



Task Order Amendment

All terms and conditions of this agreement are in full force and effect for this Task Order document.

Agreement No.	GCB1425
Task No.	AC
Amendment No.	01

On-Call Agreement Manager Information

Agreement Manager Joe Witczak	Phone (360)705-7479	Org. 309010	Mailstop 47331
Mailing Address 310 Maple Park Ave SE	Olympia, WA	98501	

Project Manager Information (If different from On-Call Agreement Manager)

Project Manager Cory Simon	Phone (360) 705-2589	Org. 309010	Mailstop 47331
Mailing Address 2214 RW Johnson Blvd SW	Olympia WA	98504	

Project Information

Project Title Stormwater Features Inventory Internship	
State Route No(s). N/A	County(s) N/A

Task Schedule

Amendment Start Date 6/16/14	Task End Date 9/30/14
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← No payment will be made for work done **PRIOR** to Amendment Start Date or for work done **AFTER** Task End Date

Task Cost

Prior Task Amount → 13,420.96

This section required if there is Fed. Aid Part.

Work Order No.	Org. Code	Amount	Fed. Aid Part.?	Fed. Aid Project No.	Fed. Aid Part. %
AH0261	309010	4,473.64	<input type="radio"/> Yes <input checked="" type="radio"/> No		0.00%
			<input type="radio"/> Yes <input type="radio"/> No		0.00%
			<input type="radio"/> Yes <input type="radio"/> No		0.00%
			<input type="radio"/> Yes <input type="radio"/> No		0.00%
			<input type="radio"/> Yes <input type="radio"/> No		0.00%
			<input type="radio"/> Yes <input type="radio"/> No		0.00%
			<input type="radio"/> Yes <input type="radio"/> No		0.00%
			<input type="radio"/> Yes <input type="radio"/> No		0.00%
			<input type="radio"/> Yes <input type="radio"/> No		0.00%
			<input type="radio"/> Yes <input type="radio"/> No		0.00%

Amended Task Amount → 4,473.64

Total Task Amount → 17,894.60

Consultant Information

Prime Consultant The Evergreen State College		Contact Jay Field	
Address 2700 Evergreen Parkway NW		Olympia	WA 98505
Phone (360) 867-6356	Fax	E-Mail fieldj@evergreen.edu	Federal I.D. No. SW00000210 0
Are there any Subconsultants working on this Amendment? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, complete the Subconsultant Worksheet and return with signed Task Amendment.			

Approval Signatures ****Note: Two original signed Documents are required.****

Agency Representative

WSDOT Task Order Manager

WSDOT Master Agreement Manager

Agreement No.

Task No.

Amendment No.

Scope of Task Order

Provide description of work and reference attachments for prime consultant and all subconsultants (to include detailed description of work schedule and estimate).

Report Due Date

See attached scope of work and budget.

Distribution: Originals: ☐ Consultant
☐ Accountant

Copies: ☐ File
☐ Task Manager

☐ Consultant Services
☐ Other Scott Elliott, Gail Wootan,
Andrew Reece

**WASHINGTON STATE DEPARTMENT OF TRANSPORTATION
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SCOPE OF WORK**

Task/Project Title:	Stormwater Features Inventory Internship
Master GCA Agreement & Task Order Number:	GCB1425 AC.01
TOD Start Date: NO work or charges may occur before this date	June 16, 2014
TOD End Date: NO work or charges may occur after this date	September 30, 2014
WSDOT TOD Project Manager: If different from the licensed engineer/architect	Cory Simon, SFI/IDDE/UIC Coordinator
Project Manager & Contact Information (other party): e-mail, phone number, etc.	<p>Scott Elliot Associate Director, Office of Student Employment elliotts@evergreen.edu (360) 867-5521</p> <p>Jay Field Purchasing & Contracts Manager fieldj@evergreen.edu (360) 867-6356</p> <p>Gail Wootan, M. Ed. Assistant Director, Masters of Environmental Studies wootang@evergreen.edu (360) 867-6225</p> <p>Andrew Reece Academic Dean and TESC Faculty Sponsor ransom@evergreen.edu (360) 867-6880</p>

EQUIPMENT PURCHASES

No equipment will be purchased by The Evergreen State College under this task order contract.

