

**Non-Discrimination Agreement
Annual Report
Population Under 100,000**

Washington State Department of Transportation

City of Redmond

(Name of Recipient)

2016

(Reporting Year, i.e.: "2009," "2010," etc., based on end date of reporting period)

October 1, 2015 – September 30, 2016

(Reporting Period, i.e., March 1, 2009 – February 28, 2010)

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: John Marchione
- Title: Mayor

Planning or Public Works Director:

- Name: Linda E. DeBoldt
- Title: Public Works Director

Title VI Coordinator:

- Name: Angie Venturato
- Title: Transportation & Planning Senior Engineering Technician

SUBMITTED by:

 22 May 2017
Signature

Angie J. Venturato

Typed/Printed Name

Senior Engineering Technician

Title

May 22, 2017 

Date

1. Report any changes in the organizational structure since the last reporting period. (Example: **New** Title VI Coordinator, **new** planning or public works director, etc.).

Title VI Coordinator, Angie Venturato

- 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.

The new Title VI Coordinator is female. No other roles have changed since last year.

- b. If no changes have been made, please indicate that accordingly.

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

The following demographic data is based on the 2011-2015 American Community Survey 5-Year Demographic and Housing Estimate, prepared by the U.S. Census Bureau.

Category	Percentage
<i>Gender</i>	
Male	51.5%
Female	48.5%
<i>Age</i>	
18 years and over	77.2%
21 years and over	75.5%
62 years and over	12.3%
<i>Race</i>	
White or Caucasian	61.6%
Black or African American	1.7%
Native American	0.1%
Asian	30.2%
Pacific Islander	0.3%
Other Race	2.5%
Two or more races	3.7%
<i>Hispanic or Latino</i>	9.8%

- 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.

No required activities or studies were conducted during this reporting period.

- b. How was the information utilized or Title VI provisions and needs applied in each study or activity?

N/A

3. List any Public outreach activities during the reporting period such as, public announcements and/or communications for meetings, hearings, project notices.

Redmond City Council Meetings: All City of Redmond construction contracts, consultant agreements and right of way acquisition are approved at City of Redmond Council meeting, which are open to the public and held on the first and third Tuesday of each month at Redmond City Hall.

- **Agendas, notices and minutes of all meetings are available via the City of Redmond website (<http://www.redmond.gov/>).**
- **Audio tapes of the meetings are available at the City of Redmond Library or online via the City of Redmond website.**
- **Meetings are also broadcast live on Redmond City TV Comcast Channel 21 and Frontier Channel 34. Meetings are replayed on Wednesdays at 1:00AM and 3:00PM, Thursdays at 1:00AM and 7:30PM, Fridays at 1:00AM and Sundays at 9:00PM. They are also available on demand for 24/7 viewing.**
- **Anyone can sign up to speak at the meeting directly to the Mayor and City Council at the beginning of each meeting. Speakers are generally limited to three minutes; however, accommodations are made for persons with disabilities or use English as a second language.**
- **Assistance for the hearing or visually impaired is available at Council and public meetings with one week advance notice made by contacting the City Clerk's office at 425-556-2190.**

All transportation plan and project activities are available on the City of Redmond website, and public announcements and communications for public outreach events are provided in a manner akin to that of City Council Meetings.

Other public outreach activities and events related to transportation options, incentives and resources are provided through the Go Redmond! Commuter assistance site (<http://www.goredmond.com/>) and associated staff that post poster announcements throughout the city for upcoming events and activities.

Architectural, Engineering and Surveying services are advertised via the shared electronic roster maintained by Public Purchase. Public Works transportation projects are advertised in the online Shared Procurement Portal, which provides a public solicitation board. Projects that are greater than \$300,000 are also advertised for two consecutive weeks in the Daily Journal of Commerce and the Seattle Times. For more details about advertising projects, see the City of Redmond website.

- a. How were special language needs assessed? List the special language needs assessments conducted.

The City of Redmond is proud of its diverse communities and is continuing to make improvements to meet special language needs. City of Redmond staff are available to provide special languages services at public outreach activities, and assistance is provided with advance notice at Council meetings.

