

general administration for the use of its small works roster by the university.

[Statutory Authority: RCW 28B.20.130. 88-19-041 (Order 88-01), § 478-355-020, filed 9/14/88. Statutory Authority: RCW 28B.20.130 and 39.34.080. 86-08-027 (Order 86-1), § 478-355-020, filed 3/26/86.]

**WAC 478-355-030 Project construction cost.** Whenever the estimated project construction cost of any University of Washington public work is less than fifty thousand dollars, the University of Washington executive vice president is authorized to use the small works roster in lieu of public advertisement for bids.

[Statutory Authority: RCW 28B.20.130. 88-19-041 (Order 88-01), § 478-355-030, filed 9/14/88. Statutory Authority: RCW 28B.20.130 and 39.34.080. 86-08-027 (Order 86-1), § 478-355-030, filed 3/26/86.]

**WAC 478-355-040 Procedure for use.** When the small works roster procedure is utilized, bids will be solicited from a bidders list of at least three contractors from the small works roster randomly selected from those who registered the capability of performing the type of public work at the required location and, if required, are MWBE certified. Only the contractors identified on the bidders list will be eligible to bid on the public work. If all bids are rejected, new bids may be solicited either by again utilizing the small works roster or by public advertisement for bids.

[Statutory Authority: RCW 28B.20.130. 88-19-041 (Order 88-01), § 478-355-040, filed 9/14/88. Statutory Authority: RCW 28B.20.130 and 39.34.080. 86-08-027 (Order 86-1), § 478-355-040, filed 3/26/86.]

**WAC 478-355-060 Administration.** The executive vice president is authorized to establish procedures for university use of its small works roster, to terminate the interlocal agreement or to approve modifications to the interlocal agreement when deemed appropriate for cooperative use of a small works roster.

[Statutory Authority: RCW 28B.20.130. 88-19-041 (Order 88-01), § 478-355-060, filed 9/14/88. Statutory Authority: RCW 28B.20.130 and 39.34.080. 86-08-027 (Order 86-1), § 478-355-060, filed 3/26/86.]

## Title 479 WAC TRANSPORTATION IMPROVEMENT BOARD

(Formerly: Urban Arterial Board)

### Chapters

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| 479-13 | Submission of six-year plans to urban arterial board. |
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### Chapter 479-13 WAC

## SUBMISSION OF SIX-YEAR PLANS TO URBAN ARTERIAL BOARD

### WAC

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| 479-13-025 | Six year financial plan.                         |
| 479-13-035 | Value engineering study requirements.            |
| 479-13-060 | Accelerated development urban arterial projects. |
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**WAC 479-13-025 Six-year financial plan.** At the beginning of each biennium the board shall update their six-year financial plan to determine the amount of estimated revenue to be available for new project starts in the ensuing biennium. The estimate of funds for new project starts shall take into consideration programming of funds after July 1, 1987, for projects approved by the board for the preliminary phase where construction funding approval is pending.

[Statutory Authority: Chapter 47.26 RCW. 87-21-068 (Order 87-01, Resolution No. 955), § 479-13-025, filed 10/19/87.]

**WAC 479-13-035 Value engineering study requirements.** A value engineering (VE) study shall be required on all urban arterial board projects whose total cost exceeds one million dollars as reflected in the six-year program. Upon request from a local agency, the board may grant a variance from this requirement. The board may also require a VE study for a project whose total cost is one million dollars or less upon a determination by the board that a VE study is warranted.

An agency that proposes to obtain a variance from the requirement shall submit justification to the board by the first day of the month preceding the month in which project authorization is proposed unless a later receipt date is specified and permitted, in writing, by the chairman.

The board shall not authorize funds for a project until the VE study has been performed by an interagency study team approved by the board.

