

Washington State Department of Transportation

City of Bellingham

2014 Reporting Year

Reporting Period January 2014-December 2014

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: Kelli Linville
- Title: Mayor

Planning or Public Works Director:

- Name: Ted Carlson
- Title: Public Works Director

Title VI Coordinator:

- Name: Ted Carlson
- Title: Public Works Director

SUBMITTED by:

Signature

Ted Carlson

Typed/Printed Name

Public Works Director/Title VI Coordinator

Title

Date

1. **Report any changes in the organizational structure since the last reporting period.**
 No organizational changes took place during the reporting period.

- a. **Report should identify the changes in the racial/gender composition of those persons involved in the transportation decision making, including planning and advisory staff.**

During the 2014 reporting period, the City Council gained two female councilors, then lost one. Public Works Advisory Board currently has one vacancy. A list of decision-maker title, ethnicity and gender follows.

| Position Title | Ethnicity | Female | male |
|-----------------------------------|----------------------------------|--------|------|
| City Council | 6 Caucasian 1 Native American | 1 1 | 5 |
| Mayor | Caucasian | 1 | |
| Public Works Director | Caucasian | | 1 |
| Asst. Director, Engineering | Caucasian | | 1 |
| Asst. Director, Operations | Caucasian | | 1 |
| Asst. Director, Natural Resources | Caucasian | | 1 |
| Real Property Manager | Caucasian | 1 | |
| Construction Manager | Caucasian | | 1 |
| Transportation Planner | Caucasian | | 1 |
| Environmental Manager | Caucasian | 1 | |
| Development Manager | Caucasian | | 1 |
| Transportation Commission | Caucasian | 1 | 6 |
| Public Works Advisory Board | Caucasian | | 6 |

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

According to census data available from the ACS Table S1601 Language Spoken At Home table for the 2009-2013 five year average (see attachment). It shows 5.4% of our population (5 years and over) speaking English less than "very well", of which 2.3% were Spanish speaking, 1.5% Asian and Pacific Island languages, 1.5% Indo-European languages, and 0.1% other languages.

http://factfinder.census.gov/faces/tableservices/jsf/pages/productview.xhtml?pid=ACS_13_5YR_B16001&prodType=table

To understand how this correlates to Limited English Proficiency (LEP) populations, data from the Bellingham School District (BSD) Count of Home Languages by School was used to determine LEP populations by elementary school. In December 2014 Spanish was the reported home language for 5.9% of the enrollment district-wide. However, when examined by neighborhood elementary school, the percentage varies from 0% to 30%. Although 52 additional languages are listed for BSD, the numbers are well below 5%.

- a. There were no studies required or conducted during this reporting period.

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: See APPENDIX A for project list.

- a. How were special language needs assessed?

Language needs were assessed using the Bellingham School District Count of Home Languages by elementary school and US census data.

- 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.

Direct mailings are sent to all residents adjacent to project corridors, adding those within 500 feet as needed, and include both a TTY number and Spanish sentence alerting recipients to translation options. Outreach materials are provided in targeted languages when projects occur in specific neighborhoods with more than 5% Spanish as Home Language residents. Posters and flyers are distributed to language-appropriate venues in specific project areas. Translation services are available as needed. WSDOT Title VI Public Involvement forms are available in applicable languages at all public meetings.

- c. 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.

Mt Baker Associated Translators provided services on 6/4/14 for ER-9, bridge replacement for \$120. On 11/16/14 translation was requested for EV128 for \$80. On 3/4/14, 4/5/14, 6/3/14, 8/9/14, and 12/31/14 interpreters were used, for a total cost of \$5,125. Project mailings, where appropriate, include information on how to request more information in Spanish. Language service was offered as needed for public meetings. Because much of this is for written information that is also posted to our website, we do not have a number for persons served. TTY information and the sentence in Spanish below are on all written mailings.

Por favor, para información en Español, comunicarse con el Departamento de Obras Públicas al Telefono (360) 778-7900. Gracias.