PROJECT DELIVERABLES

The Washington State Department of Transportation (WSDOT) has four internship opportunities in its Stormwater and Watersheds Program. The Evergreen State College students selected for this

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internship will create screen-digitized stormwater features for the Stormwater Features Inventory Database (SFID).

- Interns will be using ArcGIS 10.2 with extensions Workflow Manager 10.2
- Interns will be digitizing stormwater features from georeferenced asbuilt images and data collected along state highways.
- Interns will be researching support information and validating data.
- Interns will conduct limited fieldwork using GPS and ArcPad software for data collection to help reinforce what was learned, and the work accomplished, in the office.

In the office students will use two pieces of GIS software: ArcGIS 10.2 and Workflow Manager. The intern will screen-digitize stormwater conveyance features from scanned and georeferenced asbuilt drawings; comparing and incorporating field collected GPS data gathered by: Stormwater Features Inventory field crews; WSDOT consultants; and WSDOT region personnel. The intern will utilize drainage structure notes, profiles, and drainage details to give supporting information about the digitized stormwater features. Additionally, digital copies of hydraulic reports will be used to assist in data validation where applicable and available. Using Work Flow Manager, the intern will be assigned asbuilt contracts to screen-digitize. Supporting data for each stormwater feature will be entered into SFID.

In the field students will go out with WSDOT to conduct field inventory activities along one of the State Highways. They will have the opportunity to: collect data using ArcPad; take detailed field notes for data QA/QC; and interpret and assess stormwater systems. This activity will give the students a better understanding of how the GIS data is collected and how the office work ties to the field work.

If there are returning students one could be chosen as the Lead intern. The Lead Intern would have additional responsibilities which would include: bringing the new interns up to speed on the office side of the inventory; answering questions as they arise as part of the mapping process data QA/QC; tracking of suggestions for workflow improvements; and reporting potential workflow improvements to WSDOT's Stormwater Features Inventory Coordinator. This intern would be compensated at a higher rate.

WSDOT will provide interns with all necessary equipment and training needed to complete work under this agreement. Intern activities performed under this contract will be supervised by WSDOT's Stormwater Features Inventory Coordinator.

Safety

Each participating intern will be held to a minimum standard of expectations as outlined in the Code of Conduct. Interns will be conducting occasional field work to inventory stormwater features using GPS equipment. Inventory will take place within WSDOT right of way on busy highways. Interns will receive safety training and equipment and must follow standard WSDOT safety and field visit protocols as outlined in the pre activity safety plan developed for this work.

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Essential job knowledge, skills and abilities

This internship is open to students enrolled in the Master in Environmental Studies (MES) Program, and undergrad students. Preference will be given to MES students. Other requirements include:

- At least one college level courses in GIS preferred.
- Ability to use a computer and meticulously process large volumes of information to produce data.
- Ability to communicate clearly verbally and in writing in English.
- Ability to establish and maintain effective work methods and schedules.
- A Washington State Driver's license is essential for this internship. Proof of possession of a valid driver's license will be required prior to driving on state business.

This position may require occasional field work. In addition to the job functions listed above, the incumbent must be able to work outdoors in all weather conditions (e.g., hot, cold, rain, snow) for up to 8 hours a day, on uneven rough terrain, unstable ground, dense vegetation, and streams and wet areas with exposure to biting insects, common plant toxins, construction equipment, noise, and other hazards.

Internship hours of compensation and instruction

Under this task order WSDOT has up to four internships available for the upcoming summer quarter. Interns will be expected to devote 25 hours per week to this internship, of which 19 hours will be compensated and 6 hours will be unpaid instruction. Normal hours will be scheduled within the 7:00 am to 5:00 pm period. Office hours during the Monday through Thursday period are preferred because they overlap with the supervisor's work schedule but work on Fridays may be acceptable once training is completed. Scheduled hours and days may change due to project needs or workload.

