

ANNUAL UPDATE AND ACCOMPLISHMENT REPORT For agencies under 100,000

City of Federal Way
(Name of Recipient)

2016
(Report Submission Date)

April 1, 2015 - March 31, 2016
(Reporting Period)

As stipulated in this agency's Title VI Program Non-Discrimination Agreement, WSDOT's approval letter to that agreement, and WSDOT's Highways and Local Programs Local Agency Guidelines Manual (Chapter 28), the annual accomplishment and update report for the reporting period reflected above is hereby submitted.

Current Chief Executive Officer:

- Name: Jim Ferrell
- Title: Mayor

Planning or Public Works Director:

- Name: Marwan Salloum, P.E.
- Title: Public Works Director

Title VI Coordinator:

- Name: Jean Stanley
- Title: Human Resources Manager

SUBMITTED by:


Signature

Jean Stanley
Human Resources Manager

Date

04/05/2016

Reference: WSDOT's Local Agency Guidelines Manual, Chapter 28

1. Report any changes in the organizational structure since the last reporting period.
(Example: New Title VI Coordinator, new planning or public works directors, etc).
 - Report should identify the changes in the racial/gender composition of those persons involved in the transportation decision making, including planning and advisory staff.
 - If no changes have been made, please indicate that accordingly.

During this reporting period, the City's Deputy Public Works Director changed, and a Development Services Manager was added. This resulted in changes to both gender and racial compositions, which is now ten males / three females and ten Caucasians / three Asians

2. Using the most current data available (through Census or Washington State Office of Financial Management), describe the demographics within your jurisdiction.
 - a. Describe any required Title VI activities and/or studies conducted that provided data relative to minority persons, neighborhoods, income levels, physical environment, and travel habits.
 - b. How was the information utilized or Title VI provisions and needs applied in each study or activity?

The US Census Bureau reports an estimated population of 92,734 in 2013. In a 2010 survey, 57.5% identified themselves as white, 16.2 % as Latino, 14.2 % as Asian, 9.7 % as black, 2.7% native Hawaiian or Pacific Islander, and 0.9% American Indian or native Alaskan. 51 percent were female. 31.1% of homes spoke a language other than English in the home. Median income was \$56,509, with 12.9% identified as "below poverty level".

Projects are primarily based on safety needs, traffic volumes, and available funding. Public outreach to minority, women, low-income, and LEP populations is provided uniformly for all projects where outreach is required.

3. List any Public outreach activities during the reporting period such as, public announcements and/or communications for meetings, hearings, project notices. Include the following:
 - How were special language needs assessed? List the special language needs assessments conducted.
 - 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).

- List the special language services provided – note the professional language service provided including the name of the service, date provided, number of persons served, and any other relevant information.
- List any costs incurred for translations and interpreters for each activity.

Neighborhood Traffic Safety Meetings were held for two projects. 35th Ave SW (SW 325th St to SW 327th St) project meeting was held at a nearby elementary school to make attendance easy for those most affected by the project. About 19 people attended. 26th Ave SW (SW 328th St to SW 334th St) project meeting was held at a nearby elementary school and had less than ten attendees. Meetings are advertised with temporary signage within the area of concern. No special language needs were requested or provided at the meetings. The City has staff members available at City Hall to interpret several languages, including Spanish, Korean, Mandarin, Vietnamese, Cambodian, Russian, and ASL.

Korean Community Quarterly Meetings were held on the third Thursday of March, June, September and December. These meetings are open to the public and advertised through the Korean Community Association. Language needs were assessed based on target audience. Language services provided included an agenda in both English and Korean, and a translator for staff reports. Staff reports included updates of current and future capital projects within the City of Federal Way for 2015 and 2016. The translator was the past Mayor of Federal Way, a native Korean speaker, who provided his services at no cost. Approximately 40 people attended each meeting.

The 2016 Asphalt Overlay Project, S 288th St Preservation Project, and S 324th St Preservation Project were advertised in the Federal Way Mirror, City website, and Daily Journal of Commerce. A direct mailer was also sent to all property owners fronting on affected streets.