- 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 publication).

The City of Redmond's Human Services division has partnered with several local social services agencies to ensure that minorities, seniors, women and low-income groups are included in outreach activities. The City continues to review its processes to improve access to publications and materials for those with limited English proficiency.

- 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.

The City of Redmond has thirty-six (36) staff members that are available to speak sixteen (16) different languages to provide services to the public. If City staff are unable to provide direct communication, staff connect the person to LanguageLine Solutions through the City Police Department.

Languages provided include Cantonese, Mandarin, Shanghai, Czech, Dutch, French, German, Haitian Creole, Hindi, Italian, Kannada, Korean, Marathi, Portuguese, Romanian, Russian, Sign Language, Spanish, Telugu, and Vietnamese.

Because staff directly communicate with those needing special languages, the City does not maintain a formal list of the number of persons served.

Assistance is also provided at Council and Public meetings for the hearing and visually impaired with advance notice to the City Clerk's office.

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

Because staff directly communicate with those needing special languages, costs are included as part of general staff labor and benefits. Professional language services cost \$14,740 during this reporting period.

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.)
- a. Include dollar value of each

See Attachment A.

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

In addition to including the Title VI statement when advertising in local publications, the City of Redmond uses the Shared Procurement Portal to notify vendors of contracting opportunities. The Portal provides discounted half-price fees to certified DMWBE firms. As part of the City of Redmond's outreach efforts to use minority and female contractors,

when appropriate, proposals include a Disadvantaged Business Enterprise (DBE) goal. As a condition of award, the successful bidder must make good faith efforts to meet this DBE goal.

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

See Attachment A.

d. Is there a Title VI Non-Discrimination statement included in all contracts and public notices?

Yes. All federally funded contracts administered by the City of Redmond contain Title VI provisions (FHWA form 1273) defining Title VI requirements included in the contract documents with a requirement that these provisions be included in all amendments, supplements and lower tier contracts entered into by the contractor. Contract documents also include GSP 01-07.11 language relating to the Requirements for Non-discrimination. Goals are established for the participation of Disadvantaged Business Enterprises, where applicable. All City of Redmond federally funded contracts, contain non-discrimination provisions to ensure and heighten awareness that the City of Redmond will not tolerate discriminatory practices.

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

All City of Redmond federally assisted contracts, contain non-discrimination provisions to ensure and heighten awareness that the City of Redmond will not tolerate discriminatory practices. As part of the City of Redmond's outreach efforts to use minority and female contractors, when appropriate, proposals 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 enough DBE participation to meet the DBE goal: or documents that it has made adequate efforts to do so although unsuccessful.

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.

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.

No negative impacts to minorities and/or low-income EJ populations were identified during this reporting period. Projects during this period that improve access for minority and low-income populations include 152nd Avenue Main Street Project, Redmond Way and Cleveland St Couplet Conversion, Redmond Central Connector Phase II, and Safe Routes to Schools.

The City of Redmond has multiple budgeted programs to improve access to all populations, including:

- **funding transportation services for low-income, elderly and disabled populations, adding sidewalks, trails, bicycle lanes, crosswalks and pedestrian safety signals from low-income and minority communities to provide safe access to schools and social services**
- **working with King Country Metro and Sound Transit to improve access to transit by strategically adding bus stops and services to multicultural and low-income neighborhoods**
- **launching mid-day shuttle service known as the Redmond Loop in 2016, which provides mid-day shuttle service to Redmond neighborhoods, providing access to social services, medical care, schools, parks and retail centers**
- **providing multiple transportation options for minority and low-income persons through Go Redmond incentives and events**

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

- a. Identify the number of minority, low-income, elderly and disabled persons affected.
- b. The efforts that were made to address Limited English Proficiency issues (including use and cost of translators, outreach efforts for each reported activity).
- c. Describe any concerns raised by minorities and women regarding appraisals, negotiations, relocation assistance, and payments. What actions were taken to resolve those issues?

No Right of Way acquisition for transportation projects occurred during this reporting period.

