April 5, 2013

TO: Keith Metcalf, Eastern Region  
   Dan Sarles, North Central Region  
   Lorena Eng, Northwest Region  
   Kevin Dayton, Olympic Region  
   Don Whitehouse, South Central Region  
   Donald Wagner, Southwest Region  
   Craig Stone, Toll Division Director  
   Nancy Boyd, CRC  
   Linea Laird, AWV Program Administrator  
   Julie Meredith, SR 520 Program Director

FROM: J. C. Lenzi, Chief Engineer  
      Assistant Secretary of Engineering & Regional Operations  
      (360) 705-7032

SUBJECT: Project Delivery Memo #13-01 – Second Tier Competition

PURPOSE AND DIRECTION

Background

The intent of this Project Delivery memo is to formalize the use of second tier competition when selecting firms to perform work from Consultant Services on-call rosters. I want to also recognize that many of you have already been employing second tier competition when selecting consulting firms to perform various work for the department.

Attached are the formal procedures that detail the use of Second Tier competition when utilizing consultants from WSDOT’s on-call consultant rosters.

Projects Affected

Each project shall utilize the attached procedures where consultants are expected to be utilized to perform work using the WSDOT on-call consultant rosters.

ACTIONS REQUIRED

Development Division
Revise affected Consultant Procedures Manual to include the attached procedures.

Regions/Modes
Effective immediately utilize the attached procedures.
JCL/PBII/rsz

Attachment

cc:  Region Project Development Engineers
     Region Construction Engineers
     Region Program Managers
     Region Traffic Engineers
     Pasco Bakotich
     Jeff Carpenter
     John Nisbet
     John Milton
     Jay Alexander
     Jugesh Kapur
     Brenda Nnambi
     Don Petersen, FHWA