The VE study shall be accomplished in accordance with the following requirements:

(1) The team will be jointly selected by the urban arterial board staff and the local agency and approved by the board. The team should consist of five to seven individuals, including a facilitator, with diverse backgrounds and carefully selected to assure a variety of creative input. The team should not include members who have had previous intimate involvement with the project. The local agency will designate the agency official who has the responsibility for considering and implementing the VE recommendations provided by the study team.

(a) At least one member should be a nonengineer to give greater objectivity to the VE study.

(b) The public works department and/or financial managers of the local agency should have representation on the team.

(c) At least one member must be from an outside governmental agency.

(d) Team members may be suitably qualified individuals from the community.

(e) The facilitator shall be selected from a list provided by the board staff. The facilitator shall be a person who has been formally trained in the value engineering process and whose primary responsibility is to assure completion of the study in a three to five working day time period.

(2) The preliminary and construction prospectus shall include an attachment relating to the implementation of the VE team's recommendation and justification for items not implemented.

[Statutory Authority: Chapter 47.26 RCW. 87-21-068 (Order 87-01, Resolution No. 955), § 479-13-035, filed 10/19/87.]

**WAC 479-13-060 Accelerated development urban arterial projects.** Preliminary proposals and related construction projects initially authorized by the urban arterial board after the close of the 1977-1979 biennium and prior to July 1, 1987, for financial assistance from the urban arterial trust account shall be selected for authorization on the basis of the administering agency's projected ability to place the proposed project under contract for construction within eighteen months from the date of initial authorization. The scope of the preliminary or construction prospectus shall specifically address the type of improvement that will correct the deficiencies for which the project was selected. The prospectus shall also address the cumulative effect of other deficiencies considering design standards and project life. The board shall evaluate the project scope and may reduce the project scope if, in the board's opinion, the scope exceeds that necessary to improve the specific deficiencies, applicable design standards, and address unique local considerations. The following factors relative to each project, in addition to other factors required by law, shall be evaluated:

(1) Each project having an estimated total project cost of less than seven hundred fifty thousand dollars shall be evaluated on the basis of the following factors and any problems noted shall be resolved prior to project authorization:

(a) Availability and source of matching funds;

(b) Engineering capacity. Adequate in-house engineering capacity shall be available to permit each project authorized to be engineered without retarding development of other public works projects or the administering agency shall indicate that consulting engineering services will be obtained without delay;

(c) Right of way. Right of way acquisition required for each project authorized shall be minor in nature, or the administering agency shall provide a definitive plan for acquisition in order that all right of way or right of prior entry may be obtained prior to placing the project under contract for construction;

(d) Interrelationships with other agencies, railroads or utilities. Any interrelationships that, on the basis of previous experience may be expected to cause project delays, shall be evaluated and a definitive plan, including concurrence from the involved agency, railroad or utility, shall be available;

(e) Community reaction. Any community opposition, whether known or expected to materialize, shall be evaluated for its projected effect upon project development;

(f) Other factors. Other factors known to the agency that will affect the agency's ability to place the project under contract for construction within eighteen months from the date of project authorization.

(2) No urban arterial project which exceeds seven hundred fifty thousand dollars in total estimated project cost shall be considered for authorization by the board unless specifically requested by the administering local agency. The administering agency shall address itself to the same factors that are specified in subsection (1) of this section and which demonstrate that the project can be placed under contract for construction within eighteen months from the date of project authorization. The urban arterial board shall, in each case in which there is doubt concerning the ability of the local agency to place the project under contract for construction within eighteen months from the date of authorization, require preparation and submission of a detailed CPM or PERT time schedule reflecting scheduled development of the project.

The urban arterial board shall review the written reply concerning each proposed project and the verbal representations of an official of the administering agency, and shall not authorize any project if one or more of the factors listed above are not resolved so that the project cannot, in the urban arterial board's judgment, be placed under contract for construction within eighteen months from the date of authorization. Any project proposed to be developed in stages shall be capable of having at least seventy-five percent of the project, when evaluated in dollar terms, under contract for construction within the eighteen month period.

