

# ANNUAL UPDATE AND ACCOMPLISHMENT REPORT

For agencies under 100,000

**City of Federal Way**  
(Name of Recipient)

**2017**  
(Report Submission Date)

**April 1, 2016 – March 31, 2017**  
(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: HR Manager

**SUBMITTED by:**

Jean Stanley  
Signature

04/12/2017  
Date

Jean Stanley  
Human Resources Manager

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).

**One Development Services Manager was added.**

- 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.

**Gender and racial compositions consist of eleven males / three females and ten Whites / three Asians / one Hispanic**

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 95,171 in 2015. 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.
  - **A Neighborhood Traffic Safety Meeting was held for one project. The SW 330<sup>th</sup> Street (26<sup>th</sup> Ave SW to 21<sup>st</sup> Ave SW) project meeting was held at a nearby elementary school to make attendance easy for those most affected by the project 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.**
  - **2017 Asphalt Overlay Project – The projects were advertised through Daily Journal of Commerce, Federal Way Mirror, Builder’s Exchange, City website and a direct mailer sent to all property owners fronting project streets.**
  - **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 2016 and 2017. 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.**
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 Builder’s Exchange. 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**

### **Pacific Highway S HOV Lanes Phase V (S 340<sup>th</sup> Street to S 359<sup>th</sup> Street) Construction Management – Federally Funded – No DBE Requirements for design;**

Prime Contractor: KPG, P.S/ Certification Unknown / Contract Amount \$1,870,782.96

Subcontractors:

- a) HWA GeoSciences, Inc./ Federal DBE/SBE, Cert # D5F0024692/ State MWBE, Cert #M5F0024692/ Ethnicity Unknown / Awarded \$100,000.00

### **S 356th Street Improvements (Pacific Hwy S to Enchanted Parkway S)- Construction Management – STATE (TIB) & CITY Funded – No DBE Requirements;**

Prime Contractor: Excel Tech Consulting Inc/ Certification Unknown / Ethnicity Unknown / Contract Amount \$440,066.25

Subcontractors:

- b) MTC/ Certification Unknown/ Ethnicity Unknown / Awarded \$33,044.00

### **Steel Lake Park to Downtown Trail Project (State & Locally Funded, 0% DBE Requirement)**

Consultant: KPG, P.S. / Certification Unknown / Ethnicity Unknown / Awarded \$92,910.16. No sub-consultants.

## **PROFESSIONAL SERVICES CONTRACTS**

### **2016 Concurrency Traffic Counts**

Consultant: Traffic Count Consultant, Inc. / Federal DBE/SBE, Cert #D2F0022624/State WBE, Cert #D2F0022624 / Ethnicity Unknown / \$12,936.00

**Citywide Flashing Yellow Arrow Retrofits Safety Project** (Locally Funded, 0% DBE Requirement)

Consultant: KPG, P.S. / Certification Unknown / Ethnicity Unknown / Awarded \$99,176.59. No sub-consultants.

**IN-HOUSE DESIGN:**

**2017 Asphalt Overlay Project** – \$88,117.00

**2016 Pedestrian Improvement Program** - \$50,000.00

**CONSTRUCTION CONTRACTS**

**Sacajawea Middle School Safe Routes To School (Federally Funded, 18% DBE Requirement)**

Prime Contractor: Sound Pacific Construction, LLC / Certification Unknown / Ethnicity Unknown / \$979,830