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

- a. What was the allegation or concern?
- b. Procedures used
- c. Action taken
- d. Resolution

No Title VI related complaints were received during this period.

Attachment A - UPDATED

FFY 2016 Consultant Contracts (period from 10-1-2015 to 9-30-2016)

Project Name	Consultant Sub-Consultant	Date Executed	Contract Value	Federally Funded	Sub-Contract	MWBE Contract Value	Non Discrimination	Washington Certified	Federal Certified
1 152nd Avenue Main Street	Pertee	10/23/2015	\$ 316,930.00	Y			Y	N	N
	Alta Planning + Design				\$ 43,725.00		Y	N	N
	Hough Beck & Baird				\$ 16,786.00	\$ 16,786.00	Y	Y	Y
	HWA GeoSciences				\$ 6,946.00	??	Y	N	N
	Universal Field Services				\$ 9,840.00		Y	N	N
2 Redmond Central Connector Phase II - Supplement 3	OTAK	3/17/2016	\$ 717,344.00	Y			Y	N	N
	Berger Partnership				\$ 90,700.00		Y	N	N
	GeoEngineers				\$ 5,000.00		Y	N	N
	TENW				\$ 5,000.00		Y	N	N
	Hayre McElroy Testing Services				\$ 39,112.00	\$39,112	Y	Y	N
3 2017 Safe Routes to School	Reid-Middleton	5/11/2016	\$ 408,787.00	Y			Y	N	N
	GeoEngineers				\$ 18,898.00		Y	N	N
	Environmental Science Associates				\$ 56,363.00		Y	N	N
	Roland Resources, Inc.				\$ 26,694.00		Y	N	N
4 Couplet Conversion (Supplemental 9)	KPG	5/26/2016	\$ 2,909,000.00	Y			Y	N	N
	CH2M Hill				\$ 1,068,269.00		Y	N	N
	CivilTech				\$ 16,248.00	\$16,248	Y	Y	Y
	DKS Associates				\$ 27,955.00		Y	N	N
	GeoEngineers				\$ 23,140.00		Y	N	N
5 Connecting Washington 520 EB 40th and 51st Ramp	Huitt-Zollars	7/22/2016	\$ 634,242.00	N			Y	N	N
	TENW				\$ 73,304.00		Y	N	N
	Hart Crowser				\$ 34,172.00		Y	N	N
	Cultural Resources				\$ 6,752.00		Y	N	N
6 CFD #2 - 31st St and 51st St	Huitt-Zollars	7/22/2016	\$ 1,199,409.00	N			Y	N	N
	TENW				\$ 194,826.00		Y	N	N

FFY 2016 Construction Contracts (period from 10-1-2015 to 9-30-2016)