Each city or county administering an accelerated development project shall provide project development data on a monthly basis to the urban arterial board in such form as is requested to permit a continuing review of project progress.

Any preliminary proposal or construction project that is authorized for development as an accelerated development project shall be subject to immediate cancellation at any time, if actual development in the judgment of the urban arterial board, falls behind the rate of development required to permit the project to be placed under contract for construction within eighteen months of the date of authorization.

(3) The project agreement for each preliminary proposal project authorized by the urban arterial board shall include a recognition and agreement on the part of the administering local agency or agencies that urban arterial trust funds provided by chapter 83, Laws of 1967 ex. sess., and section 13, chapter 317, Laws of 1977 ex. sess., chapter 5, Laws of 1979, as now or hereafter amended, have reached a status of total obligation and that:

(a) The full, normal ninety percent matching funds from the urban arterial trust account may not be available for all projects; and

(b) The administering local agency or agencies is/are required to plan and design each project in such a manner as to permit its development in phases with the first phase being a usable improvement as approved by the urban arterial board; and

(i) Able to be developed with available urban arterial trust account and local matching funds; or

(ii) That the administering local agency or agencies agree(s) to pay additional project costs with other funds and that such funds will be available for the construction of the project being developed with the available financial assistance from the urban arterial trust account.

(4) Prospectuses for construction projects that relate to preliminary proposals initially authorized by the urban arterial board for financial assistance from the urban arterial trust account shall be required to be accompanied by the following information demonstrating the readiness of the construction project to be placed under contract for construction.

(a) A certification from the legislative body or other designated responsible official, of the administering agency or agencies, that an environmental impact analysis has been conducted and an environmental impact statement or negative declaration of environmental impact, as appropriate, has been circulated pursuant to chapter 43.21C RCW, and that the results have been utilized in arriving at the decisions reflected in the prospectus for the construction project.

(b) A certification from the legislative body that the project is completely designed and ready to be advertised for bids for construction except as provided below:

(i) If the project is not completely designed and ready to be advertised, the legislative body may submit a time schedule detailing all significant items of work remaining to be accomplished, and an explanation of the feasibility of accomplishing such items of work in sufficient time to permit the construction project to be placed under contract for construction within eighteen months from the date of urban arterial board authorization of financial assistance from the urban arterial trust account for the related preliminary proposal.

(ii) If any right of way remains to be acquired, a statement of the extent of the time period to be allowed for right of way negotiations and a firm date, not more than fifteen months from the date of urban arterial board authorization of the preliminary proposal, by which condemnation authorization will be considered and approved by the legislative body. If more than fifteen months have elapsed since date of authorization of the related preliminary proposal by the urban arterial board, a condemnation ordinance must have been approved and passed by the legislative body of jurisdiction prior to submission of the prospectus for the construction project.

(c) The date when the project will be advertised for bids for construction.

(d) Each construction project prospectus shall identify changes between the scope of work of the proposed construction project and the construction work contemplated in the current six-year construction program and

the preliminary project prospectus and provide an explanation and justification for such changes.

(e) The amount of urban arterial trust funds authorized in total for the preliminary proposal and the construction project shall normally be the amount requested for the total project in the current six-year construction program.

(f) Requests for authorization of urban arterial trust funds for construction projects in:

(i) Federal urban areas shall be considered in the sequence in which the construction projects within each functional class of arterial within each region are, as defined by urban arterial board rules, ready to be placed under contract for construction. In the event that two or more projects in the same functional class of arterial within the same region are proposed for construction project funding at the same urban arterial board meeting, the request for urban arterial trust funds for the construction projects shall be considered in the priority sequence within functional class of arterial within region in which the related preliminary proposals were approved.

(ii) Rural incorporated cities shall be considered in the sequence in which the construction projects within each region are, as defined by urban arterial board rules, ready to be placed under contract for construction. In the event that two or more projects in the same region are proposed for construction project funding at the same urban arterial board meeting, the request for urban arterial trust funds for the construction projects shall be considered in the priority sequence within region in which the related preliminary proposals were approved.