4. List all the 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.)
 - Include dollar value of each **See below**
 - Other than advertising in your local legal publication, what outreach was made to DMWBE firms that a contracting opportunity existed within your agency?

All contracts, unless otherwise noted, were advertised in the Federal Way Mirror and the Daily Journal of Commerce, on the City's website, and at Plan Centers. The Request for Bids included requirements to comply with ADA, Civil Rights Act, and EEO requirements. The MSRC Small Works Roster was used when advertising was not required.

- Identify the DMWBE contracts that were awarded and their dollar amount.

Known DWMBE contracts are shown below the projects. They were all subcontractors for the projects listed. However, since contractors are not required to report this information, some may not be included. In addition, some subcontracts are in process but have not yet been awarded.

- Is there a Title VI Non-Discrimination statement included in all contracts and public notices?
Yes
- How did your organization ensure that minority, women, and disadvantaged firms were provided equal opportunity to participate in the contracting arena?

As part of the COFW outreach efforts to utilize minority and woman consultant services, when appropriate, proposals must include a Disadvantaged Business Enterprise (DBE) goal. Certified DBE firms can encompass small, minority, and women-owned firms. As a condition of award, the successful bidder must make good faith efforts to meet this DBE goal. The proposer establishes good faith efforts when it documents that it has obtained DBE participation to meet the DBE goal if required; or documents that it has made adequate efforts to do so although unsuccessful.

DESIGN CONTRACTS

SR 99 PHASE V (S 340 STREET TO S 359 STREET) BILLBOARD APPRAISALS (Federally Funded)

Consultant: Valuation Services, LLC. / Certification Unknown / Ethnicity Unknown / Paid \$13,564.14.

SR 99 PHASE V (S 340 STREET TO S 359 STREET) APPRAISAL SERVICES (Federally Funded)

Consultant: Bruce C Allen & Associates, Inc. DBA: Valbridge Property Advisors / Allen Bracket Shedd / Certification Unknown / Ethnicity Unknown / Awarded \$20,000.00.

20TH AVE S & S 316TH ST SIDEWALK (WALL DESIGN SERVICES) (Locally Funded)

Consultant: Bright Engineering, Inc. / Certification – State MBE, Federal DBE/SBE / Ethnicity Unknown / Paid \$8,708.75

SOUTH 352ND ST EXTENSION PROJECT (SR 161 TO SR99)-Design

Consultant: KPG, Inc. / Certification Unknown / Ethnicity Unknown / \$102,304.47
Sub-Consultants: None

SOUTH 352ND ST EXTENSION PROJECT (SR 161 TO SR99)-Construction Management

Consultant: KPG, Inc. / Certification Unknown / Ethnicity Unknown / \$479,797.47

Sub-Consultants:

- a) HWA Geosciences, Inc. / Certification Unknown / Ethnicity Unknown / \$39,668.30

S 288TH ST PRESERVATION PROJECT (Surveying)- Locally and Federally Funded

Prime Contractor: MacKay and Sposito / Certification Unknown / Ethic Unknown/ \$3,095.00.

S 324TH ST PRESERVATION PROJECT (Surveying) – Locally and Federally Funded

Prime Contractor: MacKay and Sposito / Certification Unknown / Ethnicity Unknown/ \$2,027.00

2014 FEDERAL WAY CITY CENTER PLANNED ACTION SEPA UPDATE

Consultant: Fehr & Peers / Certification Unknown / Ethnicity Unknown / \$96,804

CITYWIDE FLASHING YELLOW ARROW RETROFITS (Design)

Consultant: Fehr & Peers / Certification Unknown / Ethnicity Unknown / \$137,016.97

PROFESSIONAL SERVICES CONTRACTS

COMMUTE TRIP REDUCTION PROGRAM IMPLEMENTATION AGREEMENT-BETWEEN KING COUNTY DEPARTMENT OF TRANSPORTATION, METRO TRANSIT DIVISION AND CITY OF FEDERAL WAY

Consultant: King County Metro Transit Division / Certification Unknown / Ethnicity Unknown / \$33,646.00

IN-HOUSE DESIGN:

