

1720.01 General	Exhibit 1720-1 Truck Weigh Site: Multilane Highways
1720.02 Definitions	Exhibit 1720-2 Truck Weigh Site: Two-Lane Highways
1720.03 Planning, Development, and Responsibilities	Exhibit 1720-3 Vehicle Inspection Installation
1720.04 Permanent Facilities	Exhibit 1720-4 Minor Portable Scale Site
1720.05 Portable Facilities	Exhibit 1720-5 Major Portable Scale Site
1720.06 Shoulder Sites	Exhibit 1720-6 Small Shoulder Site
1720.07 Federal Participation	Exhibit 1720-7 Large Shoulder Site
1720.08 Procedures	Exhibit 1720-8 MOU Related to Vehicle Weighing and Equipment: Inspections Facilities (23 pages)

1720.01 General

Truck weighing facilities are needed to protect state highways from overweight vehicles, to provide for vehicle safety inspection, and to provide a source of data for planning and research. The development, construction, and maintenance of these facilities is a cooperative effort between the WSDOT and the Washington State Patrol (WSP).

1720.02 Definitions

Note: For definitions of roadway, traveled way, lane, median, outer separation, shoulder, decision sight distance, sight distance, and stopping sight distance, see the [Glossary of Terms](#).

Commercial Vehicle Information Systems and Networks (CVISN) A network that links intelligent transportation systems (ITS) to share information on commercial vehicles. When in operation at a weigh site, it can enable commercial vehicles to clear the facility without stopping.

Frontage road: An auxiliary road that is a local road or street located beside a highway for service to abutting property and adjacent areas and for control of access.

Static scale: A scale that requires a vehicle to stop for weighing.

Usable shoulder: The width of the shoulder that can be used by a vehicle for stopping.

Weigh in motion (WIM): A scale facility capable of weighing a vehicle without the vehicle stopping.

1720.03 Planning, Development, and Responsibilities

The WSP works with WSDOT Strategic Planning and Programming to develop a prioritized list of weigh facility needs for each biennium. The list includes:

- New permanent facilities.
- New portable facilities.
- New shoulder sites.
- WIM equipment.
- Vehicle inspection facilities.
- Scale approach slab reconstruction.

The WSP provides the Program Management Office of Strategic Planning and Programming a Project Definition, which includes:

- A statement of need, the purpose of the project, and the type of work.
- The general location of the project.

Program Management sends this information to the region for preparation of a Project Summary. The region works with the WSP to identify the specific location of the facility. The region then prepares a design decision estimate and submits it to Program Management.

The region negotiates and the Regional Administrator executes any formal agreements with the WSP required for the design, construction, or maintenance of vehicle weighing and inspection facilities.

The Memorandum of Understanding Related to Vehicle Weighing and Equipment: Inspection Facilities on State Highways, [Exhibit 1720-8](#), contains details about the various responsibilities of WSDOT and the WSP.

1720.04 Permanent Facilities

Permanent truck weighing facilities have permanent scales and may have buildings. When these facilities are in operation, trucks are required stop. However, when Weigh In Motion (WIM) and Commercial Vehicle Information Systems and Networks (CVISN) capabilities have been installed, the driver may be notified to continue without stopping. The notification to continue may be through the use of signs or transponders.

1720.04(1) Site Locations

The exact location of a truck weighing facility is generally controlled by topography, highway alignment, and geometrics. It is also desirable to select a site where adequate right of way is already available. Select the most economical site to minimize site preparation, expense, and impact on the environment. Water, electricity availability, and sewage treatment and disposal are other considerations for site selection. Additionally, use the following criteria:

- Locate the facility such that its operation will not hinder the operation of the highway or other related features such as intersections and interchanges.
- To the extent feasible, eliminate options for truck traffic to bypass the weigh site.
- Base the site selection on the type and volume of trucks using the route.
- Evaluate the operational and safety performance of proposed weigh sites on freeways. The operational and safety evaluation is submitted to HQ Design for concurrence and for FHWA concurrence when on the interstate.

1720.04(2) Design Features

On multilane highways, provide off- and on-connections as shown in [Chapter 1360](#). [Exhibit 1710-1](#) is the minimal design of a weigh site on multilane highways.

Design weigh facilities on two-lane highways to best fit the existing conditions, with particular consideration given to the matter of access to and from the site. Off- and on-connections, as shown in [Chapter 1360](#), are preferred. However, with justification, on-connections may be designed as intersections (see [Chapter 1310](#)). [Exhibit 1710-2](#) is a guide for the design of weigh sites on two-lane highways.

The following special design features apply to weigh sites:

- Level cement concrete approach slabs are required at both ends of the scales.
- Hot mix asphalt (HMA) approach slabs will be allowed only when adequate soil conditions exist, projected truck volume is light, and benefit/cost analysis justifies the HMA based on the small percentage of time the scales will be in operation.
- The approach slabs must be level and in the same plane as the scale.
- Provide adequate parking and storage to ensure trucks do not impede the main line through traffic. The WSDOT Regional Administrator and the WSP agree on the area to be provided.
- On multilane divided highways, install illuminated electronically controlled “open” and “closed” message signs that can be operated from the scalehouse or the control cabinet. Provide permanent signing for the facility, as requested by the WSP.
- The need for a vehicle safety inspection facility at any site is identified by the WSP. [Exhibit 1710-3](#) is a guide for a site plan for a single-bay vehicle inspection facility. Additional bays and site adaptation will be on a site-by-site basis. The WSDOT Regional Administrator and the WSP agree on the area to be provided.
- The need for some form of approach protective treatment for the scale house or a protective fence between the scale and roadway is identified by the WSP and agreed upon by the WSDOT Regional Administrator and the WSP. The need for the device is to protect the scale house from errant vehicles. (See [Chapter 1600](#) for additional clear zone considerations.)
- The need for WIM or CVISN capabilities is identified by the WSP. Design the in-place facilities to provide the ability to notify drivers whether to continue on or to stop for further investigation before they reach the exit for the static scale. The design is agreed upon by the WSDOT Regional Administrator and the WSP.
- When WIM and CVISN are not included in the project, provide conduit for their future installation.
- With justification, at locations where space is limited, the depressed outer separation between the weigh facility and the through lanes may be replaced with concrete traffic barrier. (See the Collector-Distributor: Outer Separations exhibit in [Chapter 1360](#).)
- Provide a clear view of the entire weigh site for the facility’s operator and the driver of an approaching vehicle.
- Hot mix asphalt is acceptable for use on the ramp and storage areas. Design the depth in accordance with the Pavement Design Report.
- To optimize scale efficiency, make the storage area flat; however, to facilitate drainage, the slope may be up to 2%.
- Provide illumination when requested by the WSP. Illumination is required if the facility is to be operated during the hours of darkness and may be desirable at other locations to deter unauthorized use of the facility. (See [Chapter 1040](#) for additional information on illumination.)

1720.05 Portable Facilities

Portable truck weighing facilities have no permanent scales or buildings. When these facilities are in operation, they operate in the same manner as permanent facilities.

1720.05(1) Site Locations

Design portable truck weighing facilities located on two-lane and multilane roadways to best fit the existing conditions. Minor portable scale sites, as shown in [Exhibit 1710-4](#), are used with two-way traffic and on multilane highways with low traffic volumes. Major portable scale sites (see [Exhibit 1710-5](#)) are for use on expressways, freeways, and where traffic volumes are high.

Locate the weighing facility such that its operation will not hinder the operation of the highway or other related features such as intersections.

An ARR is required for weigh sites on multilane divided highways with access control (see [Chapter 550](#)).

1720.05(2) Design Features

The following special design features apply to portable facilities:

- Off- and on-connections, as shown in [Exhibit 1710-4](#) and [Exhibit 1710-5](#), are preferred; however, with justification on highways with no access control, on-connections may be designed as intersections (see [Chapter 1310](#)).
- With justification, at locations where space is limited, the depressed outer separation between the weigh facility and the through lanes may be replaced with concrete traffic barrier. (See the Collector-Distributor: Outer Separation exhibit in [Chapter 1360](#).)
- Provide adequate parking and storage to ensure trucks do not impede the main line through traffic. The WSDOT Regional Administrator and the WSP agree on the area to be provided.
- Hot mix asphalt is acceptable for use on the ramp and storage areas. Design the depth in accordance with the Pavement Design Report.
- To optimize portable scale efficiency, make the storage area flat; however, to facilitate drainage, the slope may be up to 2%.
- Provide permanent signing for the facility, as requested by the WSP.
- Provide illumination when requested by the WSP. Illumination is required if the facility is to be operated during the hours of darkness and may be desirable at other locations to deter unauthorized use of the facility. (See [Chapter 1040](#) for additional information on illumination.)

1720.06 Shoulder Sites

Shoulder sites are used by the WSP to pull a truck over for inspection and weighing with portable scales.

1720.06(1) Site Locations

Design shoulder sites to best fit the existing conditions. Small shoulder sites (see [Exhibit 1720-6](#)) are for use on lower-volume roadways (ADT 5000 or less) with two-way traffic. Large shoulder sites (see [Exhibit 1720-7](#)) are to be used with higher-volume two-way roadways and multilane highways. Locate the weighing facility so that its operation will not hinder the operation of the highway or other related features such as intersections.