To participate in an internship each student must meet the following:

1. Must be registered at TESC for the same quarter the internship takes place
2. Must be registered for at least
 - a. 4 credits for graduate program students (approximately 100 hours of work and instruction time = 4 credits)
 - b. 6 credits for undergraduate students
3. Approval of sponsoring professor and WSDOT Inventory Coordinator. The sponsoring professor will be Martha Henderson, or a professor acceptable to both WSDOT and TESC program; and a professor acceptable to both WSDOT and TESC for the undergraduate students.
4. In order for the fieldwork to be performed, some of the students will be required to drive WSDOT vehicles. All students who will be driving shall possess a valid driver's license. Each student shall be required to provide proof of a valid driver's license before being allowed to drive on WSDOT business.

Contract Compliance

Under this task order WSDOT may have as many as four internships available. WSDOT agrees to pay TESC for each student that satisfactorily completes an internship under this contract. If a student does

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not complete the internship, WSDOT will prorate payment based upon number of weeks the student completed.

How to apply: Mail or email your resume by May 15, 2014. Include a summary of relevant education and experience and provide contact information for three references.

Send to:

WSDOT Environmental Services Office

Attn: Cory Simon

P.O. Box 47332

Olympia, WA 98504

GCB1425 AC - Stormwater Features Inventory

Entry Level Interns

Total Estimated Compensated Hours Per Intern	190.0
Total Estimated Compensation Per Intern	\$ 3,990.00
L&I Employer Rate 0.23555 per hour	\$ 44.75
TESC Overhead Rate 11.0%	\$ 438.90
Total Estimated Cost Per Intern	\$ 4,473.65
Number of Interns	4.00

Maximum Payable Amount for Agreement GCB1425 task order AC \$17,894.60

This budget is for estimation purposes only. Intern will be paid for actual hours work at the hourly rate indicated.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Week # 1	29-Jun	30-Jun	1-Jul	2-Jul	3-Jul	4-Jul	5-Jul	TOTALS
Unpaid Hours of Instruction	-	2.0	2.0	2.0	-	-	-	6.0
Compensated Hours	-	6.0	6.0	7.0	-	-	-	19.0
Hourly Rate Per Intern	-	21.00	21.00	21.00	21.00	21.00	-	
Gross Pay Per Day, Per Intern	-	126.00	126.00	147.00	-	-	-	\$ 399.00
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Week # 2	6-Jul	7-Jul	8-Jul	9-Jul	10-Jul	11-Jul	12-Jul	TOTALS
Unpaid Hours of Instruction	-	-	2.0	2.0	2.0	-	-	6.0
Compensated Hours	-	-	6.0	6.0	7.0	-	-	19.0
Hourly Rate Per Intern	-	21.00	21.00	21.00	21.00	21.00	-	
Gross Pay Per Day, Per Intern	-	-	126.00	126.00	147.00	-	-	\$ 399.00
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Week # 3	13-Jul	14-Jul	15-Jul	16-Jul	17-Jul	18-Jul	19-Jul	TOTALS
Unpaid Hours of Instruction	-	-	2.0	2.0	2.0	-	-	6.0
Compensated Hours	-	-	6.0	6.0	7.0	-	-	19.0
Hourly Rate Per Intern	-	21.00	21.00	21.00	21.00	21.00	-	
Gross Pay Per Day, Per Intern	-	-	126.00	126.00	147.00	-	-	\$ 399.00
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Week # 4	20-Jul	21-Jul	22-Jul	23-Jul	24-Jul	25-Jul	26-Jul	TOTALS
Unpaid Hours of Instruction	-	-	2.0	2.0	2.0	-	-	6.0
Compensated Hours	-	-	6.0	6.0	7.0	-	-	19.0
Hourly Rate Per Intern	-	21.00	21.00	21.00	21.00	21.00	-	
Gross Pay Per Day, Per Intern	-	-	126.00	126.00	147.00	-	-	\$ 399.00
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Week # 5	27-Jul	28-Jul	29-Jul	30-Jul	31-Jul	1-Aug	2-Aug	TOTALS
Unpaid Hours of Instruction	-	-	2.0	2.0	2.0	-	-	6.0
Compensated Hours	-	-	6.0	6.0	7.0	-	-	19.0
Hourly Rate Per Intern	-	21.00	21.00	21.00	21.00	21.00	-	
Gross Pay Per Day, Per Intern	-	-	126.00	126.00	147.00	-	-	\$ 399.00
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Week # 6	3-Aug	4-Aug	5-Aug	6-Aug	7-Aug	8-Aug	9-Aug	TOTALS
Unpaid Hours of Instruction	-	-	2.0	2.0	2.0	-	-	6.0
Compensated Hours	-	-	6.0	6.0	7.0	-	-	19.0
Hourly Rate Per Intern	-	21.00	21.00	21.00	21.00	21.00	-	
Gross Pay Per Day, Per Intern	-	-	126.00	126.00	147.00	-	-	\$ 399.00

