



**DEPARTMENT OF PUBLIC WORKS** 210 Lottie Street, Bellingham, WA 98225  
Telephone (360) 778-7900 ♦ FAX (360) 778-7901

February 14, 2012

Jonte Sulton  
Title VI Coordinator, Western Washington  
Washington State Department of Transportation  
Office of Equal Opportunity  
P.O. Box 47314  
2D18 Mail Stop 47314  
Olympia, WA 98504-7314

Dear Jonte:

Enclosed you will find the Title VI Nondiscrimination Agreement Annual Update Report for the City of Bellingham, a city with a population under 100,000. We have had a change in the Chief Executive Officer effective 1/1/2012, so I have included a new signed policy page.

Sincerely,

Heather Higgins  
Education and Communication Coordinator

Cc: Ted Carlson, Public Works Director

Washington State Department of Transportation

City of Bellingham

2011 Reporting Year

Reporting Period January 2011-December 2011

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.**

A new mayor took office January 1, 2012, following the reporting period. She has signed the NDA. 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 2011 reporting period the Public Works Advisory board lost the female member and added another male member. A list of decision-maker title, ethnicity and gender follows.

Position Title	Ethnicity	Gender Female	Gender male
City Council	Caucasian		7
Mayor Caucasian			1
Engineering Manager	Caucasian	1	
Public Works Director	Caucasian		1
Asst. Director, Engineering	Caucasian		1
Real Property Manager	Caucasian	1	
Environmental Coordinator	Caucasian	1	
Development Manager	Caucasian		1
Transportation Commission	Caucasian	2	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 2006-2010 five-year average American Community Survey Demographic Profile for the City of Bellingham, 88.4% speak English only and 4.7% of the city population reports Spanish their home language.

[http://factfinder2.census.gov/faces/tableservices/jsf/pages/productview.xhtml?pid=ACS\\_10\\_5YR\\_B16001&prodType=table](http://factfinder2.census.gov/faces/tableservices/jsf/pages/productview.xhtml?pid=ACS_10_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 October 2011 Spanish was the reported home language for 5.7% of the enrollment district-wide. However, when examined by neighborhood elementary school, the percentage varies from 0% to 30%. Although 46 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:**

a. How were special language needs assessed?

Language needs were assessed using the Bellingham School District Count of Home Languages by elementary school and 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. Translation services are available as needed. Outreach materials are provided in targeted languages. Posters and flyers are distributed to language-appropriate venues in specific project areas.

- 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 12/19/11 for postcards, fliers and posters. Project mailings, where appropriate, include information on how to request more information in Spanish and Punjabi. Language service was offered as needed for public meetings.

- d. List any costs incurred for translations and interpreters for each activity.

Translation services cost \$40  
 Outreach activities include postcard mailers to residents and property owners adjacent to each specific projects. 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.)

Project	Consultant/ contractor	Type of Contract	Dollar Value
James Street Bridge and Road Improvements (ER-0009 & ES-0183)	KPFF	Consulting Engineer	\$607,331
	WSDOT Pacific Survey & Engineering Larry Steele	Local Agency Agreement	\$693,753
		Surveying	\$5,800
		Surveying	\$4,385
Orchard Street Extension (ES-440)	KPFF	Planning	\$49,882
Ohio/King/State (ES-071)	Pacific Surveying RAM Construction	Record Drawing	\$3,900
		Construction	\$6,373
W. Illinois/ Timpson (ES-310)	Earthworks	Wetland Monitoring	\$6,480
Northwest Avenue Pedestrian Improvements (ES-315)	Interwest Construction, Inc	Construction	\$8,752
25 <sup>th</sup> and Bill McDonald Parkway (ES-358)	Oceanside Construction* db Whatcom Transportation Authority	Construction	\$77,016
		Local Agency Agreement	\$25,000

