5/29/2025	Transportation Planning Specialist	2700	039	This is training to be able to conduct aviation's 5010 airport inspections as required by the Federal Aviation Administration and is reimbursed 100% by the FAA. This employee will be a back-up to the individual currently conducting these inspections.
		6,165.00		