



**INTERAGENCY AGREEMENT**  
**Between**  
**WASHINGTON STATE PARKS AND RECREATION COMMISSION**  
**And**  
**WASHINGTON STATE DEPARTMENT OF FISH AND WILDLIFE**  
**PARKS AGREEMENT # IA 719-420**  
**WDFW AGREEMENT # 19-12906**



**THIS AGREEMENT** is made and entered into by and between the Washington State Parks and Recreation Commission, hereinafter referred to as "PARKS," and Washington State Department of Fish and Wildlife hereinafter referred to as "WDFW."

**IT IS THE PURPOSE OF THIS AGREEMENT** to provide the professional expertise that does not exist within the limited staff availability of one party and that the other can perform on a mutually beneficial basis.

**THEREFORE, IT IS MUTUALLY AGREED THAT:**

**STATEMENT OF WORK**

This "on-call services" agreement is to assist activities between the parties including but not limited to; wildlife habitat improvements, or other professional services. PARKS and WDFW agree that prior to authorizing any work under this contract; the following elements will be discussed and agreed to:

- Each item of work under this agreement will be provided ONLY by Task Order which is attached and incorporated by this reference as "Exhibit A." Each Task Order will be individually negotiated between the parties. Each Task Order will be considered a separate contract, identifying the maximum amount authorized, start date and end date, and scope of work specific to the task. Each Task Order will be submitted on the approved form. The terms of any Task Order under this agreement cannot be modified without written approval from "PARKS" and "WDFW." Any work performed outside of the terms and conditions of a Task Order will not be considered for reimbursement.
- The capabilities of the party providing or facilitating the execution of defined elements and deliverables as needed to comply with the terms of Task Orders within agreed to timelines and conditions.
- The products, permits and other deliverables to be provided to the requesting party for the project assigned. "PARKS" and "WDFW" agree to meet on a case-by-case basis, discuss project objectives and deliverables, compensation terms and project timelines and may include initial site visits if needed.
- Agreement on points of contact, lead staff and communication methods and schedules assigned for each Task Order.
- The estimated total hours and budget to be allocated by the requesting party to the other and the project assigned. Requests to exceed total project budget and/or modification of agreed to deliverables must be agreed to by the parties to this agreement and be in writing.

RECEIVED ON

MAY 24 2019

CONTRACTS AND  
PROCUREMENT

### **PERIOD OF PERFORMANCE**

Subject to its other provisions, the period of performance of this Agreement shall commence on June 1, 2019 and be completed on May 31, 2024, unless terminated sooner as provided herein. Agreement shall automatically expire on May 31, 2024 unless otherwise extended by amendment.

### **PAYMENT**

Compensation for the work provided in accordance with this agreement has been established under the terms of RCW 39.34.130. The parties agree that compensation will be provided only through individual Task Orders. Payment for satisfactory performance of the work shall not exceed the amount specified within each Task Order unless the parties mutually agree to a higher amount prior to the commencement of any work which will cause the maximum payment to be exceeded.

### **BILLING PROCEDURE**

The parties agree to submit invoices no more often than monthly. Payment for approved and completed work will be made by warrant or account transfer within 30 days of receipt of the invoice. Upon expiration of each Task Order, any claim for payment not already made shall be submitted within 30 days after the expiration date or the end of the fiscal year, whichever is earlier.

### **RECORDS MAINTENANCE**

The parties to this contract shall each maintain books, records, documents and other evidence which sufficiently and properly reflect all direct and indirect costs expended by either party in the performance of the services described herein. These records shall be subject to inspection, review or audit by personnel of both parties, other personnel duly authorized by either party, the Office of the State Auditor, and federal officials so authorized by law. All books, records, documents, and other material relevant to this Agreement will be retained for six years after expiration and the Office of the State Auditor, federal auditors, and any persons duly authorized by the parties shall have full access and the right to examine any of these materials during this period.

Records and other documents, in any medium, furnished by one party to this agreement to the other party, will remain the property of the furnishing party, unless otherwise agreed. The receiving party will not disclose or make available this material to any third parties without first giving notice to the furnishing party and giving it a reasonable opportunity to respond. Each party will utilize reasonable security procedures and protections to assure that records and documents provided by the other party are not erroneously disclosed to third parties.

### **RIGHTS IN DATA**

Unless otherwise provided, data which originates from this Agreement shall be "works for hire" as defined by the U.S. Copyright Act of 1976 and shall be owned by the state of Washington. Data shall include, but not be limited to, reports, documents, pamphlets, advertisements, books magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. Ownership includes the right to copyright, patent, register, and the ability to transfer these rights.

### **INDEPENDENT CAPACITY**

The employees or agents of each party who are engaged in the performance of this Agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party.

## **AGREEMENT ALTERATIONS AND AMENDMENTS**

This agreement may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

## **TERMINATION**

Either party may terminate this Agreement upon 30 days' prior written notification to the other party. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

## **INDEMNIFICATION**

Each party shall be responsible for the actions and inactions of itself and its own officers, employees, and agents acting within the scope of their authority.