1720.06(2) Design Features

Shoulder sites are designed in coordination with the WSP. Input from the local WSP Commercial Vehicle Enforcement personnel will ensure the proposed site will meet their needs without over-building the facility. Obtain written concurrence from the WSP for the length, width, and taper rates before the design is finalized.

When the ADT is 1,500 or less, and with the written approval of the WSP, the tapers at small shoulder sites may be eliminated. The shoulders on either side of the site may be used as acceleration and deceleration lanes, whether or not they were designed for this use. Therefore, provide adequate strength to support truck traffic.

Hot mix asphalt is acceptable for use on all shoulder sites. Design the depth in accordance with the Pavement Design Report. Design the shoulder pavement at this depth for a length not less than the deceleration lane length before, and the acceleration lane length after, the site (see [Chapter 1360](#)).

When the shoulders are designed to be used for deceleration and acceleration lanes, the minimum width is 12 feet with full pavement depth for the deceleration/ acceleration lane lengths (see [Chapter 1360](#)).

Use a maximum 2% slope in order to optimize portable scale efficiency and facilitate drainage.

1720.07 Federal Participation

Federal funds appropriate to the system being improved may be used for the acquisition of right of way and the construction of truck weighing facilities and vehicle inspection facilities. This includes, but is not limited to, on- and off-ramps, deceleration/acceleration lanes, passing lanes, driveways, parking areas, scale approach slabs, vehicle inspection facilities, roadway illumination, and signing.

1720.08 Procedures

Prepare site plans for all truck weighing facilities that include:

- Class of highway and design speed for main line (see [Chapter 1103](#)).
- Curve data on main line and weigh site.
- Number of lanes and width of lanes and shoulders on main line and weigh site.
- Superelevation diagrams for the main line and weigh site.
- Stationing of ramp connections and channelization.
- Illumination.
- Signing.
- Water supply and sewage treatment.
- Roadside development.

Get WSP approval of the site plans before the final plan approval.