Subcontractors

- a) Danasco, LLC / Federal DBE/SBE, State WBE / Ethnicity Unknown / \$4,500
- b) DBE Electric, Inc. / Federal DBE/SBE, State WBE / Ethnicity Unknown / \$148,716.36
- c) Johnson Brothers Landscaping, LLC / Certification Unknown / Ethnicity Unknown / \$45,151
- d) Looker Asphalt, Inc. / Certification Unknown / Ethnicity Unknown / \$40,320
- e) Wilson Concrete Construction, Inc. / Certification Unknown / Ethnicity Unknown / \$52,393.00
- f) Apply A Line, Inc. / Certification Unknown / Ethnicity Unknown / \$8,910
- g) Express Iron Works, Inc. / Federal DBE/SBE, State MBE / Ethnicity Unknown / \$14,325
- h) O'Bunco Engineering International, Inc. / Federal DBE/SBE, State MBE / Ethnicity Unknown / \$10,980
- i) Olympic Trucking, LLC / Certification Unknown / Ethnicity Unknown / \$2,500
- j) Allen Shearer Trucking / Certification Unknown / Ethnicity Unknown / \$4,000
- k) Icon Materials / Certification Unknown / Ethnicity Unknown / \$19,954
- l) Wall Systems NW, Inc. / Certification Unknown / Ethnicity Unknown / \$13,932
- m) Magnum Crane Services, LLC / State MBE / Ethnicity Unknown / \$510
- n) ESE Corporation / Certification Unknown / Ethnicity Unknown / \$1,500

**2016 Asphalt Overlay Project– (Locally Funded, 0% DBE Requirement)**

Prime Contractor: Tucci and Sons, Inc., Certification Unknown / Ethnicity Unknown / \$1,496,549.78

- a) Corliss Resources, Inc. / Certification Unknown / Ethnicity Unknown / \$29,060.66.

- b) C R Contracting, LLC / Certification Unknown / Ethnicity Unknown / \$19,740.80.
- c) Evergreen Concrete Cutting / Certification Unknown / Ethnicity Unknown / \$24,748.00.
- d) Everson's Econo-Vac, Inc. / Certification Unknown / Ethnicity Unknown/ \$17,928.00.
- e) Middling Construction, LLC / Certification Unknown / Ethnicity Unknown/ \$37,855.00.
- f) P R Systems, Inc. / Certification Unknown / Ethnicity Unknown / \$62,001.01.
- g) Stripe Rite, Inc. / Certification Unknown / Ethnicity Unknown / \$69,294.41
- h) Totem Electric of Tacoma, Inc. / Certification Unknown / Ethnicity Unknown / \$30,148.00.
- i) Wilson Concrete Construction, Inc. / Certification Unknown / Ethnicity Unknown / \$164,503.61.

**2016 Pedestrian Improvement Program – (Locally Funded, 0% DBE Requirements)**

Prime Contractor: R. W. Scott Construction, Co. / Certification Unknown / Ethnicity Unknown/ \$522,255.00.

Subcontractors:

- a) Apply-A-Line, Inc. / Certification Unknown / Ethnicity Unknown / \$53,324.00.
- b) Caliber Concrete Construction, Inc. / Certification Unknown / Ethnicity Unknown / \$12,590.10.
- c) Concrete Services, Inc. / Certification Unknown / Ethnicity Unknown / \$73,813.00.
- d) Corliss Resources, Inc. / Certification Unknown / Ethnicity Unknown/ Unknown.
- e) Miles Sand and Gravel, Co / Certification Unknown / Ethnicity Unknown/ Unknown.
- f) M T Electric, LLC. / Certification Unknown / Ethnicity Unknown/ \$177,378.00.

**Pacific Highway S HOV Lanes Phase V (S 340<sup>th</sup> Street to S 359<sup>th</sup> Street) Project – Federally Funded – 18% DBE Requirement Condition of Award – Goal = \$3,150,960.00 Commitment = \$3,245,915.00;**

Prime Contractor: Graham Contracting Ltd./ Certification Unknown / Awarded \$16,700,526.60

Subcontractors:

- a) All Star Rent A Fence, Inc./Certification Unknown/ Ethnicity Unknown / Awarded **\$1,975.35**
- b) Amaya Electric/ Federal DBE/SBE, Cert # D5M0000177/ State MBE, Cert # M5M0000177/ Awarded **\$2,931,528.70**
- c) Bio Clean, Inc./ Federal, No Certification / State WBE, Cert # W2F0020370 /Ethnicity Unknown / Paid **\$1,594.70**
- d) DHD Trucking, LLC./ Federal DBE/SBE, Cert# D3M0020749 / State MBE/ Cert # M3M0020749 / Ethnicity Unknown / Awarded **\$46,880.00**
- e) Everson's Econo Vac, Inc./ Certificatoin Unknown /Ethnicity Unknown / Awarded Time and Materials Only
- f) Grady Excavating, Inc. / Federal DBE/SBE, Cert# D2F0020267 / State WBE, Cert # W2F0020267 /Ethnicity Unknown / Awarded **\$125,000.00**