## **TERMINATION FOR CAUSE**

If for any cause, either party does not fulfill in a timely and proper manner its obligations under this Agreement, or if either party violates any of these terms and conditions, the aggrieved party will give the other party written notice of such failure or violation. The responsible party will be given the opportunity to correct the violation or failure within fifteen (15) working days. If failure or violation is not corrected, this Agreement may be terminated immediately by written notice of the aggrieved party to the other.

## **DISPUTES**

In the event that a dispute arises under this Agreement, it shall be determined by a Dispute Board in the following manner: Each party to this agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall review the facts, contract terms and applicable statutes and rules and make a determination of the dispute. The determination of the Dispute Board shall be final and binding on the parties hereto. As an alternative to this process, either of the parties may request intervention by the Governor, as provided by RCW 43.17.330, in which event the Governor's process will control.

## **GOVERNANCE**

This contract is entered into pursuant to and under the authority granted by the laws of the state of Washington and any applicable federal laws. The provisions of this agreement shall be construed to conform to those laws.

In the event of an inconsistency in the terms of this Agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

- a. applicable state and federal statutes and rules;
- b. statement of work; and
- c. any other provisions of the agreement, including materials incorporated by reference.

## **ASSIGNMENT**

The work to be provided under this Agreement, and any claim arising thereunder, is not assignable or delegable by either party in whole or in part, without the express prior written consent of the other party, which consent shall not be unreasonably withheld.

**WAIVER**

A failure by either party to exercise its rights under this agreement shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Agreement unless stated to be such in a writing signed by an authorized representative of the party and attached to the original Agreement.

**SEVERABILITY**

If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this agreement, and to this end the provisions of this Agreement are declared to be severable.

**ALL WRITINGS CONTAINED HEREIN**

This Agreement contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

**PROJECT MANAGEMENT**

The project representative for each of the parties shall be responsible for and shall be the contact person for all communications and billings regarding the performance of this Agreement.


The Project Representative for WDFW is: Jeffrey Hugdahl, PO Box 43135, Olympia, WA 98504-3135, (360) 902-2230, Email: [jeffrey.hugdahl@dfw.wa.gov](mailto:jeffrey.hugdahl@dfw.wa.gov)

The Project Representative for PARKS is: Lisa Lantz, PO Box 42650 Olympia, WA 98504-2650, (360) 902-8641, Email: [lisa.lantz@parks.wa.gov](mailto:lisa.lantz@parks.wa.gov)

**IN WITNESS WHEREOF, the parties have executed this Agreement.**

Washington State Parks and Recreation Commission

Washington State Department of Fish and Wildlife

By: 

By: 

Title: CFO  
~~Contracts and Purchasing Manager~~

Title: Jeffrey R. Hugdahl  
~~Contracts and Purchasing Manager~~  
Chief Financial Officer

Date: 5/24/19

Date: 5/23/19

Approved As To Form:  
William Van Hook  
Asst. Attorney General  
02/20/07

RECEIVED ON

MAY 24 2019

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PROCUREMENT

**Exhibit "A"**

**IA 719-240**

This Task Order is issued under the provisions of above-referenced Intragency Agreement. The services authorized are within the scope of services set forth in the Purpose of the contract. All rights and obligations of the parties shall be subject to and governed by the terms of the contract, including any subsequent modifications, which are hereby incorporated by reference. Note: All billings must include the contract and task order numbers.

PARK OR LOCATION NAME:

TASK NAME:

STATEMENT OF WORK:

DELIVERABLE(S) AND DUE DATE(S):

**Deliverables are subject to review and approval prior to payment.  
 (Attach addition sheets if necessary)**

TASK START DATE	TASK END DATE	LIQUIDATED DAMAGES/ TIME PERIOD	Per Day
<b>BUDGET</b>		<b>COST CODE:</b>	
<b>DESCRIPTION / TASK</b>		<b>QUANTITY</b>	<b>UNIT COST</b>
1.			<b>\$ 0.00</b>
2.			<b>\$ 0.00</b>
<b>PARKS/WDFW shall pay an amount <i>not to exceed</i></b>			<b>\$ 0.00</b>

**Both the Agencies are responsible for ensuring Task performed is within the scope of this Task Order. The Agency must monitor proper compliance with the terms of this Task Order. Any changes or amendments to this Task Order must be in Writing and APPROVED by both Agencies.**

**IN WITNESS WHEREOF, the parties have executed this Task Order.**

WDFW AUTHORIZED REPRESENTATIVE SIGNATURE:	DATE:	PARKS AUTHORIZED REPRESENTATIVE SIGNATURE:	DATE:
		<b>Mark Bibeau, Administrator Financial Services</b>	
TASK MANAGER or PROJECT REPRESENTATIVE (Print Name):		TASK MANAGER or PROJECT REPRESENTATIVE (Print Name):	
TELEPHONE NUMBER:		TELEPHONE NUMBER:	
EMAIL:		EMAIL:	