Exhibit 1720-1 Truck Weigh Site: Multilane Highways

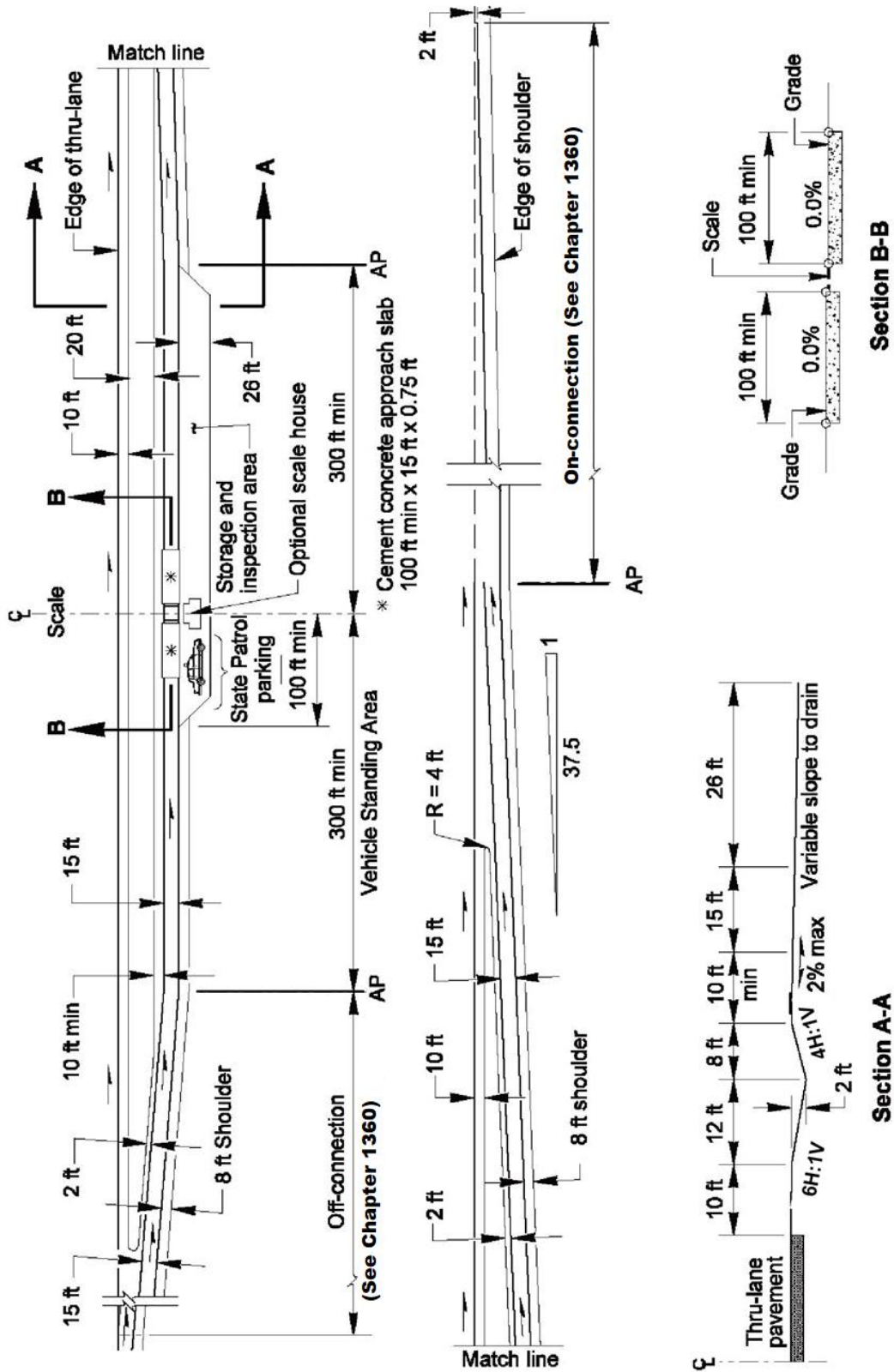


Exhibit 1720-2 Truck Weigh Site: Two-Lane Highways

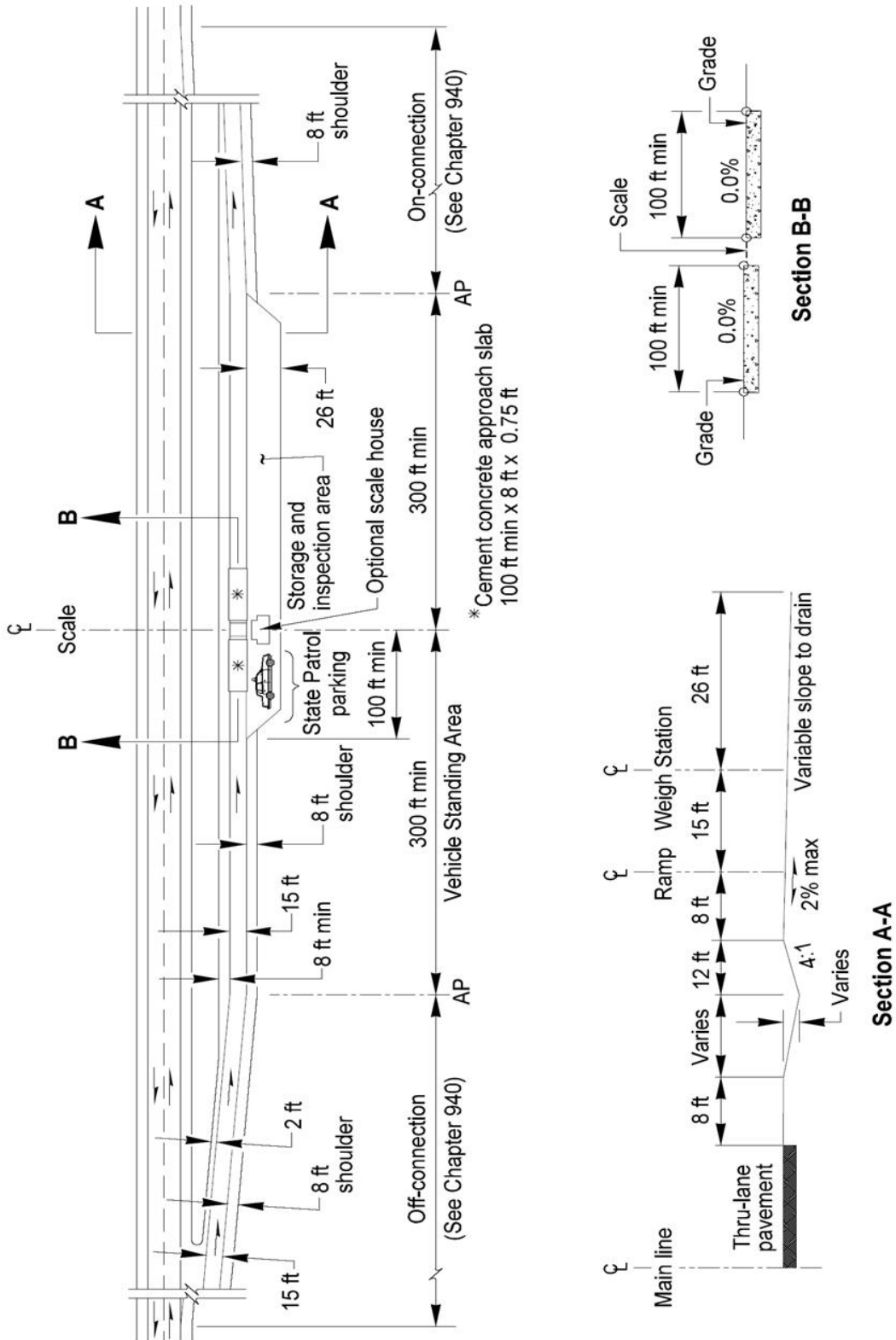


Exhibit 1720-3 Vehicle Inspection Installation

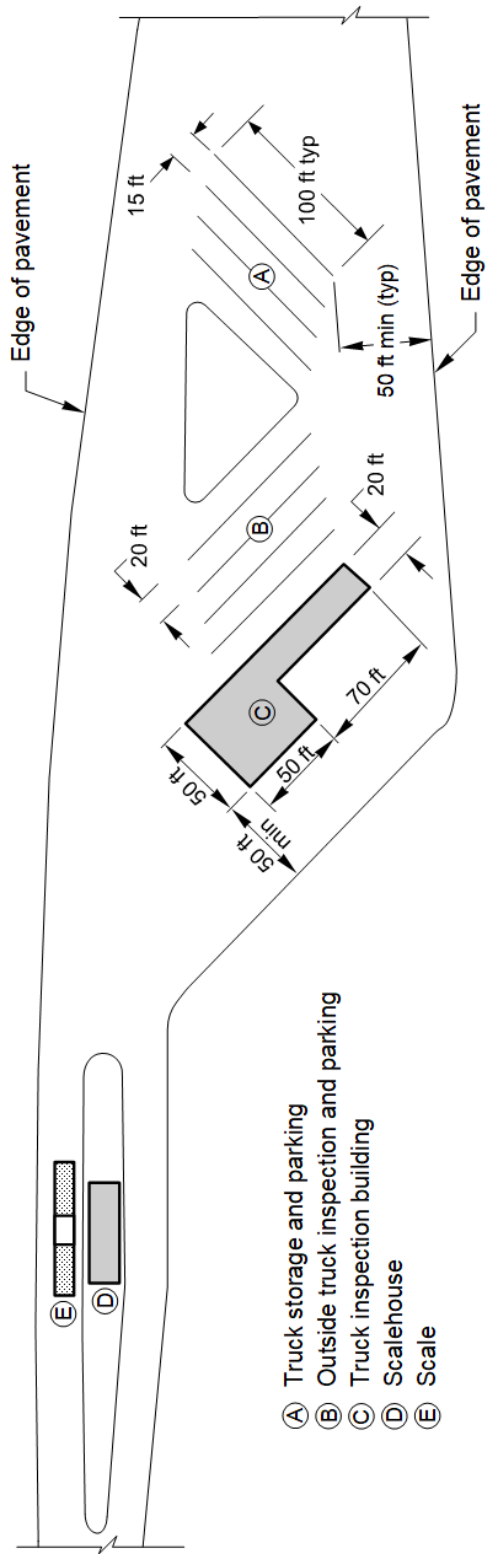
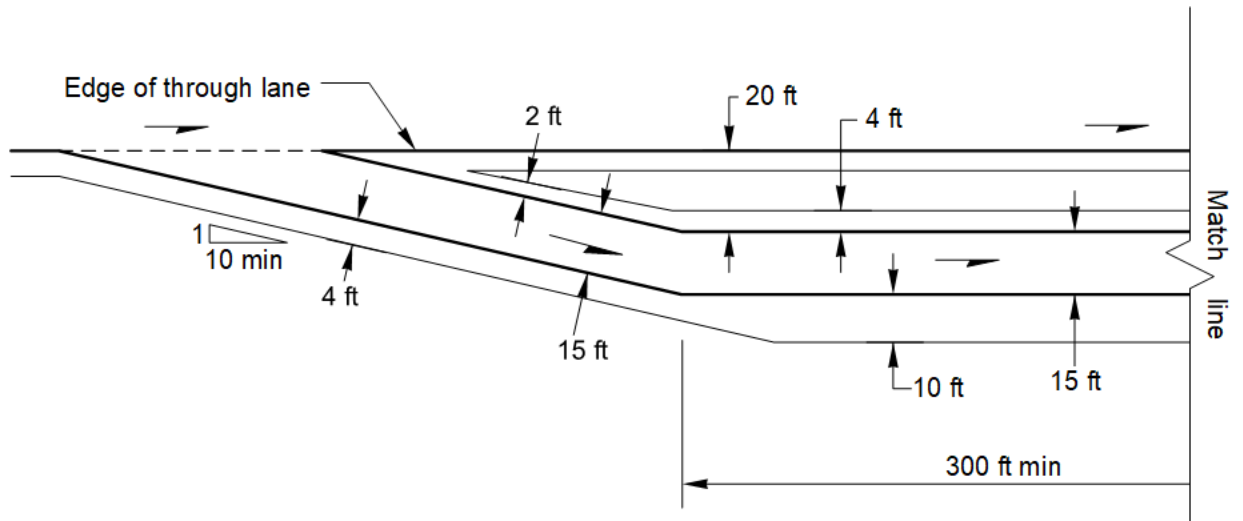


Exhibit 1720-4 Minor Portable Scale Site



(Not to Scale)

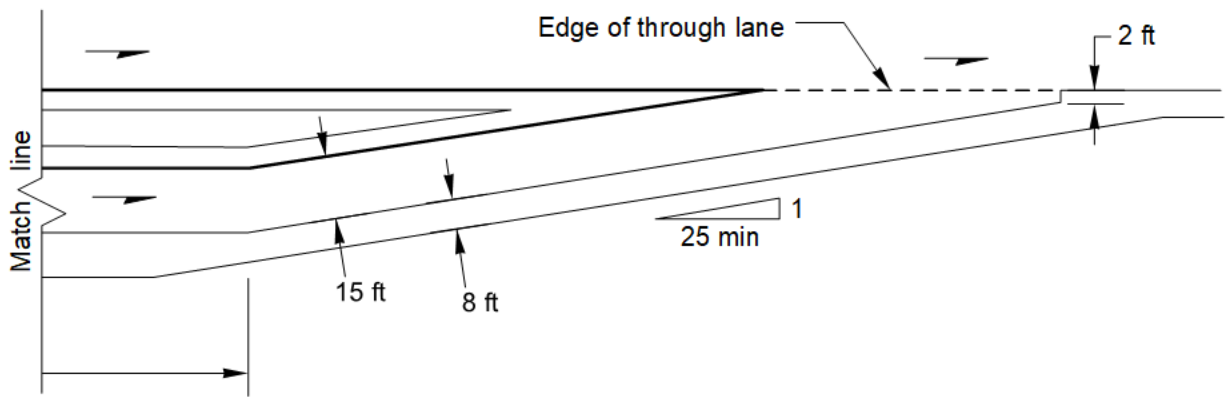
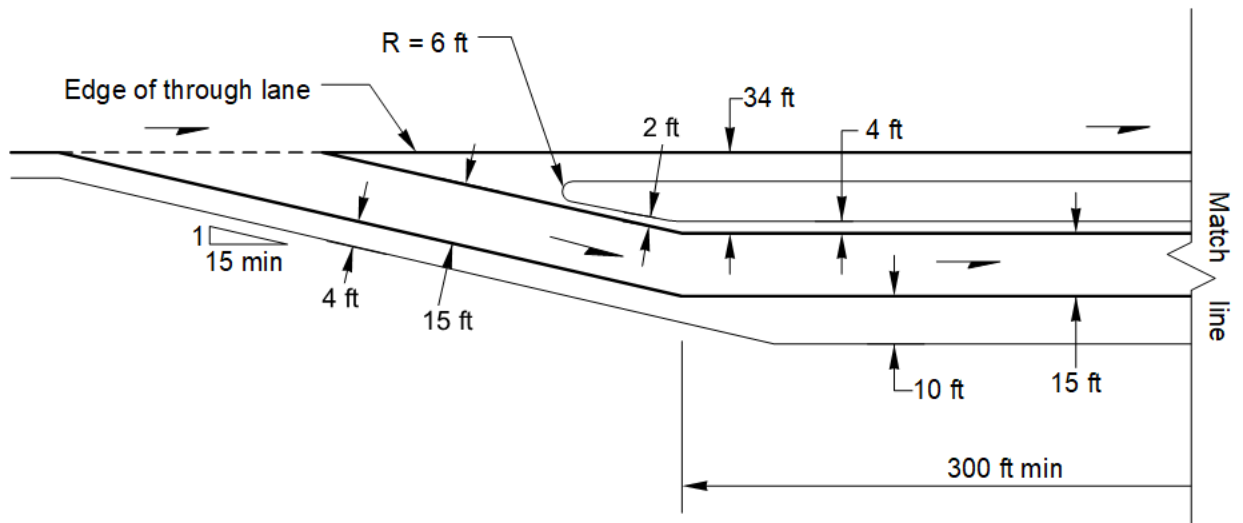


Exhibit 1720-5 Major Portable Scale Site



(Not to Scale)

