



**Washington State  
Department of Transportation**

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September 22, 2025

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

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

SUBJECT: WSDOT Governor's Freeze Submittal – September 22, 2025

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

The 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:**  
September 7, 2025 – September 20, 2025

**Report Submittal Date:**  
September 22, 2025

**Summary of Details Exceptions:**

Goods & Equipment Total Cost: \$61,963.09

Service Contract Total Cost: \$8,974,689.70

Travel Approved Total Cost: \$1,036.00

Number of Positions Hired: 37

Thank you,

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

Julie Meredith, P.E.  
Secretary of Transportation

Attachment

<div> <div>Agency: WSDOT</div> <div>Program:</div> <div>Agency Director signature:</div> </div> <div>Hiring Freeze Exception Report to OFM</div>							
Date Approved	Date of Hire	SAP Position Number (8 digits)	Position Title	Job Class Code	Job Class Title	Fund Source	Rationale for Approving Exception
	8/25/2025	70059410	TRANSPORTATION ENGINEER 2	530L	TRANSPORTATION ENGINEER 2	TRANSPORTATION	Position preforms inspection duties for highway construction projects.
	9/1/2025	70057652	FISCAL ANALYST 2	143J	FISCAL ANALYST 2	TRANSPORTATION	Position is responsible for processing accounts payable transactions.
	9/1/2025	70064214	TRANSPORTATION TECHNICIAN 3	538T	TRANSPORTATION TECHNICIAN 3	TRANSPORTATION	Position performs skilled project develop tasks to include Plan Production.
	9/1/2025	70063045	REAL ESTATE SERVICES MANAGER-EASTERN WA	WMS03	WMS BAND 3	TRANSPORTATION	Position is crucial to delivery of the regional capital program for Eastern Region.
	9/1/2025	71091791	DEPUTY DIR, MANAGEMENT OF MOBILITY	WMS04	WMS BAND 4	TRANSPORTATION	Position is essential to maintaining strategic continuity and coordination across major regional initiatives.
	9/2/2025	70060648	TRANSPORTATION ENGINEER 2	530K	TRANSPORTATION ENGINEER 1	TRANSPORTATION	Position preforms inspection duties for highway construction projects.
	9/2/2025	71083907	TRANSPORTATION ENGINEER 2	530K	TRANSPORTATION ENGINEER 1	TRANSPORTATION	Position preforms inspection duties for highway construction projects.
	9/2/2025	70063516	TRANSPORTATION ENGINEER 2	530L	TRANSPORTATION ENGINEER 2	TRANSPORTATION	Position preforms inspection duties for highway construction projects.
	9/2/2025	71034385	TRANSPORTATION ENGINEER 2	530L	TRANSPORTATION ENGINEER 2	TRANSPORTATION	Position preforms inspection duties for highway construction projects.
	9/2/2025	71111057	TRANSPORTATION TECHNICIAN 3	538T	TRANSPORTATION TECHNICIAN 3	TRANSPORTATION	Position performs skilled project develop tasks to include Plan Production.
	9/2/2025	71057515	NC REGION PLANNING MANAGER	WMS03	WMS BAND 3	TRANSPORTATION	Directs the North Central Region Planning Office.
	9/15/2025	71092010	TRANSPORTATION PLANNING SPECIALIST 5	543I	TRANSPORTATION PLANNING SPECIALIST 5	TRANSPORTATION	Position leads several legislatively mandated initiatives for the Eastern Region.
	9/16/2025	70058915	HUMAN RESOURCE CONSULTANT 4	119G	HUMAN RESOURCE CONSULTANT 3	TRANSPORTATION	Position provides complex senior level HR consulting to staff and management.
	9/16/2025	71084912	HUMAN RESOURCE CONSULTANT 4	119G	HUMAN RESOURCE CONSULTANT 3	TRANSPORTATION	Position provides complex senior level HR consulting to staff and management.
	9/16/2025	71110715	HUMAN RESOURCE CONSULTANT 3	119G	HUMAN RESOURCE CONSULTANT 3	TRANSPORTATION	Position provides complex senior level HR consulting to staff and management.
	9/16/2025	70062296	HUMAN RESOURCE CONSULTANT 4	119H	HUMAN RESOURCE CONSULTANT 4	TRANSPORTATION	Position provides complex senior level HR consulting to staff and management.
	9/16/2025	70095295	IT DATA MANAGEMENT - MGR	486DM	IT DATA MANAGEMENT - MGR	TRANSPORTATION	Position's duties includes the physical aspects of storing, securing, and providing authorized access to business data.
	9/16/2025	70057411	IT SYSTEM ADMIN - JOURNEY	483SA	IT SYSTEM ADMIN - JOURNEY	TRANSPORTATION	This position provides mission-critical system administration for Washington State Ferries’ security and communication systems.
	9/16/2025	71109711	MARINE PROJECT ENGINEER	533M	MARINE PROJECT ENGINEER	TRANSPORTATION	Position performs engineering duties for the Washington State Ferry electrification program.
	9/16/2025	71110062	PROPERTY & ACQUISITION SPECIALIST 5	179M	PROPERTY & ACQUISITION SPECIALIST 5	TRANSPORTATION	Position acquires right of way of property held by other entities.
	9/16/2025	71045888	TRANSPORTATION ENGINEER 2	530L	TRANSPORTATION ENGINEER 2	TRANSPORTATION	Position preforms inspection duties for highway construction projects.
	9/16/2025	71090457	TRANSPORTATION ENGINEER 2	530L	TRANSPORTATION ENGINEER 2	TRANSPORTATION	Position preforms inspection duties for fish passage construction projects.
	9/16/2025	71102509	TRANSPORTATION ENGINEER 2	530L	TRANSPORTATION ENGINEER 2	TRANSPORTATION	Position preforms inspection duties for highway construction projects.
	9/16/2025	71111060	TRANSPORTATION ENGINEER 2	530L	TRANSPORTATION ENGINEER 2	TRANSPORTATION	Position preforms inspection duties for highway construction projects.
	9/16/2025	70061098	TRANSPORTATION ENGINEER 3	530M	TRANSPORTATION ENGINEER 3	TRANSPORTATION	Position performs advanced transportation engineering work under limited supervision.
	9/16/2025	71009837	TRANSPORTATION ENGINEER 3	530M	TRANSPORTATION ENGINEER 3	TRANSPORTATION	Position performs advanced transportation engineering work under limited supervision.
	9/16/2025	71067385	TRANSPORTATION ENGINEER 4	530N	TRANSPORTATION ENGINEER 4	TRANSPORTATION	Gateway is in the peak of our \$2.8 billion program. This position performs professional engineering work or is a technical programs specialist.
	9/16/2025	71073877	TRANSPORTATION PLANNING SPECIALIST 3	543G	TRANSPORTATION PLANNING SPECIALIST 3	TRANSPORTATION	Position performs asbestos surveys (sampling) which are required for construction, renovation, and demolition.
	9/16/2025	70061169	TRANSPORTATION PLANNING SPECIALIST 4	543H	TRANSPORTATION PLANNING SPECIALIST 4	TRANSPORTATION	Position supervises planning studies and provides guidance on local agency comprehensive plans for the Olympic Region.