- g) ICON Materials / Certification Unknown/Ethnicity Unknown / Awarded **\$1,939,530.00**
- h) Malcolm Drilling Co., Inc. / Certification Unknown /Ethnicity Unknown / Awarded **\$341,307.00**
- i) North Fork ENT Littlejohn Inc./ Certification Unknown /Ethnicity Unknown / Awarded **\$50,000.00**
- j) Northstar CG, LP / Certification Unknown /Ethnicity Unknown / Awarded **\$20,822.00**
- k) Pacwest Grinding / Certification Unknown /Ethnicity Unknown / Awarded **\$30,000.00**
- l) Peterson Brothers Inc./ Certification Unknown /Ethnicity Unknown / Awarded **\$10,00.00**
- m) Olson Brothers Pro-Vac, LLC / Certification Unknown /Ethnicity Unknown / Awarded Time and Materials Only
- n) RM Pioneer Services / Federal DBE/SBE, Cert# D4F0024215 / State MWBE, Cert # M4F0024215 / Awarded **\$4,300.00**
- o) Roadrunner Concrete Cutting, LLC / Certification Unknown /Ethnicity Unknown / Awarded \$59,000.00
- p) Speer Taps, Inc. / Certification Unknown /Ethnicity Unknown / Paid **\$2,800.00**
- q) Specialized Pavement Marking, Inc. / Certification Unknown /Ethnicity Unknown / Awarded \$333,012.50
- r) W.E. Coates Surveying, LLC / Federal DBE/SBE, Cert# D3M0019952 / State MBE, Cert # M3M0019952 / Awarded **\$124,000.00**

**S 356<sup>th</sup> Street Improvements (Pacific Hwy S to Enchanted Parkway S)-(TIB & City Funded) – No DBE Requirements;**

Prime Contractor: SCI Infrastructure, LLC/ Certification Unknown / Awarded **\$3,890,299.10**

**Citywide Flashing Yellow Arrow Retrofits Project) (Federally Funded, 12% DBE Requirement)**

Prime Contractor: Valley Electric Co. of Mt. Vernon / Certification Unknown / Ethnicity Unknown / Awarded \$443,950.00

Subcontractors:

- a) Advanced Government Services / Federal DBE/SBE / Ethnicity Unknown / Awarded \$50,000.00
- b) G&G, Corp. / Federal DBE/SBE, State WBE / Ethnicity Unknown / Awarded \$6,900.00
- c) Lloyd Enterprises, Inc. / Certification Unknown / Ethnicity Unknown / Awarded \$1,000.00
- d) Magnum Crane Service, LLC / State MBE / Ethnicity Unknown / Awarded \$1,500.00
- e) True North Land Surveying, Inc. / Federal DBE/SBE, State WBE / Ethnicity Unknown / Awarded \$1,625.00
- f) Ventilation Power Cleaning, Inc. / Certification Unknown / Ethnicity Unknown / Awarded \$2,000.00

## MAINTENANCE CONTRACTS

### 2017 Right-Of- Way Landscape Maintenance

- a) SMS Superior Maintenance Solutions, LLC / \$152,269.08

### 2017 Street Sweeping Contract

- a) Action Services Corp / \$114,877.61

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:  
(a) the number of minority, low-income, elderly, and disabled persons affected; (b) efforts made to address Limited English Proficiency issues; (c) concerns raised by minorities and women regarding appraisals, negotiations, relocation assistance, and payments.

### 21st Ave S (S 316th St to S 320th St) Pedestrian Improvements

The project required partial acquisitions of one parcel.

### S 356<sup>th</sup> Street Improvements (Pacific Hwy S to Enchanted Parkway) Project

The Project affected 3 parcels with land acquisition and 2 parcels with Right-of-Entry only to construct the project. 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.

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

**A Total of 6 parcels (4 parcels with land acquisition and 2 parcels with right-of-entry only) 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 no limited English Proficiency issues.**

- 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.**