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	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Week # 7	10-Aug	11-Aug	12-Aug	13-Aug	14-Aug	15-Aug	16-Aug	TOTALS
Unpaid Hours of Instruction	-		2.0	2.0	2.0	-	-	6.0
Compensated Hours	-		6.0	6.0	7.0	-	-	19.0
Hourly Rate Per Intern	-	21.00	21.00	21.00	21.00	21.00	-	
Gross Pay Per Day, Per Intern	-	-	126.00	126.00	147.00	-	-	\$ 399.00
Week # 8	17-Aug	18-Aug	19-Aug	20-Aug	21-Aug	22-Aug	23-Aug	TOTALS
Unpaid Hours of Instruction	-		2.0	2.0	2.0	-	-	6.0
Compensated Hours	-		6.0	6.0	7.0	-	-	19.0
Hourly Rate Per Intern	-	21.00	21.00	21.00	21.00	21.00	-	
Gross Pay Per Day, Per Intern	-	-	126.00	126.00	147.00	-	-	\$ 399.00
Week # 9	24-Aug	25-Aug	26-Aug	27-Aug	28-Aug	29-Aug	30-Aug	TOTALS
Unpaid Hours of Instruction	-		2.0	2.0	2.0	-	-	6.0
Compensated Hours	-		6.0	6.0	7.0	-	-	19.0
Hourly Rate Per Intern	-	21.00	21.00	21.00	21.00	21.00	-	
Gross Pay Per Day, Per Intern	-	-	126.00	126.00	147.00	-	-	\$ 399.00
Week # 10	31-Aug	1-Sep	2-Sep	3-Sep	4-Sep	5-Sep	6-Sep	TOTALS
Unpaid Hours of Instruction	-		2.0	2.0	2.0	-	-	6.0
Compensated Hours	-		6.0	6.0	7.0	-	-	19.0
Hourly Rate Per Intern	-	21.00	21.00	21.00	21.00	21.00	-	
Gross Pay Per Day, Per Intern	-	-	126.00	126.00	147.00	-	-	\$ 399.00
Week # 11	7-Sep	8-Sep	9-Sep	10-Sep	11-Sep	12-Sep	13-Sep	TOTALS
Unpaid Hours of Instruction	-					-	-	-
Compensated Hours	-					-	-	-
Hourly Rate Per Intern	-	21.00	21.00	21.00	21.00	21.00	-	
Gross Pay Per Day, Per Intern	-	-	-	-	-	-	-	\$ -
Week # 12	14-Sep	15-Sep	16-Sep	17-Sep	18-Sep	19-Sep	20-Sep	TOTALS
Unpaid Hours of Instruction	-					-	-	-
Compensated Hours	-					-	-	-
Hourly Rate Per Intern	-	21.00	21.00	21.00	21.00	21.00	-	
Gross Pay Per Day, Per Intern	-	-	-	-	-	-	-	\$ -
Week # 13	21-Sep	22-Sep	23-Sep	24-Sep	25-Sep	26-Sep	27-Sep	TOTALS
Unpaid Hours of Instruction	-					-	-	-
Compensated Hours	-					-	-	-
Hourly Rate Per Intern	-	21.00	21.00	21.00	21.00	21.00	-	
Gross Pay Per Day, Per Intern	-	-	-	-	-	-	-	\$ -