Date Approved	Date of Hire	SAP Position Number (8 digits)	Position Title	Job Class Code	Job Class Title	Fund Source	Rationale for Approving Exception
	9/16/2025	70057502	TRANSPORTATION TECHNICAL ENGINEER	530P	TRANSPORTATION TECHNICAL ENGINEER	TRANSPORTATION	Position supervises the testing of structural materials such as aggregates, concrete and steel.
	9/16/2025	71110463	TOLL ACCOUNTING ASSISTANT MANAGER	WMS01	WMS BAND 1	TRANSPORTATION	Position leads a team that facilitates the collection of tolling revenue.
	9/16/2025	71055882	MAINTENANCE BUDGET MANAGER	WMS02	WMS BAND 2	TRANSPORTATION	Position is responsible for the statewide highway maintenance budget which entails allotments, decision packages and processing of payments.
	9/16/2025	71073582	ASST REGION CONSTRUCTION ENGINEER - FP	WMS03	WMS BAND 3	TRANSPORTATION	This position oversees projects delivering nearly \$1 Billion dollars in fish passage barrier removals.
	9/16/2025	70056675	DIRECTOR PUBLIC TRANSPORTATION	WMS04	WMS BAND 4	TRANSPORTATION	Position leads the Public Transportation Division.
	9/25/2025	70064005	TRANSPORTATION ENGINEER 2	530L	TRANSPORTATION ENGINEER 2	TRANSPORTATION	Position preforms inspection duties for highway construction projects.
	10/1/2025	71103641	TRANSPORTATION ENGINEER 2	530L	TRANSPORTATION ENGINEER 2	TRANSPORTATION	Position preforms inspection duties for highway construction projects.
	10/1/2025	71111059	TRANSPORTATION ENGINEER 2	530L	TRANSPORTATION ENGINEER 2	TRANSPORTATION	Position preforms inspection duties for highway construction projects.