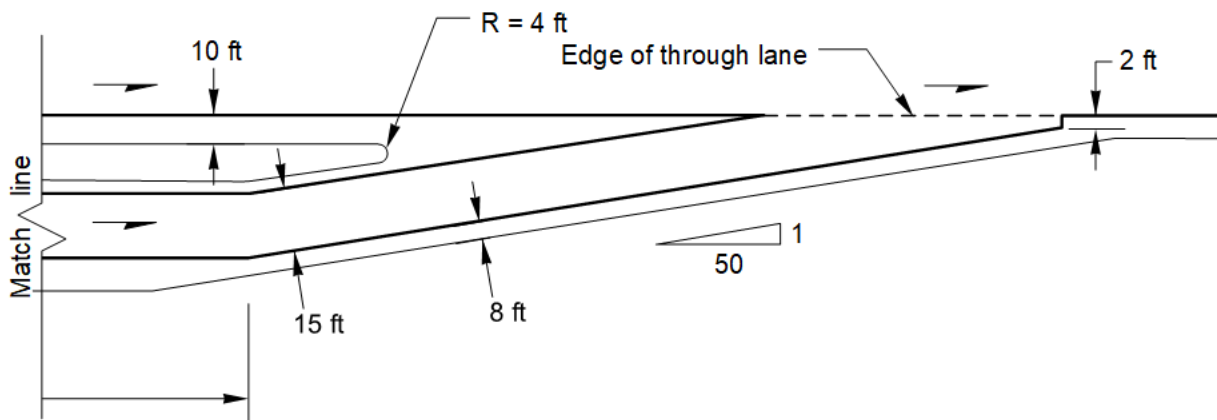


Exhibit 1720-6 Small Shoulder Site

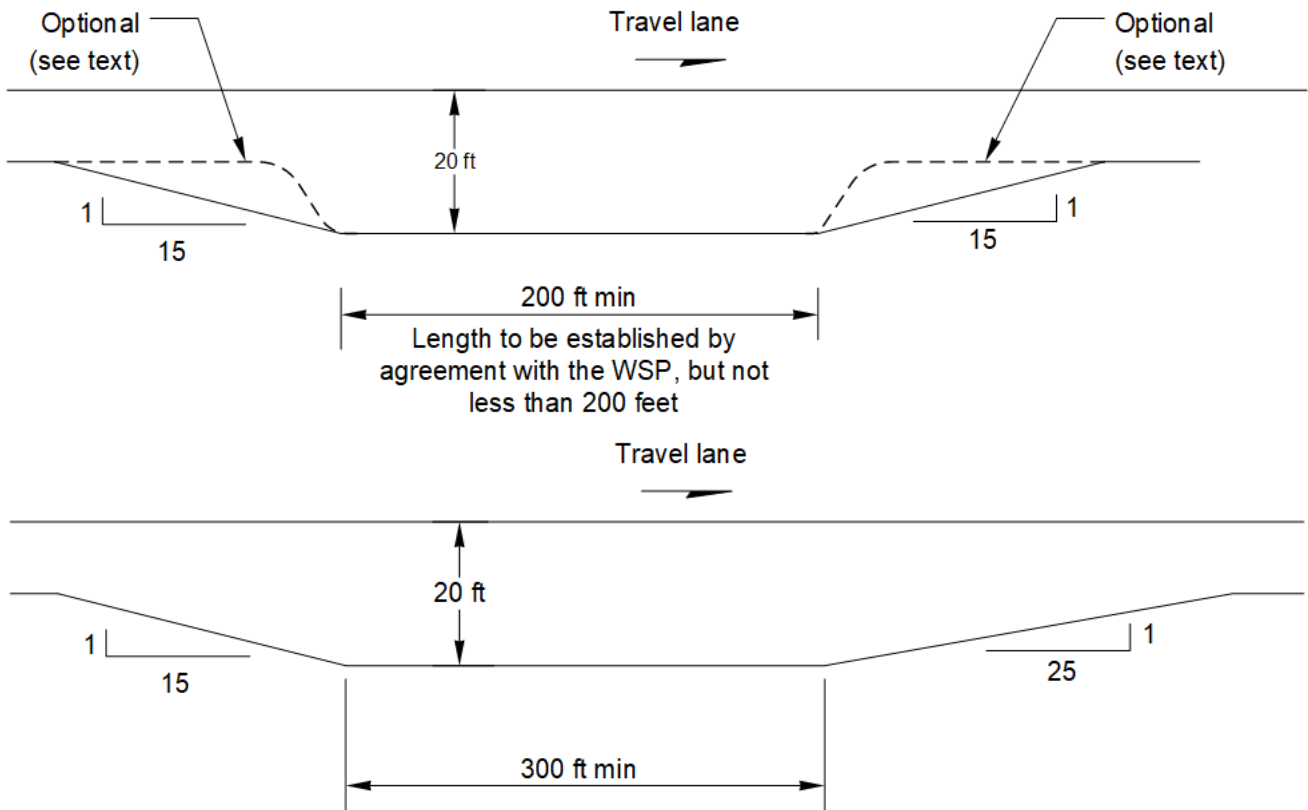


Exhibit 1720-7 Large Shoulder Site

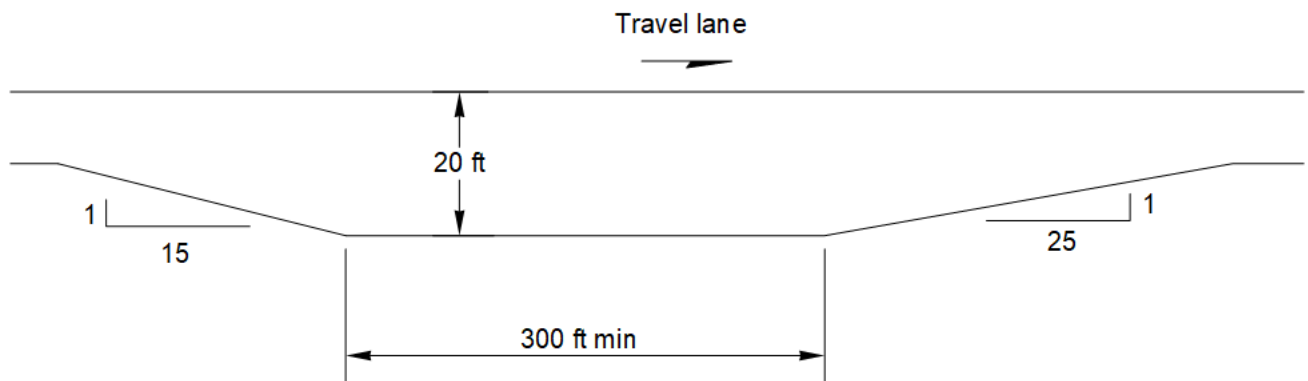


Exhibit 1720-8 MOU Related to Vehicle Weighing and Equipment: Inspections Facilities (23 pages)

WSP Contract No. K15629

VEHICLE WEIGHING and
EQUIPMENT INSPECTIONS
FACILITES MEMORANDUM OF
UNDERSTANDING
Between
THE WASHINGTON STATE PATROL
and
THE WASHINGTON STATE
DEPARTMENT OF TRANSPORTATION

1. PARTIES

This Vehicle Weighing and Equipment Inspections Facilities Memorandum of Understanding (MOU) is made and entered into by and between the Washington State Patrol, hereafter "WSP", and the Washington State Department of Transportation, hereafter "WSDOT." This MOU is an attachment to the 2020 Joint Operations Policy Statement (JOPS) between the WSDOT, WSP, and the Washington Fire Chiefs (WFC).

2. PURPOSE

The purpose of this MOU is to delineate responsibilities for work to be performed in relation to the WSP/WSDOT Weigh Station Strategic Plan. Both parties shall adhere to the Definition of Responsibilities as found in Section 14 of this MOU for determination of oversight, planning, and funding related to the following:

1. Strategic Planning
2. Project Scoping
3. Project Design
4. Right of Way Acquisition
5. Construction Contract Administration
6. Project Construction
7. Virtual Weigh Stations
8. Maintenance
9. Damages

Items not addressed in the Definition of Responsibilities as found in Section 14 shall be brought up for discussion at recurring meetings between WSP and WSDOT. Resulting updates to the responsibilities for either organization shall be included in subsequent updates to the MOU as described in Section 7, Changes and Modifications.

Joint Operations Policy Statement (JOPS)

Memorandum of Understanding
(rev. September 16, 2020)

Page 1 of 23

WSP Contract No. K15629

3. PERIOD OF PERFORMANCE

The execution of this MOU shall constitute a ratification of the terms and conditions of which are fully contained herein. Accordingly, the effective date of this MOU shall be November 13, 2019. The period of performance of this MOU shall run concurrent with the JOPS and may be modified or extended by mutual agreement of both Parties upon renewal of the JOPS.

4. PROGRAM MANAGEMENT

The Program Manager for each of the parties, or their respective designee, shall be responsible for and shall be the contact person for all communications regarding the performance of this MOU.

WSP	WSDOT
Washington State Patrol Commander, Commercial Vehicle Division, or Commander, Motor Carrier Safety Division 106 11 th Ave SW, Room G300 Olympia WA 98501	Washington State Department of Transportation Administrator, Commercial Vehicle Services PO Box 47367 Olympia WA 98504-7341

5. ADMINISTRATOR

The Administrator for each of the parties, or their respective designee, shall be responsible for and shall be the contact person for all communications related to changes, modifications, extensions and terminations of this MOU.

