

- 400.01 General
- 400.02 Agreement Number
- 400.03 Agreement Authorization
- 400.04 Distribution of Agreement

400.01 General

A Service Agreement is entered into whenever the Washington State Department of Transportation (WSDOT) requires a utility service (such as water, power, or sewer). Service Agreements may or may not have an associated cost.

The Service Agreement consists of an exchange of letters prepared in a legal format, similar to that shown in [Example 4-1](#), with the appropriate plan sheets or sketches attached as exhibits.

(1) Steps for Processing a Service Agreement

- The assigned WSDOT office sends a written request for a Service Agreement to the Region Utilities Office.
- A Service Agreement Number is assigned by the Region Utilities Office for all new services. If the request involves modification to an existing service, then a supplement number is assigned to the original Agreement Number. If multiple utility types (such as water, power, or communication) are involved, even if the provider is the same company, then each type of service is assigned a new number or the existing agreement is supplemented.
- A letter requesting an estimate for services is sent to the utility involved (see [Example 4-1](#)).
- The utility company prepares the estimate and sends it to the Region Utilities Office for review and acceptance (see [Example 4-2](#)).
- The estimate is either accepted by WSDOT or it is sent back to the region office that made the initial request for further evaluation. When deemed acceptable, it is returned to the Region Utilities Office and then sent back to the utility company for concurrence (see [Example 4-3](#)).
- The Service Agreement is fully executed and distributed (see [400.04](#), Distribution of Agreement).

Note: This process takes a **minimum** of six to eight weeks from the date of request.

(2) Defining the Service Request

It is important that the region's service request letter to the utility clearly describes the service required and that the utility's reply responds directly to the region's letter in terms of the services performed. Information provided to the utility (see [Example 4-2](#)) should include:

- The responsible Project Engineer or the requesting office's designated contact.
- The responsible maintenance office, once construction is completed.

- The transit authority, agency, city, or county that will assume billing responsibility after project completion.
- Billing addresses for all appropriate offices or agencies.

If there is a cost associated with the requested service, the utility's letter of reply must address terms for reimbursement (lump sum or actual cost) and include an itemized estimate of cost to support the reimbursement figure.

400.02 Agreement Number

The region assigns the Agreement Number. The number consists of a two-letter prefix followed by five characters that can be either letters or numbers or any combination of the two (see example).

Example Agreement Number: SA00000

- (a) First letter "S" stands for service.
- (b) Second letter designates the region.
 - "A" Northwest Region
 - "B" North Central Region
 - "C" Olympic Region
 - "D" Southwest Region
 - "E" South Central Region
 - "G" Eastern Region
- (c) The remaining 5 characters (either letters or numbers) are assigned at the region's option to denote a specific meaning and/or location.

400.03 Agreement Authorization

The authorized region authority shall sign the duplicate originals. One original is sent to the utility and one is retained in the region.

400.04 Distribution of Agreement

Distribution of the Service Agreement following execution is as follows:

- Region Accounting
- Requesting Office
- Project Engineer (in charge of construction)
- Region Program Management
- Maintenance
- Plan Review
- Traffic
- Region File

WSDOT Letterhead

(Name of Utility)
(Address)
(City)

Attn: *(Utility Representative's Name)*

Re: SR_____ M.P. _____
(Project Title)
(Type of Service)
 Service Agreement Number_____

Dear *(Name)*:

The Washington State Department of Transportation is requesting the installation *(Type of Facility Being Installed)* on the *(Subject Project)* for which *(Type of Service – Give a brief description and purpose of construction of service to be installed)*.

Please provide a detailed estimate and cost breakdown for providing *(Type of Service)* at the following location:

Location/Description:

Reimbursement for this work will be made on an Actual Direct and Related Indirect or a Lump Sum cost basis. **(This Agreement cannot be prepaid.)** In either case, a detailed estimate of cost should be provided.

Please reply by *(Date)*, using a letter form similar to the attached sample and referring directly to the cost estimate and desired method of reimbursement for the requested service.

If you find the full amount of work outlined herein to be acceptable and will perform the work, WSDOT will consider your response, bearing a duly authorized signature, to be an offer to perform the service. Your response should be restricted to a discussion of the service requested only. WSDOT will review the proposal and, if acceptable, it will be executed formally by the department. You will be notified regarding acceptance of your offer, and a copy of the document will be returned for your records.

If you have any questions in regard to the design of this proposed system, please contact *(Contact Name, Project Office, Phone Number, and E-Mail Address)*. *(Contact Name)* will provide you with all the specific information related to the proposed system.

If you have any questions regarding this request, contact *(Utilities Engineer's Name)* at *(Phone Number and E-Mail Address)*.

Thank you for your cooperation in this matter.

Sincerely,

(REGION UTILITIES ENGINEER'S NAME)
 Region Utilities Engineer

Attachments
 cc: Requesting Office
 File

Request for Service
Example 4-1

Utility Letterhead

Service Agreement

Date

Attention: (Name)
(Region Utilities Engineer)

Re: SR___ MP___
Project Title___
Type of Service___
Service Agreement Number___

Dear WSDOT Representative:

In response to your letter dated ____, (Name of Utility) will, at your request, provide a
(Type of Service) at the subject project location(s) for the following estimated costs:

(Estimated Costs)

Regarding the (Type and Location of Service), (Name of Utility) agrees to provide
(Type of Service) at the subject project location for the following:

(Estimate of Cost Breakdown)

Sincerely,

(Utility Representative Signature)
(Title)
(Name of Utility)
(Date)

FOR DEPARTMENTAL USE ONLY
WASHINGTON STATE
DEPARTMENT OF TRANSPORTATION

(Name)
(Title)
(Date)

Request for Estimate
Example 4-2

WSDOT Letterhead

Date

*(Name of Utility)**(Address)**(City)*Attn: *(Utility Representative's Name)*

Re: SR_____ MP_____

*(Project Title)**(Type of Service)*

Service Agreement Number_____

Dear *(Name)*:

Attached for your records is a copy of the executed letter of Agreement, dated _____, for the above-described Service Agreement.

Our Project Engineer will contact you when the department is ready for the *(Type of Service)*. Please reference the above Service Agreement number on all future billings.

All billings should be directed to:

WSDOT

*(Address of Responsible Office)**(City, WA Zip)*

The Project Office will contact *(Name of Utility)* once the construction is COMPLETED. The responsible billing agency after construction will be WSDOT Area *(Maintenance Area Number and Name)*.

WSDOT Area (#) Maintenance

Attn: *(Name)*, Maintenance Superintendent*(Address)**(City, WA Zip)*

If you have any questions in regard to this Agreement, please contact *(Utility Engineer)* at *(Phone Number and E-Mail Address)*. Thank you for your cooperation in this matter.

Sincerely,

PRINT *(Region Utility Engineer's Name)*

Region Utilities Engineer

cc: Accounting
 Requesting Office
 Program Management
 Design Office
 Construction Office
 Maintenance Office
 Plans
 File

Letter of Concurrence**Example 4-3**