Contracts Freeze Exception Report to OFM						
Agency: WSDOT						
Program:						
Agency Director signature:						
Date Approved	Name of Contractor	Brief Description of Services	Term of Contract	Total Cost	Fund Source	Rationale for Approving Exception
9/8/2025	Song Consulting	Song Consulting possesses extensive knowledge of how WSDOT contracting functions and will review and assist the agency in resolving disputes involving small subcontractors. This involves examining contract documents and records, interviewing relevant parties, and advising WSDOT staff on the circumstances that led to a dispute. The consultant will not offer advice to subcontractors or contractors. This consultant has expert knowledge and experience with WSDOT construction contracts and the procedures that prime and subcontractors must follow to request additional time or funds for issues.	10/1/2025 to 10/1/2026	\$50,000.00	S	Historically, smaller subcontractors have faced significant challenges in navigating the complex requirements involved in seeking remedies for disputes. They often struggle to determine the legitimacy of their disputes, understand how to request consideration without risking their rights, and document these issues properly. WSDOT construction and civil rights leaders spend hundreds of hours resolving and investigating prompt payment complaints, and this would assist in resolving those complaints with fewer resources.
9/8/2025	HDR Engineering	Provide PS&E for NSC's Ped Bridge #2	Through 6/30/2028	\$2,282,000.00	215 20H	This Task Order is to provide services for a project listed in the enacted capital or transportation budget and is funded by multiple fund sources.
9/10/2025	Carahsoft Tech Corp (K001521)	Carahsoft / RideAmigos maintain the Washington State CTR data collection survey tool (https://ctrsurvey.org) and store the collected data. This data is used for legislatively mandated reporting on the CTR program and for evaluation of the program's results.	10/6/2025 to 10/5/2026	\$208,859.00	218	Renewal of this contract is critical to the ongoing function of the Commute Reduction Program mandated by RCW 70A.15.4000
9/10/2025	Carahsoft Technology Corp.	Carahsoft / RideAmigos maintains the Washington State Commute Trip Reduction (CTR) data collection survey tool (https://ctrsurvey.org) and store the collected data. This data is used for legislatively mandated reporting on the CTR program and for evaluation of the program's results.	10/6/2025 to 10/5/2026	\$208,858.69	218	Extension of this contract is critical to the Commute Trip Reduction program, which is mandated by RCW 70A.15.4000.
9/11/2025	University of Washington	The goal of this research project is to develop eMobility and electrification solutions for the Bremerton Ferry Terminal and to create a replicable interagency planning framework for future ferry terminal electrification. The research team at UW includes experts in construction management, urban design and planning, and mobility innovation. By investigating how to enhance multimodal connectivity, increase walk-on passenger utilization of ferries, and reduce greenhouse gas emissions, this project aligns with WSDOT's/WSF's priorities of Resilience, Workforce Development, and ultimately enhancing the agency's ability to provide equitable access to sustainable transportation for Washington's travelers.	21 1/2 Months	\$200,000.00	108   80% Federal   20% State	We are pursuing this exception in order to carry out WSDOT's responsibility to conduct transportation research in accordance with our receipt of FHWA's State Planning and Research, Part B funding (see Title 23 US Code, §505(5)), which requires a 20% match of state dollars to the 80% federal funding. This project is part of WSDOT's 25-27 research program, approved by the agency's executive management.
9/9/2025	HDR Engineering	Provide PS&E for NSC's Ped Bridge #1	Through 6/30/2028	\$1,975,000.00	215 20H	This Task Order is to provide services for a project listed in the enacted capital or transportation budget and is funded by multiple fund sources.
9/11/2025	NaviLens	NaviLens will provide ADA and Title VI enhancements for the Washington State Ferries system which will enhance WSDOT's legal compliance in preparation for the world cup. This project was legislatively mandated.	7/1/2027	\$3,000,000.00	S	NaviLens will provide ADA and Title VI enhancements for the Washington State Ferries system which will enhance WSDOT's legal compliance in preparation for the world cup. This project was legislatively mandated.
9/17/2025	HDR Engineering Inc	Y11848 CK 12 - A&E consultant support for Strategic Communication, Public Outreach, and Information Technical Services Support for the SR 520 Program.	12 months	\$1,067,766.01	20H - Connecting Washington Account	Project/activity is appropriated in the 2025-27 Transportation Budget; funding is provided by bond proceeds.
9/16/2025	Shannon & Wilson	Provide geotechnical support to the State Geotechnical Office (SGO)and Northwest Region Project Engineer's Office (PEO) in completing geotechnical documents and support for final design of the Hall Road fish passage, which has been added to the I-5/Tributary to Secret Creek – Fish Passage Project (Project) through development of the Plans, Specifications, and Estimate (PS&E) and Project advertisement.	12/31/2027	\$27,196.00	108	The Hall Road project involves replacing a Snohomish County fish barrier culvert under Hall Road, adjacent to I-5 and the Unnamed Tributary (UNT) to Freedom Creek. This replacement is being added with the original Freedom Creek Project. S&W represents the most qualified team to complete this design work for the following reasons: •They have performed all engineering work on the original Freedom Creek project •They possess comprehensive knowledge of the site conditions and design parameters •Utilizing their services will minimize project risks and prevent potential time delays •Bringing in a new geotech would require substantial ramp-up time and could introduce design inconsistencies
9/17/2025	HDR Engineering	This Task Order Amendment de-obligates unspent funds due to a scope change	Through 6/30/2028	-\$179,070.00	108	De-obligation of funds
9/17/2025	PRR	Support Constructability Workshops to help determine how the terminal will be replaced and what level of service our customers could expect.	Through 12/31/2026	\$51,004.00	099, 09H	This is a preservation project. We've been authorized to move forward with all preservation projects.