WSP	WSDOT
Washington State Patrol Commander, Commercial Vehicle Division, or Commander, Motor Carrier Safety Division 106 11 th Ave SW, Room G300 Olympia WA 98501	Washington State Department of Transportation Administrator, Commercial Vehicle Services PO Box 47367 Olympia WA 98504-7341

Joint Operations Policy Statement (JOPS)

Memorandum of Understanding
(rev. September 16, 2020)

WSP Contract No. K15629

6. CHANGES AND MODIFICATIONS

In the event that either WSP or WSDOT cannot fulfill the responsibilities specified in this MOU, they may request the other party to perform the work through a written agreement. If reimbursement of costs is required, an IAA must be put in place.

This MOU may be amended by the mutual agreement of both Parties. Any such changes or modifications shall not be binding unless they are in writing and signed by persons authorized to bind each Party respectively.

7. RECORDS MAINTENANCE

The parties to this MOU shall each maintain books, records, documents and other evidence which sufficiently and properly reflect all direct and indirect costs expanded by either party or each party's compliance with applicable laws, regulations, rules and terms of this MOU in the performance of the service(s) described herein. These records shall be subject to inspection, review, or audit by personnel of either party, other personnel duly authorized by either party, the Office of the State Auditor, and federal officials so authorized by law. All books, records documents, and other material relevant to this MOU will be retained for six years after expiration and the office of the State Auditor, federal auditors, and any person duly authorized by the parties shall have full access and the right to examine any of these materials during this period.

Records and other documents, in any medium, furnished by one party to this MOU to the other party, will remain the property of the furnishing party, unless otherwise agreed. The receiving party will not disclose or make available this material to any third parties without first giving notice to the furnishing party and giving it a reasonable opportunity to respond. Each party will utilize reasonable security procedures and protections to assure that records and documents provided by the other party are not erroneously disclosed to third parties.

8. INDEPENDENT CAPACITY

The employees or agents of each party who are engaged in the performance of the work defined in this MOU shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party.

Joint Operations Policy Statement (JOPS)

Memorandum of Understanding
(rev. September 16, 2020)

WSP Contract No. K15629

9. DISPUTES

Any disputes arising from this MOU shall be addressed at joint meetings between representatives from WSP and WSDOT. At each meeting, attendees shall review the facts, agreement terms and applicable statutes and rules and make a determination of the dispute. If the dispute remains unresolved following the meeting, involved parties shall escalate the issue through the proper chain of command within their respective organization. Subsequent meetings between organizations shall include, at minimum, representatives from each organization in the following order:

1. A WSP Commercial Vehicle Enforcement Program Manager (CVEO4), the WSDOT Commercial Vehicle Services Administrator, and the WSDOT Maintenance Operations Branch Manager.
2. The WSP Commercial Vehicle Division Captain and the WSP Motor Carrier Safety Division Captain, the WSDOT State Traffic Engineer/Traffic Operations, and the WSDOT State Maintenance Engineer.
3. The Assistant Chief of the WSP Commercial Vehicle Enforcement Bureau and the Assistant Secretary of the WSDOT Multimodal Development and Delivery Division.

If efforts to resolve any dispute fail through the defined escalation process then parties may request intervention by a mutually agreed upon arbitrator or by the Office of the Governor, as provided by RCW 43.17.330.

10. ASSIGNMENT

The work to be provided under this MOU, and any claim arising there under is not assignable or delegable by either party in whole or in part, without the express prior written consent of the other party, which consent shall not be unreasonably withheld.

11. WAIVER

A failure by either party to exercise its rights under this MOU shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this agreement unless stated to be such in writing signed by an authorized representative of the party and attached to the original Agreement.

Joint Operations Policy Statement (JOPS)

Memorandum of Understanding
(rev. September 16, 2020)

WSP Contract No. K15629

12. SERVABILITY

If any provision of this MOU or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this MOU which can be given effect without the invalid provisions, if such remainder conforms to the requirement of applicable law and fundamental purpose of the agreement, and to this end the provisions of this Agreement are declared to be severable.

13. INDEMNIFICATION

To the extent allowed by law, each Party to this MOU shall protect, defend, indemnify, and save harmless the other Party, its officers, officials, employees, contractors and agents, while acting within the scope of their employment as such, from any and all costs, claims, judgments, and / or awards of damages (both to persons and property), arising out of, or in any way resulting from, each Party's negligent or intentional acts or omissions in the performance of this MOU. Neither Party will be required to indemnify, defend, or save harmless the other Party if the claim, suit, or action for injuries, death, or damages (both to persons and property) is caused by the sole negligence of the other Party or its officers, officials, employees, contractors or agents. Where such claims, suits, or actions result from the concurrent negligence of the Parties, or their officers, officials, employees contractors or agents, the indemnity provisions provided herein shall be valid and enforceable only to the extent of each Party's own negligence or that of its officers, officials, employees, contractors or agents. This indemnification provision shall survive the termination of this MOU.

Joint Operations Policy Statement (JOPS)

Memorandum of Understanding
(rev. September 16, 2020)

WSP Contract No. K15629

14. DEFINITION OF RESPONSIBILITIES

Following is the delineation of responsibilities with respect to the management/oversight, funding, and completion of various tasks necessary to address needs outlined in the WSP/WSDOT Weigh Station Strategic Plan. In the event that either WSP or WSDOT cannot fulfill the responsibilities, they may request the other party to perform the work by entering into a written Interagency Agreement that includes reimbursement for the costs.

1.0	Strategic Planning	The purpose of this section is to ensure WSP and WSDOT meet regularly to review/update the existing Plan and jointly develop future Plans.		
		Oversight	Planning	Funding
1.1	Develop Weigh Station Strategic Plan with reference to the current Weigh Station Strategic Plan, with focus on the Improvement Plan and Preservation Program.	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP
1.2	Reference current Weigh Station Strategic Plan (including Improvement Plan and Preservation Plan) to develop 6 Year Capital Program.	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP	<input type="checkbox"/> DOT <input type="checkbox"/> WSP <input checked="" type="checkbox"/> See footnote*
1.3	Prioritize weigh station site maintenance needs including the following: <ul style="list-style-type: none"> • Scale Approach slab construction • Ramp repairs • Guardrail 	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP	<input type="checkbox"/> DOT <input type="checkbox"/> WSP <input checked="" type="checkbox"/> See footnote*
1.4	Prioritization of E-Screening Systems: <ul style="list-style-type: none"> • Servers, PCs, Printers • WIM equipment to include WIM computers • Roadside Equipment 	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP	<input type="checkbox"/> DOT <input type="checkbox"/> WSP <input checked="" type="checkbox"/> See footnote*
1.5	Prioritization of Weigh Station Maintenance Needs: <ul style="list-style-type: none"> • Static Scales • Scale Facility 	<input type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP

*** It is expected that each agency will be responsible for funding labor at the planning/scoping phase. Information required for developing a scoping estimate is the primary responsibility of the lead agency. The lead agency shall be responsible for the required coordination to determine if outside resources are required.**

Joint Operations Policy Statement (JOPS)

Memorandum of Understanding
(rev. September 16, 2020)

WSP Contract No. K15629

1.0	Strategic Planning (continued)	Oversight	Planning	Funding
1.6	WSP and WSDOT agree to ongoing coordination to identify and prioritize site and weigh station maintenance needs, as defined in JOPS.	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP
1.7	Submit recommendations and initiate actions required for the addition of a new facility or relocation/expansion of an existing facility. Actions include: negotiation of any agreements, siting for the new facility, etc.	<input type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP	<input type="checkbox"/> DOT <input type="checkbox"/> WSP <input checked="" type="checkbox"/> See footnote*
1.8	Initiate action for the relocation of an existing facility when necessary due to the relocation of a highway or expansion of an existing highway, and obtain concurrence of the WSP.	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP	<input type="checkbox"/> DOT <input type="checkbox"/> WSP <input checked="" type="checkbox"/> See footnote*
1.9	Advocate for the funding required to complete Weigh Station Improvement/Preservation projects.	<input checked="" type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP	<input type="checkbox"/> DOT <input type="checkbox"/> WSP <input checked="" type="checkbox"/> See footnote*
1.10	Coordinate stakeholder involvement in project planning and development.	<input checked="" type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP	<input type="checkbox"/> DOT <input type="checkbox"/> WSP <input checked="" type="checkbox"/> See footnote*

*** It is expected that each agency will be responsible for funding labor at the planning/scoping phase. Information required for developing a scoping estimate is the primary responsibility of the lead agency. The lead agency shall be responsible for the required coordination to determine if outside resources are required.**

