

NDA Annual Title VI Update and Accomplishment Report

For agencies under 100,000

Agency: **City of Sedro-Woolley**
Report Due Date: May 31, 2019
Reporting Period: **2018**

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

No changes for the reporting period of **2018**.

Name	Gender/Ethnicity	Title	Program
Julia Johnson	Female/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, 2018 from the Washington State Office of Financial Management website the City of Sedro-Woolley has an estimated population of 11,350 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, or 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 trend.

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 71.5% with the Hispanic/Latino race/ethnicity following behind at 20.6%.

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.

In early 2018 our local WSDOT office invited the City of Sedro-Woolley to coordinate efforts and offer an open house forum event at our local high school. This event highlighted all of our 2018 Transportation and Utility Projects for the Sedro-Woolley area. The Hispanic/Latino community according to the OSPI website for our school district represents just over 20 percent of student enrollment. Therefore - all public notices were distributed in English which included some translation in Spanish.

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).

All general construction notices sent to the local paper, radio, emergency services, mailings and our city website includes some translation in Spanish.

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.

For this reporting period special language services were not requested. In early 2019 we contracted with the Language Exchange for interpreter services (currently used by our court system and police patrol units). The City in conjunction with this contract implemented “I speak” cards for our front counter personnel and public works employees.

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 2018.

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 2018 for transportation purposes:

One federally funded **surveying consultant** agreement was implemented in 2018. Their services include design and construction surveying services for our SR20/Cascade Trail West Extension Phase 2A Project.

This 2018-2019 agreement is with Semrau Engineering & Surveying PLLC of Mount Vernon, WA.

The original agreement amount: \$7,300.00

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

One **engineering consultant** agreement was implemented in 2016, continued into 2017, and finished in 2018. Their services included engineering design services and construction management for our Fruitdale Arterial Extension Project.

This 2016 agreement had several supplements issued extending the original agreement with H.W. Lochner of Bellevue, WA into 2018.

The original agreement amount: \$319,154.00.

Two **engineering consultant** agreements were implemented in 2018.

The first agreement included a scoping study for our Jones/John Liner/Trail Road Project. This 2018-2019 agreement is with Reichhardt & Ebe Engineering Inc. of Lynden, WA.

The original agreement amount: \$125,416.83

The second agreement included engineering design services for our SR20 East Lane Widening & Sidewalk Project. This 2018 agreement was with Davido Consulting Group of Burlington, WA.

The original agreement amount: \$86,792.00

One **surveying and engineering consultant** agreement was implemented in 2018. Their services included miscellaneous support services for city projects.

This 2018 agreement was with Skagit Surveyors & Engineers of Sedro-Woolley, WA.

The original agreement amount: \$50,000

Three **surveying consultant** agreements were implemented in 2018.

The first one their services included design and construction surveying services for our SR20 West Lane Widening & Safety Improvements Project. This 2018-2019 agreement is with Semrau Engineering & Surveying PLLC of Mount Vernon, WA.

The original agreement amount: \$8,100

The second one also with Semrau Engineering & Surveying PLLC for miscellaneous surveying services that included task order work for our West State Street Overlay Project.

The original agreement amount: \$25,000

The third 2018 agreement included miscellaneous support services for city street projects. This 2018 agreement was with was with Lisser and Associates PLLC of Mount Vernon, WA.

The original agreement amount: \$25,000

One **materials testing consultant agreement** was implemented. Their services included material testing, inspections and support services for various city projects.

This 2018 agreement was with Materials Testing & Consulting Inc. of Burlington, WA.

The original agreement amount: \$20,000.00

Construction agreements implemented in 2018 for transportation purposes:

We had three roadway improvement projects.

One was for our Fruitdale Road Arterial Improvements Project. This 2018 project was awarded to Trico Companies LLC of Burlington, WA in the amount of \$1,759,526.31

The second one was for our SR20 East Lane Widening & Sidewalk Project. This 2018 project was awarded to Granite Construction Co. of Everson, WA in the amount of \$625,265.00

The third one was for our State Street Pavement & Utility Improvements Project. This 2018 project was awarded to SRV Construction Inc. of Anacortes, WA in the amount of \$742,798.97

We implemented several maintenance agreements in 2018 for various asphalt repair needs. These small projects covered asphalt crack seal, slurry seal, and miscellaneous pavement repairs.

One **arterial crack seal** project was executed with CR Contracting LLC of Bend, OR. The original agreement amount was executed with NTE amount of \$68,500 with a final amount of \$80,748.80.

One **slurry seal** agreement was executed with Blackline Inc. of Vancouver, WA. The original agreement amount was executed with NTE amount of \$19,000 with a final amount of \$18,112.50.

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 with a final amount of \$20,897.10.

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.

No DMWBE firms were awarded during this reporting period.

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.

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 2018.

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.