2016 Asphalt Overlay Project – \$60,000.00

S 324th St Preservation Project – \$133,300.00

S 288th St Preservation Project - \$133,300.00

20th Ave S & S 316th St Sidewalk Project - \$64,512.00

CONSTRUCTION CONTRACTS

SOUTH 320TH STREET (VETERANS WAY) ENTRANCE SIGN – (Locally Funded, 0% DBE Requirement)

Prime Contractor: Federal Way Sign/ Certification Unknown / Paid \$89,138.63

Subcontractors:

- a) Poitras Sign & Lighting, LLC./Certification Unknown / Ethnicity Unknown / Paid \$560.00

SOUTH 352ND EXTENSION PROJECT (SR 161 TO SR99) – No DBE Requirements

Prime Contractor: Scarsella Brothers, Inc./ Certification Unknown / Awarded \$2,722,199.96

Subcontractors:

- a) Apply A Line / Certification Unknown / Ethnicity Unknown / \$26,293.00
- b) Buckley / State MBE/Federal DBE/SBE / \$82,771.00
- c) Highmark / Certification Unknown / Ethnicity Unknown / \$115,962.50
- d) Lanktree / Federal SBE / \$26,900.00
- e) PacWest Grinding / Certification Unknown / Ethnicity Unknown / \$3,300.00
- f) Sparrow Fence / Certification Unknown / Ethnicity Unknown / \$46,571.60
- g) Tucci / Certification Unknown / Ethnicity Unknown / \$295,040.00
- h) Walltek / Certification Unknown / Ethnicity Unknown / \$97,840.50
- i) West Coast / State WBE / Ethnicity Unknown / \$460,015.00
- j) Del Mar / Certification Unknown / Ethnicity Unknown / \$2,400.00

1ST AVENUE S AT S 328TH ST INTERSECTION IMPROVEMENTS (Locally Funded, 0% DBE Requirement)

Prime Contractor: Miles Resources, LLC / Certification Unknown / Ethnicity Unknown / Awarded \$1,203,040.13

Subcontractors:

- a) Apply-A-Line, Inc. / Certification Unknown / Ethnicity Unknown / Awarded \$23,110
- b) Del-Mar Concrete Cutting & Coring, LLC / Certification Unknown / Ethnicity Unknown / Awarded \$3,172
- c) Jerry Graham Logging / Certification Unknown / Ethnicity Unknown / \$3,700
- d) O'Bunco Engineering International, Inc. / State MBE, Federal DBE/SBE / Ethnicity Unknown / Awarded \$18,765
- e) Transportation Systems, Inc. / Certification Unknown / Ethnicity Unknown / Awarded \$377,670
- f) Tyee Concrete Construction, Inc. / Certification Unknown / Ethnicity Unknown / Awarded \$52,710
- g) Yamamoto Landscaping, Inc. / State MBE, Federal DBE/SBE / Ethnicity Unknown / Awarded \$23,735
- h) P. Walker, Inc. / Certification Unknown / Ethnicity Unknown / Awarded \$31,730
- i) Olson Brothers Trucking / Certification Unknown / Ethnicity Unknown / Awarded \$500

- j) Olson Brothers Excavating / Certification Unknown / Ethnicity Unknown / Awarded \$500
- k) Pelland Enterprises, LLC / Certification Unknown / Ethnicity Unknown / Awarded \$7,500
- l) Bailey's Tree Service / Certification Unknown / Ethnicity Unknown / \$800
- m) Concrete Construction NW, Inc. / Certification Unknown / Ethnicity Unknown / \$5,117

S 304TH ST AT 28TH AVE S INTERSECTION IMPROVEMENTS (Locally Funded, 0% DBE Requirement)

Prime Contractor: Miles Resources, LLC / Certification Unknown / Ethnicity Unknown / Awarded \$592,441.90