WSP Contract No. K15629

2.0	Project Scoping	The purpose of this section is to identify the roles of both WSP and WSDOT during the Project Scoping Phase for Near-term projects (projects intended to move forward within 1-4 years).		
		Oversight	Scoping	Funding
2.1	Refer to the current Weigh Station Strategic Plan (specifically the Improvement Plan or Preservation Program) for the scoping of new projects.	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP	<input type="checkbox"/> DOT <input type="checkbox"/> WSP <input checked="" type="checkbox"/> See footnote*
2.2	Draft project agreements to identify the roles and responsibilities of WSP and WSDOT during the completion of the project.	<input type="checkbox"/> DOT <input type="checkbox"/> WSP <input checked="" type="checkbox"/> See footnote**	<input type="checkbox"/> DOT <input type="checkbox"/> WSP <input checked="" type="checkbox"/> See footnote**	<input type="checkbox"/> DOT <input type="checkbox"/> WSP <input checked="" type="checkbox"/> See footnote**
2.3	Identify stakeholders (both public and private agencies) that must be included in the development of the project.	<input type="checkbox"/> DOT <input type="checkbox"/> WSP <input checked="" type="checkbox"/> See footnote**	<input type="checkbox"/> DOT <input type="checkbox"/> WSP	<input type="checkbox"/> DOT <input type="checkbox"/> WSP
2.4	Initiate meetings with local agencies/communities for community engagement/stakeholder participation to discuss project and address any concerns.	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP	<input type="checkbox"/> DOT <input type="checkbox"/> WSP <input checked="" type="checkbox"/> See footnote*
2.5	Determine if a construction/preservation project will affect a Weigh Station,	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP
2.6	For e-Screening facilities and Virtual Weigh In Motion (VWIM) sites, select sites in cooperation with WSDOT that minimize the need for pavement reconstruction.	<input type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP
2.7	Negotiate and execute any formal agreements required for the design, construction, and/or maintenance of vehicle weighing and inspection sites.	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP	<input type="checkbox"/> DOT <input type="checkbox"/> WSP <input checked="" type="checkbox"/> See footnote*
2.8	Select the most appropriate Project Delivery Method (DB, DBB, GCCM, etc.) for the completion of the project. (See WSDOT's PDMSG Matrix)	<input type="checkbox"/> DOT <input type="checkbox"/> WSP <input checked="" type="checkbox"/> See footnote**	<input type="checkbox"/> DOT <input type="checkbox"/> WSP <input checked="" type="checkbox"/> See footnote**	<input type="checkbox"/> DOT <input type="checkbox"/> WSP <input checked="" type="checkbox"/> See footnote**

* It is expected that each agency will be responsible for funding labor at the planning phase.

** Task will be performed by organization responsible for Oversight of project.

Joint Operations Policy Statement (JOPS)

Memorandum of Understanding
(rev. September 16, 2020)

WSP Contract No. K15629

3.0 Project Design		The purpose of this section is to identify roles and responsibilities related to the design of a fixed weigh station or a VWIM. WSP and WSDOT shall communicate during the design phase of any improvement or preservation project that could impact weigh station operations. The cost benefit shall be documented and communicated.		
		Oversight	Project Design	Funding
3.1	The following tasks for permit and report preparation shall be completed:			
3.1.1	Provide permits for building.			
3.1.2	Provide permits for well.			
3.1.3	Provide permits for septic system.			
3.1.4	Provide permits for flood plain for building.			
3.1.5	Copies of permits are to be submitted to WSDOT during the plan review phase.			
3.1.6	If necessary, coordinate with WSDOT environmental office to acquire permits.			
3.1.7	Acquire permits for floodplain development for the site.	<input type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP
3.1.8	Acquire permits for shoreline impacts for the site.			
3.1.9	Acquire Critical Area Ordinance Permit.			
3.1.10	Acquire permits for NEPA/SEPA for the site.			
3.1.11	Acquire a Cultural, Historic, and Archeological Resource Report for the site.			
3.1.12	Acquire a NPDES Construction Permit.			
3.1.13	Acquire a Geotech report for the site.			
3.1.14	Prepare a Hydraulic report for the site.			
3.1.15	Acquire a Resurfacing report for the site.			
3.1.16	Prepare Right of Way plans for the site.			
3.2	The following tasks shall be completed for WSP's design schedule:			
3.2.1	Provide a design schedule to WSDOT showing turn-in dates and milestones.	<input type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP
3.2.2	Provide an order of work schedule for the construction of the building, water well and lines, septic system, electrical hookups, and Weigh In Motion (WIM) hookups.			

Joint Operations Policy Statement (JOPS)

Memorandum of Understanding
(rev. September 16, 2020)

WSP Contract No. K15629

3.0	Project Design (continued)	Oversight	Project Design	Funding
3.3	The following tasks shall be completed for WSDOT Commercial Vehicle Service's (CVS's) design schedule:			
3.3.1	Provide a design schedule to WSDOT showing turn-in dates and milestones.	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP
3.3.2	Provide an order of work schedule for the construction of the building, water well and lines, septic system, electrical hookups, and WIM hookups.			
3.4	The following tasks shall be completed for WSDOT's design schedule:			
3.4.1	Prepare a design schedule incorporating WSDOT's, WSP's and WSDOT CVS's design schedules into a project design schedule.	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP
3.4.2	Prepare an order of work schedule for the construction of the project, incorporating WSP's and WSDOT CVS's schedule into one construction schedule.	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP
3.4.3	Calculate working days based on the schedule and identified risk items.			
3.5	WSP shall be responsible for the following design elements:			
3.5.1	Signage for internal facilities.			
3.5.2	Design the static scales for the site.			
3.5.3	Provide a minimum foundation bearing requirement for the buildings to WSDOT.			
3.5.4	Design the well location and the water lines from the well to the buildings.			
3.5.5	Design the septic system for the site.			
3.5.6	Design the Oil Control Systems for the scale pits and the inspection pits. Refer to WSDOT BMPs for guidance.	<input type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP
3.5.7	Provide a list of all required information and dates expected for WSDOT to complete design.			
3.5.8	Provide hookup of WIM system to building requirements.			
3.5.9	Coordinate with WSDOT for utility hookups. (Phone, power, fiber, gas).			
3.5.10	Coordinate with WSDOT project office to identify areas of conflict on items and corrections.			
3.5.11	Accommodate e-screening requirements.			

WSP Contract No. K15629

3.0	Project Design (continued)	Oversight	Project Design	Funding
3.6	WSDOT CVS shall be responsible for the following design elements/tasks:			
3.6.1	Design of the WIM system.			
3.6.2	Design of the e-screening roadside apparatus.			
3.6.3	Provide a list of required information and dates expected from WSDOT to complete WSDOT CVS's design.	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP
3.6.4	Coordinate, with WSP for requirements for hooking up WIM system to WSP's buildings.	<input type="checkbox"/> DOT <input type="checkbox"/> WSP	<input type="checkbox"/> DOT <input type="checkbox"/> WSP	<input type="checkbox"/> DOT <input type="checkbox"/> WSP
3.6.5	Coordinate with WSDOT project office to identify areas of conflict on items and corrections.			
3.6.6	Coordinate with WSDOT Traffic office for power hookups.			
3.6.7	Provide e-screening requirements.			
3.7	WSDOT design responsibilities shall include the following:			
3.7.1	Design the site.			
3.7.2	Design the site illumination.			
3.7.3	Design signing for on/off ramps and the revision of existing main line weigh station signing.			
3.7.4	Incorporate design elements from WSP and WSDOT Headquarters Traffic Operations into site design.			
3.7.5	Design the Storm Sewer system.			
3.7.6	Design the Oil Control System for the Storm Sewer.			
3.7.7	Provide required information to WSP & WSDOT Headquarters Traffic Operations for their designs.	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP
3.7.8	Coordinate with WSP and WSDOT Headquarters Traffic Operations to identify and correct areas of conflict.			
3.7.9	Coordinate with WSP and WSDOT Headquarters Traffic Operations for utility hookups. (Phone, power, fiber, gas).			
3.7.9.1	Ensure that separate power service meters are included in the design for WSDOT-owned equipment and WSP-owned equipment.			
3.7.10	Traffic control design.			

WSP Contract No. K15629

3.0	Project Design (continued)	Oversight	Project Design	Funding
3.8	WSP plan preparation responsibilities shall include:			
3.8.1	Supply Plans, Specifications, & Estimates (PS&E)-ready set of plans for all design elements to WSDOT. Plans are to be stamped by the professional engineer who designed the elements.	<input type="checkbox"/> DOT	<input type="checkbox"/> DOT	<input checked="" type="checkbox"/> DOT
3.8.2	Supply a list of bid items for all design elements.	<input checked="" type="checkbox"/> WSP	<input checked="" type="checkbox"/> WSP	<input type="checkbox"/> WSP
3.8.3	Supply a construction estimate for design elements.			
3.8.4	Supply a set of special provisions covering the design elements.			
3.9	WSDOT Headquarters Traffic Operations plan preparation responsibilities should include:			
3.9.1	Supply PS&E-ready set of plans for all design elements to WSDOT for internal review.			
3.9.2	Plans are to be stamped by the professional engineer who designed the elements.			
3.9.3	Supply a list of bid items for all design elements.	<input checked="" type="checkbox"/> DOT	<input checked="" type="checkbox"/> DOT	<input checked="" type="checkbox"/> DOT
3.9.4	Supply a construction estimate for design elements.	<input type="checkbox"/> WSP	<input type="checkbox"/> WSP	<input type="checkbox"/> WSP
3.9.5	Supply a set of special provisions covering the design elements.			
	Work with WSDOT Traffic Office on implementation of common features.			