Date Approved	Name of Contractor	Brief Description of Services	Term of Contract	Total Cost	Fund Source	Rationale for Approving Exception
9/19/2025	Haley & Aldrich	<p>Support the Washington State Department of Transportation STATE Geotechnical Office (SGO), and the STATE Construction Office related to the SR 9 / Marsh Road to 2nd Street/Vic – Widening &amp; Bridge Painting project. Anticipated construction scopes with geotechnical components are listed below:</p> <p>-Geotechnical submittal reviews – CONSULTANT office support for RFIs/submittals, as needed.</p> <p>-Settlement plate monitoring data review – CONSULTANT office review of the settlement monitoring data</p> <p>-Observe overexcavation of subgrade beneath embankment – CONSULTANT field observation, as needed for soft subgrade/overexcavation</p> <p>-Drilled shaft installation – WSDOT inspection</p> <p>-Driven pile installation – WSDOT inspection</p> <p>-Temp soldier pile wall installation – WSDOT inspection</p> <p>-Trenchless culvert installation with temporary shoring – WSDOT inspection</p> <p>-Ground improvement with SPT/CPT verification testing – CONSULTANT office review of the verification test results</p> <p>-Vibration monitoring of existing structures – CONSULTANT office review of the vibration monitoring results</p> <p>-MSE wall installation – WSDOT inspection</p> <p>-Subgrade observations for walls – WSDOT inspection</p>	May 2028	\$83,076.00	108	<p>H&amp;A serves as the engineer of record for this project, and their continued involvement during the construction phase is critical for several reasons:</p> <ul style="list-style-type: none"><li>•Risk Mitigation: Having the original design engineer oversee construction ensures continuity and reduces the likelihood of design interpretation errors or construction defects</li><li>•Quality Assurance: H&amp;A's familiarity with the project specifications and design intent will help maintain construction quality standards</li><li>•Cost Control: Early identification and resolution of potential issues by the engineer of record can prevent costly change orders and delays</li></ul>

