

# NDA Annual Title VI Update and Accomplishment Report

For agencies under 100,000

Agency: **City of Sedro-Woolley**

Report Date: May 31, 2018

Reporting Period: **2017**

**I. Report any changes in the organizational structure since the last reporting period.**

No changes for the reporting period of **2017**.

<b>Name</b>	<b>Gender/Ethnicity</b>	<b>Title</b>	<b>Program</b>
Keith Wagoner	Male/Caucasian	Mayor	Responsible Agency Official
Mark Freiberger	Male/Caucasian	Director of Public Works	All aspects of work for public works
David Lee	Male/Caucasian	City Engineer	All aspects of work for design engineering

**II. Using the most current data available (through Census or Washington State Office of Financial Management), describe the demographics within your jurisdiction.**

According to the estimated Census as of April 1, 2017 from the Washington State Office of Financial Management website the City of Sedro-Woolley has an estimated population of 10,950 within 4.16 square miles.

*A. Describe any required Title VI activities and/or studies conducted that provided data relative to minority person, neighborhoods, income levels, physical environment, and travel habits.*

The City of Sedro-Woolley did not conduct any official Title VI studies that provided data relative to minority persons, neighborhoods, income levels, physical environment, and travel habits.

We did however use student demographics from the OSPI Washington State Report Card for the Sedro-Woolley School District to determine the prominent ethnicity in the school district to determine our public outreach needs.

*B. How was the information utilized or Title VI provisions and needs applied in each study or activity?*

It was determined by the OSPI Washington State Report Card that White was the predominate race/ethnicity at 72.5% with the Hispanic/Latino race/ethnicity following behind at 20%.

With this information we were able to determine that public notices for projects needed to include not only the standard disability accommodation in English but also a short description in Spanish of the project as well.

**III. List any Public outreach activities during the reporting period such as, public announcements and/or communications for meetings, hearings, project notices.**

*A. How were special language needs assessed? List the special language needs assessments conducted.*

We emailed public notices which included a notice to our local paper of record for our SR20/Cascade Trail West Extension Ph1A Trail Road to SR9 South and Ph1B Hodgkin Road to Trail Road Project. All public notices that were mailed within the project area received a notice in English which included a short message translated into Spanish. This notice also included a phone number that the Hispanic/Latino community could call and leave a message for an interpreter to call them back and answer their questions.

*B. What outreach efforts did you utilize to ensure that minority, women, low-income, and LEP population groups were provided equal opportunity to participate in those outreach activities. (Examples: provided materials in other languages, met with local social services agencies, advertised in a minority publications).*

No public outreach activities were conducted in 2017 other than general construction notices (local paper, radio, emergency services and our city website) for the project listed above in III. A.

*C. List the special language services provided – note the professional language service provided including the name of service, date provided, number of persons served, and any other relevant information.*

We used a random internet English to Spanish translation program then we engaged our local Spanish speaking facility monitor to translate and proofread our public notice. This insured the notice being sent was phonetically correct. There was no special language services requested as a result.

*D. List any costs incurred for translations and interpreters for each activity.*

No special language services or accommodations were requested; therefore no additional costs were incurred in 2017.

**IV. List of all transportation related contracts (Federal and others) that were executed during the reporting period. (Please include construction, consultant agreements for planning, design, engineering, environmental, research, maintenance, etc.)**

**Consultant agreements implemented in 2017 for transportation purposes:**

One federally funded **construction agreement** was implemented. This agreement was for the construction of our SR20/Cascade Trail West Extension Ph1A Trail Road to SR9 South and Ph1B Hodgkin Road to Trail Road Project.

This 2017 construction agreement was with SRV Construction Inc. of Oak Harbor, WA. The original agreement amount: \$1,035,727.37

One federally funded **construction management consultant** agreement was implemented. Their services included construction support for our SR20/Cascade Trail West Extension Ph1A Trail Road to SR9 South and Ph1B Hodgkin Road to Trail Road Project.

This 2017 consultant construction support agreement was with KBA Inc. of Bellevue, WA. The original agreement amount: \$70,000.00.

One federally funded **surveying consultant** agreement was implemented. Their services included construction surveying for our SR20/Cascade Trail West Extension Phase 1A and 1B Project.