Joint Operations Policy Statement (JOPS)

Memorandum of Understanding
(rev. September 16, 2020)

WSP Contract No. K15629

3.0	Project Design (continued)	Oversight	Project Design	Funding
3.10	WSDOT plan preparation should include the following:			
3.10.1	Prepare plans for site development, site illumination, and signing.			
3.10.2	Incorporate plans from WSP and WSDOT Headquarters Traffic Operations into plan set.			
3.10.3	Plans are to be stamped by the professional engineer who designed the elements.			
3.10.4	Prepare a list of bid items for all design elements.			
3.10.5	Prepare a construction estimate for design elements.			
3.10.6	Incorporate WSDOT and WSP bid items into a final engineer's estimate.	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP
3.10.7	Prepare a set of special provisions covering the design elements.			
3.10.8	Incorporate WSDOT, WSP, and WSDOT CVS special provisions into an ad ready copy.			
3.10.9	Conduct plan reviews in accordance with Specific Region standards. Include WSP WSDOT Headquarters Traffic Operations, and WSDOT CVS in plan reviews.			
3.10.10	Submit for Review and processing for approval with Federal Highway Administration (FHWA).			
3.10.11	Advertise and Award project.			
3.11	WSDOT PS&E preparation should include the following tasks:			
3.11.1	Review and ensure that all documents meet WSDOT standards and are complete and accurate.	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP
3.11.2	Conduct plan reviews in accordance with WSDOT standards.			
3.11.3	Submit for review and processing for approval with FHWA.			
3.11.4	Advertise and Award the project.			

WSP Contract No. K15629

4.0	Right of Way Acquisition	The purpose of this section is to identify the roles and responsibilities of WSP and WSDOT in right-of-way acquisition.		
		Oversight	Planning	Funding
4.1	On all newly located or existing highways, acquire the necessary right of way, construct the required acceleration and deceleration lanes, on and off ramps, driveways, passing lanes, scale approach slabs, and parking areas, including surfacing thereof, excavate the static scale pits and construct the inspection parking and roadway illumination.	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP
4.2	Coordinate with appropriate agencies/stakeholders for required communications, utilities, and easement agreements/permits. Ensure that agreement/permit efforts are not duplicated by others during the design phase.	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP
		<input type="checkbox"/> DOT <input type="checkbox"/> WSP	<input type="checkbox"/> DOT <input type="checkbox"/> WSP	<input type="checkbox"/> DOT <input type="checkbox"/> WSP
		<input type="checkbox"/> DOT <input type="checkbox"/> WSP	<input type="checkbox"/> DOT <input type="checkbox"/> WSP	<input type="checkbox"/> DOT <input type="checkbox"/> WSP
		<input type="checkbox"/> DOT <input type="checkbox"/> WSP	<input type="checkbox"/> DOT <input type="checkbox"/> WSP	<input type="checkbox"/> DOT <input type="checkbox"/> WSP
		<input type="checkbox"/> DOT <input type="checkbox"/> WSP	<input type="checkbox"/> DOT <input type="checkbox"/> WSP	<input type="checkbox"/> DOT <input type="checkbox"/> WSP
		<input type="checkbox"/> DOT <input type="checkbox"/> WSP	<input type="checkbox"/> DOT <input type="checkbox"/> WSP	<input type="checkbox"/> DOT <input type="checkbox"/> WSP
		<input type="checkbox"/> DOT <input type="checkbox"/> WSP	<input type="checkbox"/> DOT <input type="checkbox"/> WSP	<input type="checkbox"/> DOT <input type="checkbox"/> WSP
		<input type="checkbox"/> DOT <input type="checkbox"/> WSP	<input type="checkbox"/> DOT <input type="checkbox"/> WSP	<input type="checkbox"/> DOT <input type="checkbox"/> WSP

Joint Operations Policy Statement (JOPS)

Memorandum of Understanding
(rev. September 16, 2020)

WSP Contract No. K15629

5.0	Construction Contract Administration	The purpose of this section is to recognize that Contract Administration is dependent on the type of facility and/or nature of the work. This effort will be determined on a case-by-case basis.		
		Oversight	Planning	Funding
5.1	Perform construction contract administration duties for buildings and static scales.	<input type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP
5.2	Perform construction contract administration duties for e-screening equipment.	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP
5.3	Perform construction contract administration duties for site development.	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP
		<input type="checkbox"/> DOT <input type="checkbox"/> WSP	<input type="checkbox"/> DOT <input type="checkbox"/> WSP	<input type="checkbox"/> DOT <input type="checkbox"/> WSP
		<input type="checkbox"/> DOT <input type="checkbox"/> WSP	<input type="checkbox"/> DOT <input type="checkbox"/> WSP	<input type="checkbox"/> DOT <input type="checkbox"/> WSP
		<input type="checkbox"/> DOT <input type="checkbox"/> WSP	<input type="checkbox"/> DOT <input type="checkbox"/> WSP	<input type="checkbox"/> DOT <input type="checkbox"/> WSP
		<input type="checkbox"/> DOT <input type="checkbox"/> WSP	<input type="checkbox"/> DOT <input type="checkbox"/> WSP	<input type="checkbox"/> DOT <input type="checkbox"/> WSP
		<input type="checkbox"/> DOT <input type="checkbox"/> WSP	<input type="checkbox"/> DOT <input type="checkbox"/> WSP	<input type="checkbox"/> DOT <input type="checkbox"/> WSP
		<input type="checkbox"/> DOT <input type="checkbox"/> WSP	<input type="checkbox"/> DOT <input type="checkbox"/> WSP	<input type="checkbox"/> DOT <input type="checkbox"/> WSP
		<input type="checkbox"/> DOT <input type="checkbox"/> WSP	<input type="checkbox"/> DOT <input type="checkbox"/> WSP	<input type="checkbox"/> DOT <input type="checkbox"/> WSP
		<input type="checkbox"/> DOT <input type="checkbox"/> WSP	<input type="checkbox"/> DOT <input type="checkbox"/> WSP	<input type="checkbox"/> DOT <input type="checkbox"/> WSP
		<input type="checkbox"/> DOT <input type="checkbox"/> WSP	<input type="checkbox"/> DOT <input type="checkbox"/> WSP	<input type="checkbox"/> DOT <input type="checkbox"/> WSP
		<input type="checkbox"/> DOT <input type="checkbox"/> WSP	<input type="checkbox"/> DOT <input type="checkbox"/> WSP	<input type="checkbox"/> DOT <input type="checkbox"/> WSP

WSP Contract No. K15629

6.0	Project Construction	The purpose of this section is to identify the roles and responsibilities of WSP and WSDOT during the construction phase.		
		Oversight	Planning	Funding
6.1	For facilities deploying e-screening, construct the special approaches and provide traffic control for installation of the weigh-in-motion (WIM).	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP
6.2	For facilities deploying e-screening, purchase and install all mainline hardware and software, to include the WIM communication software for conformance with national e-screening standards.	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP
6.3	Construct the e-screening roadside apparatus concurrently with the installation of WIM equipment (e.g. cantilevered mounting poles, guardrail, conduit/raceway installation).	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP
6.4	Construct the weigh station static scale, scale house and commercial vehicle inspection facility (if applicable).	<input checked="" type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP
6.5	For facilities deploying e-screening, provide all e-screening computer systems.	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP
6.6	For facilities deploying e-screening, provide communications to the e-screening system and the user interface.	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP
6.7	For existing weigh stations being upgraded to include e-screening, provide an equipment storage room within the scale facility.	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP
6.8	For e-screening equipped weigh stations, provide e-screening hardware (Servers, PCs, Monitors, Printers) and software located within the facility.	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP
		<input type="checkbox"/> DOT <input type="checkbox"/> WSP	<input type="checkbox"/> DOT <input type="checkbox"/> WSP	<input type="checkbox"/> DOT <input type="checkbox"/> WSP
		<input type="checkbox"/> DOT <input type="checkbox"/> WSP	<input type="checkbox"/> DOT <input type="checkbox"/> WSP	<input type="checkbox"/> DOT <input type="checkbox"/> WSP

Joint Operations Policy Statement (JOPS)

Memorandum of Understanding
(rev. September 16, 2020)

WSP Contract No. K15629

7.0	Virtual Weigh Stations	The purpose of this section is to identify the roles and responsibilities of WSP and WSDOT in the lifecycle management for Virtual Weigh Station systems.		
		Oversight	Planning	Funding
7.1	The WSDOT Project Office shall be responsible for the following tasks related to the deployment of Virtual Weigh Stations:			
7.1.1	Acquire the necessary right of way.			
7.1.2	Construct and maintain the Large Shoulder Sites and the Major Portable Scale Sites.	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP
7.1.3	Construct and install the inspection site(s) illumination.			
7.1.4	Perform the preliminary engineering and submit the design and PS&E documents.			
7.2	WSDOT Headquarters Traffic Operations shall perform preliminary engineering and design for all mainline hardware and software, to include the WIM communication software for conformance with national e-screening standards.	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP
7.3	WSDOT CVS shall provide all e-screening computer systems.	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP
7.4	WSDOT CVS shall purchase and coordinate, with WSDOT Headquarters Traffic Operations and WSP, the installation of all mainline hardware and related software. This includes the WIM and the WIM communication software for conformance with e-screening standards.	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP
7.5	WSDOT Headquarters Traffic Operations shall construct the e-screening roadside apparatus at the same time as WIM equipment is installed, e.g.; cantilevered mounting poles, guardrail, conduit, and raceway installation.	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP
7.6	WSDOT CVS shall coordinate the installation of communication systems to the e-screening system and the user interface.	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP
7.7	WSP shall provide mobile computer systems with web access for remote operations.	<input type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP	<input type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP	<input type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP
7.8	WSDOT shall be responsible for funding utility services to VWIM equipment installed at WSDOT Permanent Traffic Recorder (PTR) sites.	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP

