



City of Tacoma

W A S H I N G T O N

Annual Title VI WSDOT Update and Accomplishment Report (FFY: 2019)

This report describes the City of Tacoma's Title VI activities for the federal fiscal year of October 1, 2018-September 30, 2019. The report provides information regarding the City's Title VI accomplishments, and describes any changes in Title VI program implementation during the reporting period.

Section I. Policy Statement

A copy of the City of Tacoma Title VI Policy Statement is included the Appendix of this report.

Section II. ORGANIZATION, STAFFING AND STRUCTURE

A. Organization:

The City's Title VI Coordinator reports to the Business Services and Workforce Partnership (BSWP) Division Manager, who reports to the Director of Community and Economic Development (CED) who reports to the City Manager¹. The City Manager is the Chief Executive Officer for City government, who in turn reports to the City Council. The BSWPH Division Manager is responsible for supervising the Office for Small Business Enterprise (SBE) Program Specialist who has been designated as the City of Tacoma's Title VI Coordinator for all applicable federally assisted projects.

The responsibilities of transportation planning are mainly carried out by the first three offices within the City of Tacoma described below:

Planning - PW

¹ This structure will be revised in the update FFY2020 Plan to reflect the organizational change. The FFY2018 Plan's reporting structure still apply for this reporting period.

The Public Works Department (PW) is responsible for the planning, design, construction and maintenance of all transportation improvement projects. The planning functions are primarily conducted by the Engineering Division's Transportation Planning unit.

Planning - PDS

The Planning and Development Services Department (PDS) is responsible for transportation planning within the context of long-range, comprehensive planning activities pursuant to the State Growth Management Act and applicable federal, state, regional and local mandates.

Planning - OEPS

The Office of Environmental Policy and Sustainability (OEPS) was in the City Manager's Office until November 2014 and then was moved to our Environmental Services Department (ES). It is responsible for the planning and implementation of climate mitigation and adaption, and various environmental sustainability policies and initiatives.

Planning - CEDD

Neighborhood Revitalization (NR) and Arts offices

The Neighborhood Revitalization and Arts offices in our Community and Economic Development Department are responsible for the planning and implementation of neighborhood improvements and contributing to the livability of Tacoma.

B. Staffing:

The Title VI Coordinator reports directly to the City's BSWP Division Manager, who reports to the Director of Community and Economic Development (CED) who reports to the City Manager for Title VI matters. The City has assigned liaisons for each Special Emphasis Program Area of responsibility to assist the Title VI Coordinator in carrying out the functions of the City's Title VI Plan. All City of Tacoma departments coordinate construction projects through the SBE Office to ensure equal opportunity in the establishment of DBE project and training goals and outreach to minority and women owned businesses. The Public Works Department conducts onsite visits to ascertain if DBE contractors are performing a commercially useful function. Said department also conducts interviews with the contractors' employees to ensure they adhere to the Davis Bacon and prevailing wage requirements. The City of Tacoma Public Works Department is responsible for planning, designing, and constructing projects, and oversees property management functions within the City's right-of-way. When needed, Public Works staff schedules and conducts public outreach meetings to inform the community about upcoming projects, ongoing projects and strives to limit the potential impacts to abutting properties.

Title VI Program Staffing		
Job Title	Ethnicity	Gender
SBE Program Specialist	Asian	Male
Division Manager and Title VI Coordinator	Caucasian	Female

C. Structure

Below illustrates the City of Tacoma’s Special Emphasis Program Area Title VI Liaisons. During this fiscal year, each person listed below will identify and delegate Title VI responsibilities to a respective staff member.

Title VI Special Emphasis Program Area Specialists			
Name	Gender Ethnicity	Title	Department / Program
Peter Huffman	Male Caucasian	Director	Planning and Developmental Services (PDS)
Kurtis Kingsolver	Male Caucasian	Director	Public Works (PW)
Mike Slevin	Male Caucasian	Director	Environmental Services (ES) Office of Environmental Policy and Sustainability (OEPS)
Jeff Robinson	Male Caucasian	Director	Community and Economic Development (CED)
Gary Buchanan	Male Caucasian	Director	Human Resources (HR)

Section III. TITLE VI MONITORING AND REVIEW PROCESS

A. Actions to Promote Internal and External Compliance with Title VI

The City of Tacoma routinely conducts pre-bid meetings for construction projects that exceed \$50,000 whether they are federally, state or city funded to encourage minority, women and small local construction contractors to submit proposals. All of our contracts contain non-discriminatory contractual clauses in accordance with federal, state and City of Tacoma policies.

Internal

The City of Tacoma through its SBE Office schedules informational meetings with all interested contractors regardless of race, sex, national origin, religion, ethnic group or physical status wishing to do business in our competitive bid process. Mailing lists and electronic distribution lists are maintained in an effort to maximize our outreach efforts to minority, women and other contractors in the Tacoma-Pierce County area. The SBE program, a race gender neutral program ongoing since January 2001, has increased the number of public works contracts awarded to historically under-utilized firms.