Goods and Equipment Freeze Exception Report to OFM

Agency: WSDOT  
Program:  
Agency Director signature:

Date Approved	Description of Goods or Equipment	Total Cost	Fund Source	Rationale for Approving Exception
9/16/2025	ManageEngine, the enterprise IT management division of ZOHO Corp, offers a comprehensive suite of software designed to help organizations oversee their entire technology infrastructure. Its powerful solutions cover critical areas including IT service management (ITSM), network and operations monitoring (ITOM), and unified endpoint management and security. By providing user-friendly, feature-rich, and cost-effective tools, ManageEngine empowers IT professionals in businesses of all sizes to enhance efficiency and strengthen security.	\$21,766.09	108	renewal of essential application for server management
9/16/2025	The DroneDeploy Enterprise Subscription is used by ESO to support three pilots and 2 Viewer accounts, allowing us to do automated, repeatable drone flight plans at all our sites, process data in the cloud with out needing desktop specialized high-spec computer resources, and export out the needed photo, video, panorama, and orthomosaic outputs needed by staff for reporting and inspections, including but not limited to stream restoration inspections, wetland monitoring inspections, and stormwater fall assessments.	\$15,197.00	108	This software is critical to meeting statutory duties. It helps us with creating, compiling, and analyzing information needed to comply with federal, state, and local environmental requirements involving National and State Environmental Policy Act (NEPA/SEPA), U.S. Army Corps of Engineer's Regulatory Guidance Letter 08-03 on wetland monitoring requirements, and Municipal Stormwater Permit.
9/17/2025	Safe Software's FME software product for Desktop and Server that facilitates extract, transform, and load data integration across many platforms and datatypes, with a strong focus on spatial data. Named "FME Flow" and "FME Form." This renewal allows unlimited use of both.	\$25,000.00	TT2	This is an Approved information technology project which is going through the Washington Technology Solutions (WA Tech) process. Projects are approved in phases or gates. Contracts for the current approved phase or gate of the project are the only contracts exempted from the freeze. This project funding is approved, and specifically has funding set aside for this product.

Travel Freeze Exception Report to OFM				
Agency: WSDOT				
Program:				
Agency Director signature:				
Date Approved	Position Title	Total Cost	Fund Source	Rationale for Approving Exception
9/16/2025	Audit Specialist 4 - Thuweba Kimotho	\$518.00	108	The benefits of attending the conference in Portland, OR include training and making connections with auditors from other states. The roundtable discussion revolves around real world scenarios and the application of the FAR. This is a chance for us to confirm our policies are in line and consistent with the other states. The roundtable will also show the processes and policies of the other states and give the attendees new perspective to our policies and procedures.
9/16/2025	Audit Specialist 4 - Beth Becker	\$518.00	108	The benefits of attending the conference in Portland, OR include training and making connections with auditors from other states. The roundtable discussion revolves around real world scenarios and the application of the FAR. This is a chance for us to confirm our policies are in line and consistent with the other states. The roundtable will also show the processes and policies of the other states and give the attendees new perspective to our policies and procedures.
		1,036.00		