A specific, maximum amount of urban arterial trust funds for each construction project shall be authorized by the urban arterial board and shall be added to any remaining authorization of urban arterial trust funds for the preliminary proposal to establish the total authorized amount of urban arterial trust funds for each total project.

(g) The ten percent, not to exceed fifty thousand dollars, increase in urban arterial trust funds authorized to be approved by the chairman by WAC 479-20-036 may be approved, for those projects for which financial assistance from the urban arterial trust account is provided in two phases, only after the construction proposal has been approved by the urban arterial board.

[Statutory Authority: Chapter 47.26 RCW, 87-21-068 (Order 87-01, Resolution No. 955), § 479-13-060, filed 10/19/87; 84-11-014 (Order 84-01, Resolution Nos. 818 and 819), § 479-13-060, filed 5/9/84; 79-08-139 (Order 79-01, Resolution Nos. 596, 597 and 598), § 479-13-060, filed 8/1/79.]

**WAC 479-13-070 Procedures for two phase projects.** After July 1, 1987, preliminary proposals and related construction projects authorized by the board for financial assistance from the account shall be selected for authorization based upon the board's approval of the local agencies project development schedule.

The preliminary and construction prospectus shall specifically address the type of improvement that will

correct the deficiencies for which the project was selected.

The board shall evaluate the project scope and may reduce the project scope if, in the board's opinion, the scope exceeds that necessary to improve the deficiencies.

The following factors relative to each project, in addition to other factors required by law, shall be evaluated:

(1) Each project shall be evaluated on the basis of the following factors and any problems noted shall be resolved prior to project authorization:

(a) Availability and source of matching funds;

(b) Engineering capacity. Adequate in-house engineering capacity shall be available to permit each project authorized to be engineered without retarding development of other public works projects or the administering agency shall indicate that consulting engineering services will be obtained without delay;

(c) Right of way. Right of way acquisition required for each project authorized shall be minor in nature, or the administering agency shall provide a definitive plan for acquisition in order that all right of way and right of entry may be obtained prior to placing the project under contract for construction;

(d) Interrelationships with other agencies, railroads, or utilities. Any interrelationships that, on the basis of previous experience may be expected to cause project delays, shall be evaluated and a definitive plan, including concurrence from the involved agency, railroad, or utility, shall be available;

(e) Community reaction. Any community opposition, whether known or expected to materialize, shall be evaluated for its projected effect upon project development;

(f) Other factors. Other factors known to the agency that will affect the agency's ability to place the project under contract for construction within the amount of time requested by the local agency.

(2) The board shall, in each case in which there is doubt concerning the ability of the local agency to place the project under contract for construction within the amount of time requested by the local agency, require preparation and submission of a detailed critical path time schedule.

The board shall review the written reply concerning each proposed project and the testimony by an official of the administering agency, and shall not authorize any project if one or more of the factors listed above are not resolved so that the project cannot, in the board's judgment, be placed under contract for construction within the amount of time approved by the board. Any project proposed to be developed in stages shall be capable of having at least seventy-five percent of the project, when evaluated in dollar terms, under contract for construction within the approved time period.

Each city or county administering a project funded by the board, shall provide project development data on a quarterly basis to the board, in such form as is requested, to permit a continuing review of project progress.

Any preliminary proposal or construction project that is authorized for development shall be subject to immediate cancellation at any time, if actual development in

the judgment of the board, falls behind the rate of development required to permit the project to be placed under contract for construction within the amount of time originally requested and approved.

Prospectuses for construction projects that relate to preliminary proposals initially authorized by the board for financial assistance from the account shall be required to be accompanied by the following information demonstrating the readiness of the construction project to be placed under contract for construction.