The Language Exchange provided translation services at a cost of \$4,457 on multiple dates from August to December for judicial services. These services were not directly transportation related.

- d. List any costs incurred for translations and interpreters for each activity.
Translation and interpretive services cost \$200. Outreach activities include postcard mailers to residents and property owners adjacent to each specific project. After specific LEP populations are identified, outreach to these populations includes fliers and posters in native languages.

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.)

| | | | |
|--|---|---|--|
| James Street Bridge and Road Improvements (ER-0009) | RAM Construction KPF Consulting Engineers | Construction Consulting Engineers Management Support | \$2,618,467 \$368,239 \$372,897 |
| Chestnut/Bay Bridge (ER-0013) | TranTech Engineering | Design | \$518,479 |
| Bill McDonald Pedestrian Improvements (ES-0474) | Tuttle Engineering Steele and Associates Faber Bros Const. KBA, INC GeoTest | Design Surveying Construction Project Management Materials Testing | \$68,143 \$34,000 \$1,235,414 \$49,000 \$25,000 |
| 2013 Annual Overlay Resurfacing Program (ES-0475) | Steele and Associates GeoTest Services | Monument relocation Geotechnical Services | \$2,930 \$33,000 |
| 2014 Annual Overlay Resurfacing Program (ES-0495) | Colacurcio Brothers, Inc. Christie & Christie Land Surveying Materials Testing Inc. Molly Maguire Landscape Architect Ferguson Land Surveying | Construction Surveying Materials Testing Landscape design As built survey | \$1,418,817 \$777 \$23,900 \$1,650 \$1,820 |
| 2015 Annual Overlay Resurfacing Program (ES-0496) | SvR Design | Design | \$224,582 |
| Alabama Corridor Multi Modal Safety Improvements (ES-0466) | Transportation Eng. NW David Evans & Assoc. Molly Maguire Landscape Architect Materials Testing and Consulting | Design Surveying Landscaping Materials Testing | \$49,852 \$42,190 \$6850 \$11,643 |
| State & Laurel Streets Pedestrian Improvements (ES-0492) | TranTech Engineering | Design | \$53,702 |
| Carl Cozier SRTS (ES-0477) | Pacific Surveying & Eng. | Design | \$60,437 |
| Ohio Street Bike Lanes (ES-0491) | Pacific Surveying and Engineering | Surveying and mapping | \$6,640 |
| Birchwood Avenue and Northwest Avenue Improvements (ES-0503) | Wilson Engineering | Survey | \$15,994 |
| Lincoln Street Sidewalk Improvements (ES-0504) | Steele and Associates | Survey | \$9,575 |
| West Horton Rd. (ES-399) | Pacific Surveying & Eng. | Design | \$503,000 |
| James St. Multimodal Improvements (ES-498) | Whatcom Environmental Services Macaulay & Associates | Environmental Assessment Appraisal Review | \$2,198 \$400 |