External

The City of Tacoma’s SBE Office has provided and/or assisted in a number of trainings and workshops to provide the contracting community educational opportunities and inform said

community of contracting opportunities for upcoming projects. The SBE program provides technical support to small businesses to encourage participation in government projects.

B. Title VI Compliance Reviews During this Report Period

No Title VI reviews were conducted during the reporting period. Monthly Employment Utilization, Certified Payroll, and DBE Participation Reports are received and reviewed for compliance.

Section IV. TITLE VI COMPLAINTS DURING THIS REPORT PERIOD

No complaints were filed against the City of Tacoma during the report period.

Section V. ACCOMPLISHMENT REPORT FOR EACH PROGRAM AREA

A. Planning

1. Describe the planning activities that are performed.

Planning - PDS

During FFY 2019, the Planning and Development Services Department (PDS) performed or was actively involved in the following planning activities, many of which included transportation as an integral component: 2019 Annual Comprehensive Plan Amendment, 2020 Annual Comprehensive Plan Amendment, Transportation Master Plan Update, Sound Transit's Tacoma Dome Link Extension, Pierce Transit's Bus Rapid Transit Corridor Study, Tideflats Subarea Plan, Tideflats Area Land Use Interim Regulations, Capital Facilities Program, Ruston Way Corridor Planning, Open Space Current Use Assessment, Residential Infill Pilot Program, Detached Accessory Dwelling Unit Regulations, JBLM Airport Compatibility Overlay District, Manitou Area Annexation, Heidelberg-Davis Land Use Designation, Future Land Use Map Implementation, Shoreline Master Program Periodic Review, Affordable Housing Action Strategy Incorporation into the Comprehensive Plan, West Slope Neighborhood View Sensitive Overlay District, and Historic Preservation Code Amendments

2. How many consultant projects for planning were awarded and their dollar value?

Planning - PDS

No projects were reported for FFY 2019.

Planning – PW

For FFY 2019, Public Works has used 9 consultants for 9 planning projects in FFY 2019. The dollar value for this work was \$849,128.

Planning - OEPS

No Projects were reported for FFY 2019.

3. Efforts Made to Utilize Minority and Female Consultants and Sub-consultants in Federally Assisted Contracts

For all projects, the City of Tacoma Purchasing Policy was followed. A standard Request for Proposal process is used to obtain the consultant. It is the policy of the City of Tacoma to comply with 49 Code 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 Tacoma 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 49 CFR Part 26 on the basis of race, color, sex, or national origin. Efforts made to use minority and female consultants during FY 2019 include the following outreach activities:

- **Disadvantaged Business Enterprise (DBE) Goals.** As part of the City of Tacoma outreach efforts to use minority and female consultants, when appropriate, proposals include a Disadvantaged Business Enterprise (DBE), M/WBE, or SBE goal. The City of Tacoma conducts workshops and meetings to encourage state and federal certification for DBE status. Certified firms encompass small, minority and women-owned firms. As a condition of award, the successful bidder must make good faith efforts to meet this DBE and SBE goal. The proposer establishes good faith efforts when it documents that it has obtained enough DBE and SBE participation to meet the goal. In addition the SBE Coordinator works closely with the Minority Business Development Agency (MBDA) which is a federally funded program that provides technical support and training to the local M/WBE community; e.g. bidding, bonding and other technical workshops pertaining to government contracting opportunities. The MBDA Program is hosted by the City of Tacoma and their office is adjacent to the SBE Coordinator and Title VI Coordinator's office, both located on the 8th floor of City Hall.

- **Consultants Selection Procedures.** Consultants are selected according to the procedures outlined in the RCW, and Local Agency Guidelines (LAG) Manual procedures for federally assisted projects. The City of Tacoma encourages all consultant firms that are registered in Washington State to conduct business and who possess the requisite professional license(s) to present their qualifications for Public Works design projects.

The City of Tacoma solicits firms for inclusion on the Architecture and Engineering, Professional Services, and the Construction Small Works Roster in accordance with RCW 39.80 and City of Tacoma practices. The City of Tacoma places an advertisement in various news media to include the Daily Journal and various minority newspapers that have existing contracts with the Agency. Advertisement is conducted a least twice during a year to encourage consultant firms to apply for placement on the rosters.

- **Public Pre-proposal Meetings.** Other outreach efforts to support the use of minority and female consultants include conducting public pre-proposal meetings to provide information concerning the scope of work and available subcontracting opportunities associated with projects. These meetings are open to all interested parties.

• **Individual Coaching.** The City of Tacoma staff is available for one-on-one coaching sessions after each public pre-proposal meetings to assist minority and female consultants of the process and tips on successful bidding and marketing of their services.

4. Describe any studies conducted to provide data relative to minority persons, neighborhoods, income levels, physical environments, and travel habits. What assistance did the Title VI Coordinator provide to ensure that Title VI considerations were included in the planning stage?