(a) A certification from the legislative body or other designated responsible official, of the administering agency or agencies, that an environmental impact analysis has been conducted and an environmental impact statement or negative declaration of environmental impact, as appropriate, has been circulated pursuant to chapter 43.21C RCW, and that the results have been utilized in arriving at the decisions reflected in the prospectus for the construction project.

(b) A certification that all right of way required for the project is available or if right of way remains to be acquired that the agency has obtained a possession and use agreement on the parcels in question.

(c) A certification from the legislative body that the project is completely designed and ready to be advertised for bids.

(d) The date the project will be advertised for bids.

(e) Each construction project prospectus shall identify changes between the scope of work of the proposed construction project and the construction work contemplated in the current six-year construction program or the preliminary project prospectus and provide an explanation and justification for such changes.

(f) The board shall consider adjustments to the amount requested in the six-year program in accordance with the board's rule on increases in trust funds.

(3) Requests for authorization of funds for construction projects in:

(a) Federal urban areas shall be considered in the sequence in which the projects within each functional class of arterial within each region are, as defined by board rules, ready to be placed under contract for construction. In the event that two or more projects in the same functional class within the same region are proposed for funding at the same board meeting, the request for funds shall be considered in the same priority sequence within each functional class and region in which the related preliminary proposals were approved.

If insufficient funds are available in the account to allow the board to fund the construction phase when requested, the board shall notify the agency that notice will be provided when funds are available to again proceed with the request. At that time the agency will resubmit their request and will be given priority within the appropriate region over all other requests for funding submitted after their original request for construction funds.

(b) Rural incorporated cities shall be considered in the sequence in which the projects within each region are, as defined by board rules, ready to be placed under contract for construction. In the event that two or more

projects in the same region are proposed for funding at the same board meeting, the request for funds shall be considered in the same priority sequence within region in which the related preliminary proposals were approved.

If insufficient funds are available in the account to allow the board to fund the construction phase when requested, the board shall notify the agency that notice will be provided when funds are available to again proceed with the request. At that time the agency will re-submit their request and will be given priority within the appropriate region over all other requests for funding submitted after their original request for construction funds.

The board, when considering approval of the construction phase of a project that was previously approved for the preliminary engineering phase, shall take into consideration the current balance of available funds in the account and shall not authorize the construction phase if, in the board's opinion the total funding for construction will not be available within the ensuing twelve-month time period.

[Statutory Authority: Chapter 47.26 RCW. 87-21-068 (Order 87-01, Resolution No. 955), § 479-13-070, filed 10/19/87.]

### Chapter 479-20 WAC

#### FINANCIAL AND PAYMENT REQUIREMENTS

##### WAC

479-20-010	Reimbursable arterial project costs.
479-20-011	Reimbursable costs for engineering.
479-20-033	Procedure for requesting an increase in authorized amount of urban arterial trust funds.
479-20-036	Consideration of requests for an increase in authorized amount of urban arterial trust funds.
479-20-037	Procedure to request increase in trust funds.

**WAC 479-20-010 Reimbursable arterial project costs.** Project costs eligible for reimbursement from the account shall be those proper and allowable costs incurred on a project after the project is authorized by the board except as provided by the following:

(1) In the case of two-phase project authorizations, approved by the board prior to July 1, 1987, the chairman of the board may, after the administering agency has completed the environmental impact analysis, authorize right of way acquisition. Reimbursement from the account will be available for eligible right of way costs if and when the construction phase of the project is approved by the board. For projects approved by the board after July 1, 1987, reimbursement of right of way acquisition costs are eligible within the preliminary phase of the project. In the event the project is not built, those funds expended for right of way shall be refunded to the account.

(2) In the case where an agency is required to perform a value engineering study prior to authorization of the preliminary phase, those costs incurred prior to approval will be eligible for reimbursement if and when the project is approved for funding by the board.