Non-Discrimination Agreement
Annual Report
Population Under 100,000

| | | | |
|---|--|---|--|
| Orchard St. Extension (ES-440) Bay to Baker Trail - Squalicum Corridor (PD3003-X) | KPFF Consulting Cascadia Archaeology Integra Realty Resources | Consulting Services Cultural Resources Assessment Appraisal Review | \$7,293,452 \$9,700 \$4,500 |
| James & Bakerview Intersection (ES-473) | RH2 Engineering, Inc. | Preliminary Engineering | \$214,680 |
| Granary-Bloedel Ave (WF-1011) | KPFF Consulting | Consulting Services | \$115,532 |
| West Bakerview Rd Arterial Safety (ES-0462) | Pacific Surveying and Engineering RAM Construction | Surveying and mapping Construction | \$10,120 \$307,339 |
| Alabama & Woburn Streets right-turn lane (ES-469) | Sail Electric | Construction | \$3,500 |
| Eliza Ave. Sidewalks (ES-0490) | Larry Steele & Associates GeoTest Molly Maguire Landscape | Surveying Pilot Infiltration Testing Landscape Planning | \$7,420 \$4,600 \$5,180 |
| Watermain Replacement (EW-0220) | BHC Consultants | Design | \$496,551 |
| McLeod/ Bakerview Culvert Replacement (EV-0101) | GeoEngineers | Design | \$92,000 |
| Bakerview/I-5 Northbound On ramp (ES-0500) | Terra Property Analytics, LLC | Appraisal | \$3,400 |
| Whatcom Creek Trail Bridge Replacement | Pacific Survey & Engineering Faber Construction GeoEngineers GeoTest | Consulting Engineer Construction Geohazard Evaluation Special Inspection | \$25,760 \$340,739 \$17,700 \$8,288 |
| Wharf Street Roundabout WF-1008 | Pacific Surveying Reichhardt & Ebe Engineering | Surveying and mapping Engineering | \$6,630 \$49,900 |
| Asphalt Pavement Repairs | Western Refinery Services | Maintenance | \$353,600 |
| Portland Cement Repairs | S&S Concrete, Inc. | Maintenance | \$547,850 |
| Road crack-sealing | DooLittle Construction | Maintenance | \$161,800 |

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

Consultant contracts for professional services are publically advertised on the City's web site and in the local newspaper, the Bellingham Herald. It is policy of the City of Bellingham to comply with 49 codes of Federal Regulations, Part 26 to ensure that Disadvantaged Businesses, including minorities and women, have an equal opportunity to receive and participate in federally assisted contracts. The City of Bellingham does not exclude any person from participation in, deny any person the benefits of, or otherwise discriminate in connection with the award or performance of any contract covered by 9 CFR part 26 on the basis of race, color, sex, or national origin.

All federal construction contracts and all bid packages have appropriate language, goal setting programs, and monitoring to address the use of minority firms in capital construction.

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

| Subcontractor | Amount | Project |
|-------------------------|-----------|---|
| Rebar International | \$160,858 | James Street Bridge and Road Improvements (ER-0009) RAM as prime contractor |
| John Wayne Construction | \$45,600 | James Street Bridge and Road Improvements (ER-0009) RAM as prime contractor |
| Finkbonner Flagging | \$68,000 | James Street Bridge and Road Improvements (ER-0009) RAM as prime contractor |
| Breman Contractors | \$36,890 | James Street Bridge and Road Improvements (ER-0009) RAM as prime contractor |
| Chandler Construction | \$8,110 | James Street Bridge and Road Improvements (ER-0009) RAM as prime contractor |
| LDES Engineering | \$30,820 | James Street Bridge and Road Improvements (ER-0009) RAM as prime contractor |
| Steele and Associates | \$2,930 | 2013 Annual Overlay Resurfacing Program (ES-0475) |
| Steele and Associates | \$34,000 | Bill McDonald Pedestrian Improvements (ES-0474) |
| Steele and Associates | \$9,575 | Lincoln Street Sidewalk Improvements (ES-0504) |

c. Is there a Title VI Non-Discrimination statement included in all contracts and public notices?
 There is a Title VI Non-Discrimination statement included in all Federal contracts and public notices.

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

A Title VI Policy Statement is included in post award packets of information materials that City of Bellingham sends to prime contractors for each contract that has been publically bid and advertised. The Policy Statement is posted on our web site in both Spanish and English, Purchasing Home page next to “Current bids, Request for Proposals or Requests for Qualifications.”

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:

a. How impacts were minimized/mitigated.

No projects adversely impacted minority or low-income populations.

- b. 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.

The City of Bellingham had 11 projects in 2014 that specifically provide opportunities for community cohesion. Some are in the design phase as noted below and will be constructed in 2015.