Non-Discrimination Agreement  
Annual Report  
Population Under 100,000

McLeod Road Roundabout (ES-360)	Wilson Engineering	Right of Way assistance	\$2,500
12 <sup>th</sup> Street Water Main Replacement and Overlay (EW-0176)	Geotest	Materials Testing	\$10,000
Electric Avenue Bicycle and Pedestrian Improvements (ES-0241)	Faber Brothers Construction Materials Testing Consulting Pacific Surveying & Engineering	Construction Materials testing Surveying	\$183,604 \$1500 \$4665
Annual Overlay Resurfacing Program (ES-0443)	Colacurcio Brothers Construction Reichhardt and Ebe Larry Steele Whatcom Environmental Materials Testing Consulting  Pacific Surveying and Engineering	Construction  Design Surveying Contaminated soils characterization Materials testing Surveying	\$2,322,312  \$10,000 \$3,145 \$2,582 \$18,000 \$740
Central Avenue (WF-1004)	Tran Tech Engineering  Razz Construction	Construction Engineering Construction	\$228,367  \$1,612,087
Meador/Kansas/Ellis segment of Whatcom Creek Trail (ES-0413)	Larry Brown Construction Larry Steele Whatcom County David Evans  Geotest Geo Engineers  Green Roads Foundation	Construction Surveying Surveying Structural Design, inspection and Permitting Materials Testing Geotechnical assistance Certification Process	\$892,097 \$2,330 \$35,000 \$20,173  \$15,331 \$2,500  \$2,500
Inspiration Point Overlook reconstruction, ES-348	Reichhardt and Ebe Engineering Inc. Award Construction	Engineering  Construction	\$181,606.01  \$750,064.49
Roeder Avenue Bridge Improvements (ER-012)	WSDOT	Local Agency Agreement	\$40,000
Asphalt Pavement Repairs	Whatcom Builders, Inc	Maintenance	\$284,850
Portland Cement Concrete Repairs	S&S Concrete, Inc.	Maintenance	\$283,150

- 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 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.

Contractor	Inspiration Point Overlook reconstruction (ES-348)
J&G Concrete	\$19,122.48
O.M.A. Construction	\$16,419.07

- 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 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 Bellingham City Council formed Transportation Benefit District No 1 in July 2010 and began collecting revenue in April 2011 to provide dedicated funding for priority

transportation needs with 33% dedicated to non-motorized transportation options. The City of Bellingham had six projects in 2011 that specifically provided opportunities for community cohesion.

- Electric Avenue Bicycle and Pedestrian Improvements facilitates pedestrian movement to adjacent bus stops and park with improved ADA ramps
- Meador/Kansas/Ellis sidewalks provide access to the Food Bank, Bellingham High School as well as connecting to new, low-income housing on State St.
- Meridian/Birchwood sidewalk and ADA improvements connect senior housing
- The Pedestrian Master Plan uses equity (median household income) and transit connectivity for transit dependent populations as project prioritization criteria.
- Signal installation at 25<sup>th</sup> and Bill McDonald Parkway provides safer pedestrian crossing for high school and college students.
- Northwest Avenue pedestrian improvements provide bicycle and pedestrian facilities for a safe route to Shuksan Middle School.

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. (Appendix B)

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  
Printed Public Outreach Materials 2011  
All materials contain a Spanish version for additional information

Project Outreach	materials
Northwest Avenue Pedestrian Improvements (ES-0315)	Direct mailing to affected property owners
Meador/Kansas/Ellis (ES-0413)	Ribbon-cutting Ceremony outreach
2009 Resurfacing-Stimulus/ARRA (ES-0414)	Direct mailing to affected property owners
Electric Avenue Pedestrian and Bicycle Improvements (ES-0241)	Direct mail to affected residents.
Annual Overlay Resurfacing Program (ES-0443)	Direct mailing to affected property owners
Northwest/Elm/Dupont bicycle Lanes	Direct mailing to affected property owners, public meeting notices and flyers.