[Statutory Authority: Chapter 47.26 RCW. 87-21-068 (Order 87-01, Resolution No. 955), § 479-20-010, filed 10/19/87; 79-08-139 (Order 79-01, Resolution Nos. 596, 597 and 598), § 479-20-010, filed

8/1/79; Order 290, § 479-20-010, filed 7/23/73; Order 8, § 479-20-010, filed 9/10/67.]

**WAC 479-20-011 Reimbursable costs for engineering.** After July 1, 1987, preliminary and construction engineering costs eligible for reimbursement from the account shall be limited to twenty-five percent of the approved contract bid amount including adjustments for construction overruns or underruns.

[Statutory Authority: Chapter 47.26 RCW. 87-21-068 (Order 87-01, Resolution No. 955), § 479-20-011, filed 10/19/87.]

**WAC 479-20-033 Procedure for requesting an increase in authorized amount of urban arterial trust funds.** Projects approved prior to July 1, 1987 for participation of urban arterial trust funds in urban arterial projects may be approved by the urban arterial board in amounts requested in the current separate section of the local government's six year construction program.

These amounts may be modified only as set forth in WAC 479-20-036.

An updated cost estimate on the project shall be submitted to the urban arterial board at the following stages of project development:

(1) At the time the project prospectus for preliminary engineering (phase 1) is submitted further defining the work to be accomplished which was outlined in the six year construction program;

(2) At any time during the preliminary engineering or right of way phase of the project when estimated total project cost is determined to exceed the amount authorized by the urban arterial board more than twenty-five percent, or \$75,000, whichever is the lesser;

(3) At the time the engineer's final estimates become available and the construction prospectus is submitted to the urban arterial board for approval;

(4) At the time contract bids are considered but prior to award of contract;

(5) At the time of contract completion but prior to final settlement on the project between the local government and the urban arterial board.

The submitting local government may request increased participation by urban arterial trust funds above the amount submitted in the agency's current six year construction program or the amount originally authorized by the board, as applicable, at the first, third and fifth stages in the project's development. All such requests shall be evaluated by the board in accordance with board rules.

[Statutory Authority: Chapter 47.26 RCW. 87-21-068 (Order 87-01, Resolution No. 955), § 479-20-033, filed 10/19/87; 81-04-015 (Order 81-01, Resolution Nos. 666, 667 and 668), § 479-20-033, filed 1/29/81; 79-08-139 (Order 79-01, Resolution Nos. 596, 597 and 598), § 479-20-033, filed 8/1/79; Order 461, § 479-20-033, filed 9/16/77; Order 217, § 479-20-033, filed 1/19/72; Order 98, § 479-20-033, filed 7/15/69.]

**WAC 479-20-036 Consideration of requests for an increase in authorized amount of urban arterial trust funds.** For those projects approved prior to July 1, 1987, local agencies may request an increase in the participation of urban arterial trust funds over the amount set forth in the current six year construction program at the

preliminary prospectus, construction prospectus or contract completion stage of a project in accordance with the following procedures:

(1) At the preliminary or construction prospectus stage all requests shall be reviewed by the chairman of the board and he shall report his findings to the board for its review, consideration and final action. The board shall not grant a request for increase at these stages if:

(a) The original amount requested and approved by the board was not based upon reasonable engineering estimates;

(b) The requested increase is for funds to pay for an expansion of the scope of the work originally proposed;

(c) After a full investigation, the board determines that the project can be developed within the limits of the funds already approved;

(d) The project can be reduced in scope while retaining a usable and functional segment by:

(i) Reduction in termini of the project in such a manner that the improvement will continue to improve the conditions underlying the project's position of priority and will continue to connect to adjacent traffic facilities capable of handling traffic volumes at the point of intersection; or

(ii) Inclusion within the termini of the project only the following items of cost as required:

(A) Right of way (desirable minimum right of way widths as set forth in the urban arterial board design standards);

(B) Grading and paving;

(C) Structures;

(D) Drainage;

(E) Relocation of existing illumination and traffic control devices;

(e) The granting of the request will in any way adversely affect the construction program previously approved by the board. In deciding on projects in federal urban areas or nonfederal urban areas, the board shall endeavor to leave an amount equal to 10 percent of all approved projects or \$50,000, whichever is less, in reserve in the appropriate account to insure that the board has funds to deal with unanticipated cost overruns at the contract completion stage of those projects.