Subcontractors

- a) Apply-A-Line, Inc. / Certification Unknown / Ethnicity Unknown / Awarded \$3,060
- b) C & P Fencing / Certification Unknown / Ethnicity Unknown / \$5,965
- c) Del-Mar Concrete Cutting & Coring, LLC / Certification Unknown / Ethnicity Unknown / Awarded \$498
- d) Fanning Company / Certification Unknown / Ethnicity Unknown / \$15,600
- e) Highmark Concrete Contractors / Certification Unknown / Ethnicity Unknown / Awarded \$19,754
- f) O'Bunco Engineering International, Inc. / State MBE, Federal DBE/SBE / Ethnicity Unknown / Awarded \$10,470
- g) Pelland Enterprises, LLC / Certification Unknown / Ethnicity Unknown / Awarded \$15,160
- h) West Coast Signal, Inc. / Certification Unknown / Ethnicity Unknown / Awarded \$231,358
- i) Ventilation Power Cleaning, Inc. / Certification Unknown / Ethnicity Unknown / Awarded \$1,760
- j) Olson Brothers Trucking / Certification Unknown / Ethnicity Unknown / Awarded \$500
- k) JFK Concrete Cutting, LLC / Certification Unknown / Ethnicity Unknown / \$1,830
- l) Cannon Construction, Inc. / Certification Unknown / Ethnicity Unknown / Awarded \$6,284

2015 Asphalt Overlay Project – Locally Funded

Prime Contractor: Lakeside Industries, Inc., Certification Unknown / Ethnicity Unknown / \$1,462,720.67.

- a) A & R Sawing & Drilling Co. / Certification Unknown / Ethnicity Unknown / \$3,000.00
- b) Cascade Utility Adjusting, LLC / Certification Unknown / Ethnicity Unknown / \$28,560.00
- c) CR Contracting / Certification Unknown / Ethnicity Unknown / \$17,883.00
- d) G&G Incorporated State WBE, Federal DBE / \$7,700.00
- e) Reece Trucking & Excavating Inc. / Federal DBE / Ethnicity Unknown / \$26,587.00

- f) Stripe Rite, Inc. / Certification Unknown / Ethnicity Unknown / \$86,755.00
- g) Wilson Concrete Construction, Inc. / Certification Unknown / Ethnicity Unknown / \$109,125.00

S 288TH ST PRESERVATION PROJECT – Locally and Federally Funded (13% DBE) Requirements

Prime Contractor: Tucci and Sons, Inc. / Certification Unknown / Ethnicity Unknown/ \$421,323.10.

Subcontractors:

- a) The Bag Lady, Inc. / State WBE, Federal MBE / \$2,110.10
- b) BC Traffic, LLC. / Certification Unknown / Ethnicity Unknown / \$50,000.00
- c) Cascade Utility Adjusting, LLC. / Certification Unknown / Ethnicity Unknown / \$10,640.00
- d) Corliss Resources, Inc. / Certification Unknown / Ethnicity Unknown/ \$8,000.00
- e) Evergreen Concrete Cutting / Certification Unknown / Ethnicity Unknown/ \$5,000.00
- f) Everson's Econo-Vac, Inc. / Certification Unknown / Ethnicity Unknown/ \$5,000.00
- g) G&G Incorporated / State WBE, Federal DBE / \$7,700.00
- h) Kelly's Excavation & Trucking, Inc. / Certification Unknown / Ethnicity Unknown / \$2,500.00
- i) King Trucking, Inc. / Certification Unknown / Ethnicity Unknown / \$2,500.00
- j) Michael's Trucking & Excavating, LLC / Certification Unknown / Ethnicity Unknown / \$2,500.00
- k) PR Systems, Inc. / Certification Unknown / Ethnicity Unknown / \$14,408.40
- l) RV Associates, Inc. / Certification Unknown / Ethnicity Unknown / \$2,500.00
- m) Stripe Rite, Inc. / Certification Unknown / Ethnicity Unknown / \$60,055.00
- n) Tye Concrete Construction, Inc. / Certification Unknown / Ethnicity Unknown / \$25,585.00

S 288TH ST PRESERVATION PROJECT (Testing) – Locally and Federally Funded

Prime Contractor: Construction Testing Laboratories, Inc. / Certification Unknown / Ethnicity Unknown/ \$2,120.00

S 324TH ST PRESERVATION PROJECT – Locally and Federally Funded (17% DBE) Requirements