Project Name	Contractor Subcontractor	Date Executed	Contract Value	Federally Funded	Sub-Contract	MWBE Contract Value	Non Discrimination	Washington Certified	Federal Certified	
1	Redmond Central Connector Phase II	IO Environmental & Infrastructure	3/22/2016	\$ 3,498,920.00	Y			Y	N	N
		Ashford Electric & Const Co			\$ 515,000.00	\$ 515,000.00	Y	Y	Y	Y
		Belarde Construction			\$ 171,235.00	\$ 171,235.00	Y	Y	Y	Y
		Evergreen Concrete Cutting Inc.			\$ 2,250.00		Y	N	N	N
		Franklin Pacific Const Co.			\$ 552,500.00		Y	N	N	N
		GHD Services Inc.			\$ 16,700.00		Y	N	N	N
		Northern Resource Consulting			\$ 8,000.00	\$ 8,000.00	Y	Y	Y	Y
		O M A Construction Inc			\$ 51,200.00	\$ 51,200.00	Y	Y	Y	Y
		Out West Landscaping & Irrigation			\$ 102,000.00	\$ 102,000.00	Y	Y	Y	Y
		Prime Electric Inc.			\$ 20,000.00		Y	N	N	N
		Ralph's Concrete Pumping			\$ 2,200.00		Y	N	N	N
		Sky High Tree Removal			\$ 4,625.00		Y	N	N	N
		True North Land Surveying			\$ 53,900.00	\$ 53,900.00	Y	Y	Y	Y
		Watson Asphalt Paving Co Inc.			\$ 207,770.00		Y	N	N	N
2	Redmond Way and Cleveland Street Couplet Conversion	Johansen Excavating	6/2/2016	\$ 10,715,223.88	Y			Y	N	N
		Amaya Electric			\$4,751,656.00	\$ 4,751,656.00	Y	Y	Y	Y
		Everson's Econo Vac Inc.			\$ 14,702.23		Y	N	N	N
		Salish Construction Company			\$ 4,116.00	\$ 4,116.00	Y	Y	Y	Y
		American Pride Corporation			T&M	T&M	Y	Y	Y	Y
		American Surveying and Environmental, LLC			\$ 57,350.00		Y	N	N	N
		Bravo Environmental NW Inc.			\$ 4,580.00		Y	N	N	N
		CEMEX Construction Materials Pacific LLC			\$ 570,145.00		Y	N	N	N
		Channel Right			\$ 2,100.00		Y	N	N	N
		Doolittle Construction LLC			\$ 51,057.50		Y	N	N	N
		Evergreen Concrete Cutting, Inc.			\$ 25,386.50		Y	N	N	N
		Highmark Concrete Contractors LLC			\$ 688,707.50		Y	N	N	N
		Louis F. Matheson Construction Inc.			T&M		Y	N	N	N
		Marine Vacuum Service Inc.			\$ 3,234.00	\$ 3,234.00	Y	Y	Y	Y
		Olson Brothers Pro-Vac LLC			\$ 40,005.00		Y	N	N	N
		Penhall Company			\$ 5,000.00		Y	N	N	N
		Penny Lee Trucking, Inc.			\$ 108,605.00	\$ 108,605.00	Y	Y	Y	Y
		Performance Abatement Services Inc.			\$ 13,620.00		Y	N	N	N
		Sea-Tac Sweeping Service (AI Vinson Inc)			\$ 10,080.00	\$ 10,080.00	Y	Y	Y	Y
		Skyline Landscape LLC			\$ 183,216.00		Y	N	N	N
		Stripe Rite, Inc.			\$ 87,506.50		Y	N	N	N
		Sure Would Motors Inc.			T&M		Y	N	N	N
		Tank Wise LLC			\$ 2,000.00		Y	N	N	N
		Van Dam Welding Inc.			\$ 69,625.00		Y	N	N	N
3	2016 Channelization	Apply-A-Line	8/2/2016	\$ 146,745.50	N			Y	N	N

T&M contracts not finalized as of this report date

Commuter Trip Reduction Program – Go Redmond!

Provides community outreach information on transit, pedestrian, bicycle and carpool opportunities for the City.

<https://www.goredmond.com/>

Example: Chinese language version (Google Translation services provided)

The screenshot shows the Chinese version of the Go Redmond website. At the top left is the 'GO Redmond' logo with navigation links for '上班族' (Commuters), '雇主' (Employers), '学校' (Schools), '博客' (Blog), and '联系我们' (Contact Us). On the right, there are links for '签到' (Sign in) and '寄存' (Storage). The main banner features a photo of a snowplow at night and the headline '过冬你上下班路上' (Overwintering on your commute) with the subtext '不要让天气变幻莫测摧毁了你的通勤。' (Don't let unpredictable weather destroy your commute). Below the banner is a section titled '激励机制和资源' (Incentive Mechanisms and Resources) with three menu items: '上班族' (Commuters), '雇主' (Employers), and '学校' (Schools), each with a right-pointing arrow. To the right of these items is the text '东环线轻轨即将Overlake, 东南亚, 和市中心雷德蒙' (The East Loop Light Rail is coming to Overlake, Southeast, and downtown Redmond) and a link '在这里了解更多' (Learn more here). The bottom section is titled '交通选择' (Transportation Choices) and contains three icons: a pedestrian for '步行' (Walking), a bicycle for '自行车' (Bicycle), and a car for '停车场' (Parking).