(2) Requests for increases in urban arterial trust funds submitted to the board at the contract completion stage shall be reviewed by the chairman of the board. The chairman may authorize increases above the amount originally approved by the board not to exceed 10 percent, or \$50,000, whichever is the lesser when:

(a) The additional funds are not requested because of an expansion in the scope of the work originally proposed to the board by the local agency for the project; and

(b) The request is substantiated with reasons for the increase and the chairman determines that the increased funds should not have been anticipated by the local agency at the preliminary or construction prospectus stage of the project.

(3) If the board does not approve the request of a local agency for an increase at the preliminary prospectus,

construction prospectus, or contract completion stage, the administering agency may:

(a) Proceed with the project, paying for any additional costs with local or other funds; or

(b) Withdraw the request for urban arterial trust fund participation; or, if applicable

(c) Within the original amount requested, and subject to approval by the chairman of the urban arterial board, reduce the scope of the project while retaining a usable and functional segment through the use of techniques set out in subsection (1)(d) of this section.

[Statutory Authority: Chapter 47.26 RCW. 87-21-068 (Order 87-01, Resolution No. 955), § 479-20-036, filed 10/19/87; 80-16-006 (Order 80-01, Resolution No. 643), § 479-20-036, filed 10/24/80; 80-10-013 (Order 80-01, Resolution No. 643), § 479-20-036, filed 7/29/80; Order 461, § 479-20-036, filed 9/16/77; Order 98, § 479-20-036, filed 7/15/69.]

**WAC 479-20-037 Procedure to request increase in trust funds.** The amount of funds approved by the board after July 1, 1987, will be based upon the amount requested in the current separate section of the local agency's six-year construction program.

Local agencies may request an increase in the participation of funds over the amount set forth in the six-year construction program at the preliminary prospectus, construction prospectus, bid opening or contract completion stage of a project in accordance with the following procedures:

(1) At the preliminary or construction prospectus stage all requests shall be reviewed by the chairman of the board and he shall report his findings to the board for its review, consideration and final action. The board shall not grant a request for increase at these stages if:

(a) The requested increase is to pay for an expansion of the scope of the work originally proposed; or

(b) The granting of the request will in any way adversely affect authorized funds previously approved by the board including the reserve for the following:

(i) Increases at bid opening that will not exceed ten percent of the engineers estimate.

(ii) Increases for construction overruns at the amount equal to the account matching ratio multiplied by the sum of ten percent of the estimated contract amount up to one million dollars and five percent of the amount in excess of one million dollars for those projects which have been approved for the construction phase.

(2) Request for increases at bid opening shall not exceed ten percent of the engineers estimate submitted to the board at the time the construction phase was approved. Requests for increases at this stage will take priority over preliminary and construction phase approvals. Such requests shall be reviewed by the chairman and will not be approved if:

(a) The requested increase is to pay for an expansion of the scope of the work originally proposed; or

(b) If the request is not substantiated and the chairman determines that the increased funds should have been anticipated by the local agency at the construction prospectus stage of the project.

(3) Requests for increases in funds submitted to the board at the contract completion stage shall not exceed

the account matching ratio multiplied by the sum of ten percent of the original contract amount up to one million dollars and five percent of the amount in excess of one million dollars. Requests for increases at this stage will take priority over preliminary and construction phase approvals. Such requests shall be reviewed by the chairman and will not be approved if:

(a) The requested increase is to pay for an expansion of the scope of the work originally proposed; or

(b) If the request is not substantiated and the chairman determines that the increased funds should have been anticipated by the local agency at the preliminary or construction prospectus stage of the project.