- James St. Bridge Replacement - in addition to replacing two failing bridges, the road was widened to include bicycle lanes, sidewalk and street lighting. A paved parking area was added to Sunset Pond Park.
- Wharf St Roundabout - adding a roundabout improved transportation safety and operation for pedestrians, bicycle riders and vehicles by improving vehicle movement and crosswalks.
- Alabama Corridor Multi-modal Safety Improvements - this safety improvement project has been in planning and design for several years, including 2014. Construction will take place in 2015 to add bicycle lanes, reduce speed, improve six intersections for pedestrians, add High Intensity Activated Crosswalk (HAWK) signals, widen a section of the road, and resurface the corridor.
- Carl Cozier Safe Routes to School - improvements include construction of a raised sidewalk, ADA ramps, marked crosswalks, school zone flashing beacon and bike racks at an elementary school. Construction is scheduled for 2015.
- State & Laurel intersection improvements - including new sidewalk, curb extensions, crosswalks, and ADA ramps provide enhanced pedestrian safety and improved access to nearby low-income housing projects and community social service agency.
- Bill McDonald Pedestrian Improvements - completed pedestrian facilities between a university and urban village, improved ADA facilities and met a high priority community need.
- Ohio St Bike Lanes - planning in 2014 with 2015 construction to increase a major east/west bicycle connection and improving pedestrian crossings at four intersections.
- Eliza Ave Sidewalk - provides a new ADA-accessible sidewalk and crosswalk.
- Whatcom Creek Bridge Replacement - the pedestrian and bicycle bridge caught fire in 2012. The replacement once again connects a major multi-modal north/south corridor.
- Alabama and Woburn streets signal modifications- changed the curb radius to improve transit mobility, added crosswalks and relocated a traffic signal to increase pedestrian mobility across a busy arterial that bisects a neighborhood.
- 25th Street Multi-modal Improvements: This was a top-tier priority in the [Pedestrian Master Plan](#) and provided pedestrian safety improvements along a corridor serving both high school and college populations.

- [Bicycle Master Plan](#): The Bicycle Maser Plan was adopted in 2014 including policies and actions and a recommended bicycle network.

In July 2009, Bellingham City Council adopted nine Legacy Statements with associated Strategic Commitments. The Equity and Social Justice legacy includes cultivating respect and appreciation for diversity.

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

Concerns raised by minorities and women regarding transportation projects and right-of-way acquisition are the same as the general population. The two major concerns are:

1. Specific effects of the project on their property (i.e., drainage, proximity of road, access during construction, etc.)
2. Method of valuation of property purchased.

The actions taken to resolve the concerns are to answer all questions and explain our project and valuation methods in detail until there is an understanding and agreement by the property owner.

No minority, low-income or elderly and disabled persons were identified or affected. No translation services were required this reporting period.

7. List and describe any Title VI related complaints, as a result of transportation activities and projects. Include:
- We received no complaints during the reporting period.

Appendix A
 Printed Public Outreach Materials 2014

All materials contain a Spanish portion for additional information and ADA language

| Project | Outreach materials |
|--|---|
| 2013 Annual Overlay Resurfacing Program (ES-0475) | Direct mail to affected residents and property owners. |
| Wharf ST. Roundabout (WF-1008) | Direct mail to affected residents and property owners. Hand delivered to adjacent businesses |
| Alabama Corridor Multi Modal Safety Improvements (ES-0466) | Direct mail to affected residents and property owners; Open House with signs in Spanish and English |
| Bill McDonald Pedestrian Improvements (ES-0474) | Face-to face contact with adjacent affected businesses. Contact with WWU to include in University outreach. |
| Alabama & Woburn Streets right-turn lane (ES-469) | Outreach to Whatcom Transportation Authority and customers. |
| 25 th St. Bill McDonald to Douglas (ES-0479) | Direct mail to affected residents and property owners. Hand delivered to adjacent tenants. |
| Bicycle Master Plan | Open House and email list message distribution. Spanish and ADA language included. |
| James Street Bridge and Road Improvements (ER-0009) | Direct mail to affected residents and property owners; Open House with signs in Spanish and English. Mailing also translated into Vietnamese. |