Joint Operations Policy Statement (JOPS)

Memorandum of Understanding
(rev. September 16, 2020)

WSP Contract No. K15629

7.0	Virtual Weigh Stations	The purpose of this section is to identify the roles and responsibilities of WSP and WSDOT in the lifecycle management for Virtual Weigh Station systems.		
		Oversight	Planning	Funding
7.9	WSP shall be responsible for funding utility services for VWIM equipment not installed at WSDOT PTR sites.	<input type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP	<input type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP	<input type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP

Joint Operations Policy Statement (JOPS)

Memorandum of Understanding
(rev. September 16, 2020)

WSP Contract No. K15629

8.0	Maintenance	The purpose of this section is to identify roles and responsibilities as it relates to maintenance of fixed weigh stations and VWIMs.		
		Oversight	Planning	Funding
8.1	For e-screening equipped weigh stations, operate and maintain all mainline WIM signs including: Variable Message Signs, Changeable Message Signs, and the WIM roadside computer.	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP
8.2	Maintain/replace all standard signing at weigh stations. Standard signing includes the Black/White Regulatory signs, non-electrical Open/Close signs, electrical Open/Close signs, Green/White Non Regulatory signs.	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP
8.3	Maintain/replace all signs to control truck traffic flow within the weigh station facility limits. This includes all truck traffic direction signs, weigh station operating status signs, directional/navigation signs, parking signs, and Red/Green traffic control beacons.	<input type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP	<input type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP	<input type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP
8.4	Maintain/replace the sign on the ramp at each e-screening equipped weigh station, providing a transponder toll free number.	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP
8.5	Perform maintenance activities for all building lighting, water, heat, telephone, garbage pickup, pest control, toilet facilities both inside and outside the weigh station, and sidewalks/walkways surrounding the facility (snow removal, etc.)	<input type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP	<input type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP	<input type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP
8.6	Perform maintenance activities for all roadway/parking lot lighting and other components, such as transformers, service cabinets, vaults, etc.	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP
8.7	Perform maintenance on electrical service to weigh station facilities and e-screening equipment including service cabinets, power to WIM cabinets, vaults, inside facility electrical circuits, etc.	<input type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP	<input type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP	<input type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP

WSP Contract No. K15629

8.0	Maintenance (continued)	Oversight	Planning	Funding
8.8	Perform maintenance on communication service for data to weigh station facilities and e-screening equipment including service cabinets, power to WIM cabinets, vaults. (e.g. T1 service, fiber optic service, etc.)	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP
8.9	Finance incidental costs including, but not limited to, paper and toner for printers.	<input type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP	<input type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP	<input type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP
8.10	For e-screening equipped weigh stations, provide maintenance of the e-screening hardware and software located within the facility.	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP	<input type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP*
8.11	For e-screening equipped weigh stations, provide maintenance of the Automated License Plate Recognition (ALPR) equipment located on the mainline.	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP	<input type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP*
8.12	For e-screening equipped weigh stations, provide maintenance of the Automated Vehicle Identification (AVI) equipment located on the mainline.	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP	<input type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP*
8.13	Conduct annual maintenance to certify scales.	<input type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP	<input type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP	<input type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP
8.14	Annually, or as requested, and as able, provide the following grounds maintenance on property owned by WSDOT:	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP
8.14.1	Mowing and/or vegetation management around the scale facility and the WIM cabinet.			
8.14.2	Litter removal on roadway and parking lots			
8.14.3	Parking lot flushing (where permitted), cleaning and Vac-All.			
8.14.4	Vac-All for cleaning of the static scale pits.			
8.14.5	Snow and ice removal on ramps and parking lots.			
8.14.6	Storm cleanup as part of overall clean-up activities.			

* Refer to WSP/International Road Dynamics (IRD) agreement for maintenance activities covered by maintenance contract.

Joint Operations Policy Statement (JOPS)

Memorandum of Understanding
(rev. September 16, 2020)

WSP Contract No. K15629

8.0	Maintenance (continued)	Oversight	Planning	Funding
8.15	As needed complete snow and ice removal from the sidewalks and walkways surrounding the facility.	<input type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP	<input type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP	<input type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP
8.16	Coordinate WSP needs and WSDOT personnel availability to provide traffic control when closure of any lane is required for maintenance of the WIM system.	<input type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP	<input type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP
8.17	Coordinate maintenance and repairs to the security cameras mounted outside of the weigh station facility.	<input type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP	<input type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP	<input type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP
8.18	Coordinate maintenance and repairs to the interior and exterior of the scale facility, including the commercial vehicle inspection building.	<input type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP	<input type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP	<input type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP
8.19	Coordinate maintenance and repairs to pavement markings and jersey barriers.	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP
8.20	Coordinate maintenance and repairs to piezoelectric sensors and loop detectors in accordance with the Weigh Station Strategic Plan.	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP
8.21	Fund utility services required for the illumination of parking lots and the operation of weigh station technology. This includes all e-screening, communications, and Commercial Vehicle Information System Network (CVISN) equipment.	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP
8.22	Fund utility services required for illumination systems interior and exterior of the scale facility and the commercial vehicle inspection building.	<input type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP	<input type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP	<input type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP
8.23	Provide maintenance of over-height detection systems located on the mainline.	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP
8.24	Provide maintenance of over-height detection systems at the weigh station facility.	<input type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP	<input type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP	<input type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP

Joint Operations Policy Statement (JOPS)

Memorandum of Understanding
(rev. September 16, 2020)

WSP Contract No. K15629

9.0	Damages	Major damage repair will be decided on a case-by-case basis by WSDOT/WSP management. Both agencies will provide notification (within 24 hours) when damage occurs to roadside equipment.		
		Oversight	Planning	Funding
9.1	If damage is the result of a traffic accident, provide a copy of the accident report to WSDOT CVS and WSDOT Headquarters Traffic Operations. <i>3rd Party damages are handled by WSDOT Risk Management. Cost recovery is either via the drivers insurance OR a "K" Account is established. Refer back to agency responsible for maintenance of the feature for known property damage.</i>	<input checked="" type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP
9.2	Depending on the circumstances, Unrecoverable 3 rd party damages are recovered through a payment plan, sent to collection, or written off.	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input type="checkbox"/> WSP
9.3	Provide notification (within 24 hours) when damage occurs to roadside equipment.	<input checked="" type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP	<input checked="" type="checkbox"/> DOT <input checked="" type="checkbox"/> WSP
		<input type="checkbox"/> DOT <input type="checkbox"/> WSP	<input type="checkbox"/> DOT <input type="checkbox"/> WSP	<input type="checkbox"/> DOT <input type="checkbox"/> WSP
		<input type="checkbox"/> DOT <input type="checkbox"/> WSP	<input type="checkbox"/> DOT <input type="checkbox"/> WSP	<input type="checkbox"/> DOT <input type="checkbox"/> WSP
		<input type="checkbox"/> DOT <input type="checkbox"/> WSP	<input type="checkbox"/> DOT <input type="checkbox"/> WSP	<input type="checkbox"/> DOT <input type="checkbox"/> WSP
		<input type="checkbox"/> DOT <input type="checkbox"/> WSP	<input type="checkbox"/> DOT <input type="checkbox"/> WSP	<input type="checkbox"/> DOT <input type="checkbox"/> WSP
		<input type="checkbox"/> DOT <input type="checkbox"/> WSP	<input type="checkbox"/> DOT <input type="checkbox"/> WSP	<input type="checkbox"/> DOT <input type="checkbox"/> WSP
		<input type="checkbox"/> DOT <input type="checkbox"/> WSP	<input type="checkbox"/> DOT <input type="checkbox"/> WSP	<input type="checkbox"/> DOT <input type="checkbox"/> WSP
		<input type="checkbox"/> DOT <input type="checkbox"/> WSP	<input type="checkbox"/> DOT <input type="checkbox"/> WSP	<input type="checkbox"/> DOT <input type="checkbox"/> WSP
		<input type="checkbox"/> DOT <input type="checkbox"/> WSP	<input type="checkbox"/> DOT <input type="checkbox"/> WSP	<input type="checkbox"/> DOT <input type="checkbox"/> WSP

WSP Contract No. K15629

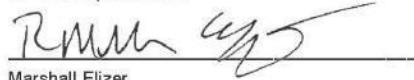
15. AGREEMENT

ALL WRITING CONTAINED HEREIN

This MOU contains all the Terms and Conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this MOU shall be deemed to exist or to bind any of the parties hereto.

IN WITNESS WHEREOF, the parties have executed this Memorandum of Understanding.

Washington State Department
of Transportation



Marshall Elizer
Assistant Secretary
Multimodal Development and
Delivery Division

Washington State Patrol


Thomas J. Foster
Assistant Chief
Commercial Vehicle Enforcement Bureau

November 5, 2020
Date

11/2/2020
Date

Joint Operations Policy Statement (JOPS)

Memorandum of Understanding
(rev. September 16, 2020)