(4) If the chairman or the board, as the case may be, does not approve the request of a local agency for an increase at the preliminary prospectus, construction prospectus, bid opening or contract completion stage, the administering agency may:

(a) Proceed with the project, paying for any additional costs with local or other funds; or

(b) Withdraw the request for participation; or, if applicable

(c) Within the original amount requested, and subject to approval by the chairman of the board, reduce the scope of the project while retaining a usable and functional improvement.

[Statutory Authority: Chapter 47.26 RCW. 87-21-068 (Order 87-01, Resolution No. 955), § 479-20-037, filed 10/19/87.]

**Title 480 WAC  
UTILITIES AND TRANSPORTATION  
COMMISSION**

**Chapters**

- 480-08 Procedure.
- 480-12 Motor carriers.
- 480-30 Auto transportation companies.
- 480-40 Passenger charter carriers.
- 480-70 Garbage and/or refuse collection companies.
- 480-80 Utilities general--Tariffs.
- 480-90 Gas companies--Operations.
- 480-100 Electric companies.
- 480-120 Telephone companies.
- 480-122 Lifeline telephone assistance program.
- 480-149 Tariff Circular No. 6.

**Chapter 480-08 WAC  
PROCEDURE**

**WAC**

- 480-08-010 Communications.
- 480-08-015 Submission of "confidential" information.

**WAC 480-08-010 Communications.** (1) Address. Except as provided in chapter 480-04 WAC, all written communications and documents should be addressed to: The Secretary, Washington Utilities and Transportation

Commission, 1300 S. Evergreen Park Drive S.W., Olympia, Washington 98504-8002, and not to individual members of the commission staff. Except as provided in chapter 480-04 WAC, all communications and documents are deemed to be officially received only when delivered at the office of the secretary.

(2) One subject in a letter. Letters to the Washington utilities and transportation commission (hereinafter referred to as the "commission") should embrace but one subject.

(3) Identification. Every holder of a permit, license or certificate from the commission, in addressing communications to the commission, should use the name shown upon such permit, license or certificate and give the number thereof.

(4) Remittances. Remittances to the commission shall be by money order, bank draft or check payable to the Washington utilities and transportation commission. Remittances in currency or coin are wholly at the risk of the remitter and the commission assumes no responsibility for loss thereof. Postage stamps should not be remitted except when remitter is so directed.

[Statutory Authority: RCW 80.01.040. 88-01-115 (Order R-283, Cause No. T-2118), § 480-08-010, filed 12/23/87; Order R-43, § 480-08-010, filed 4/5/73 and 4/18/73; Order R-5, § 480-08-010, filed 6/9/69, effective 10/9/69.]

**WAC 480-08-015 Submission of "confidential" information. (1) General.**

The commission will provide special handling and limited access to confidential information properly submitted pursuant to this section. Nothing in this rule shall foreclose the entry and enforcement of protective orders in specific cases.

**(2) Designated official.**

The secretary of the commission is responsible for the implementation of this rule.

**(3) Definitions.**

"Confidential information." As used in this rule, confidential information consists of and is limited to information filed with or provided to the commission or its staff which is protected from inspection or copying under chapter 42.17 RCW. In the absence of a challenge, information designated as confidential under this rule will be presumed to meet this definition. In the event of a challenge, the burden of proving that the statutory definition applies is on the party asserting confidentiality.

"Provider." Any person who submits information to the commission or commission staff under a claim of confidentiality pursuant to this rule.

"Requester." Any person who submits a data request (in a contested case) or a request for public documents under the State Public Disclosure Law.

**(4) How to seek protection under this rule.**

A provider may claim the protection of this rule only by strict compliance with the following requirements:

(a) The claim of confidentiality must be submitted in writing on a form provided by the secretary or in a letter providing equivalent supporting information. The provider must identify any person (other than the provider