



July 1, 2020

Good morning,

In accordance with the Governor's direction, WSDOT employees are required to take the equivalent of four furlough days beginning this week through July 25, and then one day per month through November. This action will immediately reduce expenditures and help bring our budget in line with revenue projections. We rely heavily on our industry partners to deliver our programs and services throughout the state and we are asking for help to reduce expenditures during this difficult period. These are challenging times and there is no question this impacts all of us in different ways. We're in this together and we'll get through this together.

Beginning Monday, July 6 through the end of the month, we are directing consultants to charge no more than 80% of their normal hours to WSDOT contracts. Similarly, from August to November, consultant charges should be limited to 95% of normal hours per month. This 5% reduction aligns with the one-day per month that WSDOT employees are in furlough status. It's important to note that these reduced hours don't affect contract budgets, but may impact delivery schedules and disrupt the normal flow of work. We ask that you work with your WSDOT contacts to adjust delivery schedules accordingly. Exceptions to these reductions, primarily for critical delivery, will be identified by the appropriate Region Administrator or Director.

As we make our way through this latest challenge, I'll offer a reminder that we are all here to support each other. Please share this information within your organizations and know that we will keep you up to date if any of this changes. Thank you for your commitment and patience as we adjust to these changing conditions.

Sincerely,

Keith Metcalf, P.E.
Deputy Secretary

KM:kp

cc: Senior Managers