Prime Contractor: Tucci and Sons, Inc. / Certification Unknown / Ethnicity Unknown/ \$649,845.54

Subcontractors:

- a) Apply-A-Line / Certification Unknown / Ethnicity Unknown / \$43,540.90
- b) BC Traffic, LLC. / Certification Unknown / Ethnicity Unknown / \$85,000.00
- c) Cascade Utility Adjusting, LLC. / Certification Unknown / Ethnicity Unknown / \$13,070.00
- d) Corliss Resources, Inc. / Certification Unknown / Ethnicity Unknown / \$8000.00

- e) Evergreen Concrete Cutting / Certification Unknown / Ethnicity Unknown / \$5,000.00
- f) Everson's Econo-Vac, Inc. / Certification Unknown / Ethnicity Unknown / \$5,000.00
- g) G&G Incorporated / State WBE, Federal DBE / \$7,700.00
- h) Kelaye Concrete, LLC/ Certification Unknown / Ethnicity Unknown / \$27,905.00
- i) Kelly's Excavation & Trucking, Inc. / Certification Unknown / Ethnicity Unknown / \$2,500.00
- j) King Trucking, Inc. / Certification Unknown / Ethnicity Unknown / \$2,500.00
- k) PR Systems, Inc. / Certification Unknown / Ethnicity Unknown / \$19,738.25
- l) Silver Streak, Inc. / Certification Unknown / Ethnicity Unknown / \$2,500.00

S 324TH ST PRESERVATION PROJECT (Testing) – Locally and Federally Funded

Prime Contractor: Construction Testing Laboratories, Inc. / Certification Unknown / Ethnicity Unknown/ \$3,235.00

2016-2017 NEIGHBORHOOD TRAFFIC SAFETY PROJECT

Locally funded – No DBE Requirements. Advertised for bids through the Federal Way Mirror newspaper and DJC (up to \$80,000). Low bidder is Tony Lind Paving, LLC

MAINTENANCE CONTRACTS

2016 RIGHT of WAY LANDSCAPE MAINTENANCE

- a) Tom Osaka Garden Service, Inc/ MBE / \$263,334.49

2016 STREET SWEEPING CONTRACT

- a) McDonough and Sons \$101,189.70

5. 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). Note the following:

- How impacts were minimized/mitigated.
- Also include a statement, if applicable, on projects that specifically benefit community cohesion such as: adding sidewalks, improving access to properties that improve access for EJ populations.

None of the transportation projects had or will have negative impacts to minority or low income EJ populations, other than occasional traffic delays. All construction projects are required to add ADA accessible ramps and widen or repair sidewalks within the project limits, which benefits residents in the area.

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

PACIFIC HIGHWAY SOUTH HOV LANES PHASE V

Pacific Highway South HOV Lanes Phase V Project affected 56 parcels. Negotiation contacts varied in number for each individual parcel but met or exceeded three contacts in all cases. Negotiations were performed per the WSDOT Local Agency Guidelines (LAG) manual. No relocations were required.

S 304TH ST AT 28TH AVE S INTERSECTION IMPROVEMENTS

The S 304th St at 28th Ave S Intersection Improvement Project required partial acquisitions of three parcels. No relocations were required.

- Identify the number of minority, low-income, elderly and disabled persons affected.

59 parcels in all were affected. Negotiation contacts varied in number for each individual parcel but met or exceeded three contacts in all cases. Negotiations were performed per the WSDOT Local Agency Guidelines (LAG) manual. Since no one voluntarily identified themselves as such, staff cannot determine how many minority, low-income, elderly, or disabled people were affected.

- The efforts that were made to address Limited English Proficiency issues (including use and cost of translators, outreach efforts for each reported activity).

There were negotiations with 44 (total) landowners during this report period. One property owner of Korean ancestry utilized his Real Estate Broker to assist in communication.

- Describe any concerns raised by minorities and women regarding appraisals, negotiations, relocation assistance, and payments. What actions were taken to resolve those issues?

No concerns were raised during this reporting period.

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

- What was the allegation or concern?
- Procedures used
- Action taken
- Resolution

No complaints were received during this reporting period.