This 2017 consultant agreement was with Skagit Surveyors Inc. of Sedro-Woolley, WA. The original agreement amount: \$19,425.00.

One federally funded **materials testing consultant** agreement was implemented. Their services included materials testing for our SR20/Cascade Trail West Extension Phase 1A and 1B Project.

This 2017 consultant agreement was with Geo-Test Services Inc. of Bellingham, WA. The original agreement amount: \$12,634.67.

Federal funds were not utilized in the following agreements listed below:

One **engineering consultant** agreement was implemented in 2016 and continued into 2017. Their services included engineering design service for our Fruitdale Arterial Extension Project.

This 2016 agreement had one supplement issued in 2017 extending this agreement with H.W. Lochner of Bellevue, WA into 2018. The original agreement amount: \$319,154.00.

One **traffic modeling agreement** was implemented. Their services included grant application support and comprehensive plan mapping revisions related to the traffic element of our 2016 Comprehensive Plan.

This 2017 consultant agreement was with Transportation Solutions Inc. of Redmond, WA. The original agreement amount: \$10,000.00

We implemented several maintenance agreements in 2017 for various asphalt repair needs. These small projects covered asphalt pulverization, crack seal, slurry seal, and miscellaneous pavement repairs.

One **asphalt pulverization** agreement was executed with P & P Excavating LLC of Bellingham, WA. The original agreement amount: \$11,362.50

One **arterial crack seal** project was executed with Huizenga Enterprises LLC of Bellingham, WA. The original agreement amount: \$37,200.00

One **slurry seal** agreement was executed with Blackline Inc. of Vancouver, WA. The original agreement amount: \$17,000.00

One **emergency pavement repair** project was executed with Fidalgo Paving & Construction LLC of Arlington, WA to repair several city streets that sustained damage over the course of the winter. The original agreement amount: \$78,000.00

One **on-call asphalt pavement** agreement was executed with JNR Paving Inc. of Sedro-Woolley, WA to repair additional arterial streets as directed. The original agreement amount was executed with NTE amount of \$30,000.00 with a final amount of \$17,126.73.

**Other than advertising in your local legal publication, what outreach was made to DMWBE firms that a contracting opportunity existed within your agency.**

The City of Sedro-Woolley annually participates in a shared roster process hosted and maintained by Municipal Research and Services Center of Washington (MRSC). This shared small works roster covers vendors, consultants, and contractors.

**Identify the DMWBE firms that were awarded and their dollar amount.**

Our SR20/Cascade Trail West Extension Ph1A Trail Road to SR9 South and Ph1B Hodgin Road to Trail Road Project had a DBE goal associated with it. The DBE sub-contractors were:

<u>DBE/ MBE Sub-Contractors:</u>	<u>DBE COA Amount:</u>	<u>DBE Dollar Amount:</u>
Custom Concrete Contracting (DBE)	\$143,942.00	\$ 143,462.40

Salinas Sawing & Sealing Inc. (MBE)                   \$           0.00           \$    5837.04

**Is there a Title VI Nondiscrimination statement included in all contracts and public notices.**

All public notices and solicitations include the Title VI Nondiscrimination statement. All federally funded contracts reference and incorporate the FHWA-1273 document and include the statement verbatim from our specification book.

**How did your organization ensure that minority, women, and disadvantage firms were provided equal opportunity to participate in the contracting arena?**

All larger projects are advertised in our local legal paper of record and are open to anyone to bid. Smaller projects are subject to our Small Works Roster process hosted by MRSC. MRSC is currently in conversation with WSDOT to re-obtain roster approval for solicitations linked to WSDOT funds.

**V. Summarize any transportation projects that identify potential impacts to minority and/or low-income Environmental Justice (EJ) populations (i.e., impacts such as displacements, increased noise, bisecting neighborhoods, et al).**

We continue to design projects that include many ADA upgrades, sidewalk connectivity and improved traffic flow within our city limits.

No potential impacts were identified as a result of our completed projects - only mobility improvements.

**VI. If Right of Way has been acquired for a transportation project, please describe:**

No ROW was acquired in 2017.

**VII. List and describe any Title VI related complaints, as a result of transportation activities and projects:**

No formal complaints have been received or filed with the City of Sedro-Woolley.