

## NDA Annual Title VI Update and Accomplishment Report

For agencies under 100,000

Agency: **City of Sedro-Woolley**

Report Date: May 31, 2017

Reporting Period: **2016**

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

No changes for the reporting period of **2016**. An updated nondiscrimination agreement was sent to WSDOT Title VI officials on February 9, 2016 designating our new and current "Responsible Agency Official".

Name	Gender/Ethnicity	Title	Program
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, 2016 from the Washington State Office of Financial Management website the City of Sedro-Woolley has an estimated population of 11,030 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 73.3% with the Hispanic/Latino race/ethnicity following behind at 19.2%.

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 Spanish description 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 had one public open house for our Jameson Arterial Extension to SR9 Project in March 2016. All public notices that were mailed within the project area received a notice of the open house 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 publication).*

No public outreach activities were conducted in 2016 other than general construction notices (local paper, radio, emergency services and our city website) for the projects 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 open house invitation. 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 2016.

**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 2016 for transportation purposes:**

One federally funded **engineering consultant** agreement was implemented. Their services included engineering design and construction support for our Jameson Arterial Extension to SR9 Project.

This 2016 consultant design and construction support agreement was with H.W. Lochner of Bellevue, WA. The original agreement amount: \$69,321.00.

*Note: This project was completed on 05/09/2017; as constructed drawings are pending in 2017.*

Two federally funded **surveying** agreements were implemented.

*First Agreement* - Their services included construction surveying for our Jameson Arterial Extension to SR9 Project.

This 2016 consultant agreement was with Skagit Surveyors Inc. of Sedro-Woolley, WA. The original agreement amount: \$85,238.00.

*Note: final agreement amount was \$52,622.84.*

*Second Agreement* - Their services included design phase topo surveying for our SR20/Cascade Trail West Extension Phase 1A and 1B Project.

This 2016 consultant agreement was with Skagit Surveyors Inc. of Sedro-Woolley, WA. The original agreement amount: \$23,705.00.

*Note: final agreement amount was \$2,065.18; the original agreement included construction staking but the project had to be re-bid in 2017 due to bid errors and budget constraints.*

One federally funded **materials testing** agreement was implemented. Their services included materials testing for our Jameson Arterial Extension to SR9 Project.

This 2016 consultant agreement was with Materials Testing & Consulting Inc. of Burlington, WA. The original agreement amount: \$17,415.00.

*Note: final agreement amount was \$11,415.00.*

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

This 2016 consultant agreement was with DGK Inc. of Everett, WA. The agreement amount: \$5,751.20.

*Note: final agreement amount was \$4,508.70.*

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

One **engineering consultant** agreement was implemented. Their services included engineering design service for our Fruitdale Arterial Extension Project.

This 2016 agreement was with H.W. Lochner of Bellevue, WA. The agreement amount: \$319,154.00.

**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 maintained by Municipal Research and Services Center of Washington (MRSC). WSDOT has reviewed and determined that MRSC meets federal and state requirements and therefore is approved for use on projects receiving federal funds below \$100,000.00 – the state limit is \$300,000.00.

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

Our Jameson Arterial Extension to SR9 Project had a DBE goal associated with it. The DBE sub-contractors were/are:

<u>DBE Sub-Contractor:</u>	<u>DBE COA Amount:</u>	<u>DBE Dollar Amount:</u>
Custom Concrete Contracting	\$220,025.00	\$ 232,469.09
Guyline Construction Company Inc.	\$ 44,968.60	\$ 48,005.59
Matia Trucking & Excavating	\$108,330.00	\$ 64,146.33
Reece Trucking & Excavating	0.00	\$ 20,255.85

*Note:* This project was completed on 5/9/2017. Force account work completed on 5/9/2017 had DBE dollars associated with it and is awaiting payment. These DBE dollars will be included in our final DBE recap report for WSDOT close out.

**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 language verbatim in 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 large 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. As stated previously MRSC meets state and federal guidelines for bid purposes.

**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:**

We had ROW donated on our Jameson Arterial Ext to SR9 Project.

- Jan-R Corporation donated 169 sqft of right of way on Rhodes Road.
- White Pass Investments donated 40,645 sqft of right of way and 75 sqft of utility easement.

WSDOT ROW procedures were followed and documented.

**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.