The City of Tacoma will continue to review all proposed projects for their potential to have a disproportionate impact on low-income and minority populations that are subject to additional consideration in accordance with applicable Title VI and Environmental Justice provisions. The City of Tacoma's unincorporated areas do not typically require substantial analysis to determine that the potentially affected areas do not meet thresholds for consideration as low-income or minority communities.

Planning - PDS

Data collection and baseline measurements were conducted during the initial stage for various projects as mentioned above, such as the 2019 Annual Comprehensive Plan Amendment, the 2020 Annual Comprehensive Plan Amendment, Residential Infill Pilot Program, Affordable Housing Action Strategy, Accessory Dwelling Unit Regulations, the Tideflats Subarea Plan, and the Manitou Area Annexation. Data collection covered a wide spectrum of issues, such as transportation, housing, employment, economic development, social-economic status, and environment and sustainability – depending on the scope of the project. Data collection was done through online surveys, benchmarking researches, site visits, open houses, stakeholder's workshops, and community outreach.

5. Identify the number of planning hearings held. Describe efforts to ensure citizen participation in the hearings, particularly by minorities and women. How many minorities and women both individually and through their organizations were represented and their role(s) in the citizen participation effort?

The City of Tacoma continues to use the Washington State Department of Transportation (WSDOT) form for collecting data on public hearings and public meeting attendees for Title VI reporting requirements, per Title 23, Code of Federal Regulations, Part 200.9(b)(4). See the Appendix for a copy of the form used by the City of Tacoma at its public meetings.

Planning - PDS

- During FFY 2019, there were twelve public hearings held for planning projects that PDS was responsible for, as follows:
- Planning Commission Public Hearings:
- October 3, 2018 - Accessory Dwelling Unit (ADU) Regulations
- November 7, 2018 - JBLM Airport Compatibility Overlay District
- December 5, 2018 - Open Space Current Use Assessment on Anderson Property
- May 1, 2019 - 2019 Annual Comprehensive Plan Amendment (Hearing No. 1)
- May 15, 2019 - 2019 Annual Comprehensive Plan Amendment (Hearing No. 2)

- June 19, 2019 - 2020 Annual Comprehensive Plan Amendment Scope of Work
- City Council Public Hearings:
- October 23, 2018 - 6-month extension of Tideflats Interim Regulations
- February 19, 2019 - Accessory Dwelling Unit (ADU) Regulations
- March 5, 2019 - Open Space Current Use Assessment on Anderson Property
- April 23, 2019 - 6-month extension of Tideflats Interim Regulations
- June 4, 2019 - JBLM Airport Compatibility Overlay District
- August 20, 2019 - 2019 Annual Comprehensive Plan Amendment

The public hearings were open to the public, and the notices were widely distributed to the community, published in the newspapers and posted online, to reach as many citizens as possible, regardless of their race, color, sex, national origin, or income levels.

B. Research

No research projects have been conducted during the reporting period.

C. Location

Not applicable to the City of Tacoma.

D. Design

Design activities are performed by City Staff unless workload and deadlines require the use of consultants. Consultants are also used on projects that require expertise for a particular project.

1. Number of Consulting Firms with Design Contracts, including the Number of Contracts Held by Minority Firms and Women-Owned Firms/ Dollar Value

For FFY 2019, Public Works Engineering had 17 projects for which they hired 17 consultants for design for the year. The total dollar amount spent in FFY 2019 was \$4,411,462. Information detailing contracts held by minority firms and women-owned firms and their respective dollar values is currently not available. We will be installing new measures to sort and extrapolate requested data for future reporting periods.

2. Efforts to Increase Minority and Female Participation in Obtaining Consultant Contracts

- **Procurement Information System.** The City of Tacoma requests Letters of Interest, Statement of Qualifications and Proposals from all firms qualified and interested in providing professional services for contracts awarded by the City. The City of Tacoma posts information on current Requests for Proposals on its Internet Website and typically advertises RFP's in its official newspaper, the Tacoma Daily Index.

- **Advertisement in local papers and Agency Procurement Website:** The City of Tacoma typically advertises Requests for Proposals for consulting services in its official paper and on its Procurement Website. The scope, size and duration of these contracts vary in size to promote diversity in the number and size of firms competing for these awards. Some contracts are for complete design services on a single project. Others may be for environmental reviews, traffic analysis, mediators or a wide range of professional services.

- **Advance Information on Upcoming Contract Opportunities.** During Federal Fiscal Year 2019, the City of Tacoma’s efforts to use minority and female consultants included providing advance information on upcoming contract opportunities to DBE’s to include small, minority and women-owned businesses.

- **Grassroots Level Outreach Efforts:** The City of Tacoma’s Office for Small Business Enterprise has provided and attended a number of Small Business workshops, seminars, and planned community outreach events to promote contracting opportunities with the City. Outreach efforts use collaboration with local minority based organizations such as N.A.A.C.P, Tacoma Urban League and Tacoma-Pierce County Black Collective to promote information and opportunities for public contracts.

- **Office of Business Relations & Economic Development:** All activities with respect to minority and women owned firm outreach originates in the City of Tacoma’s Community and Economic Development Department.

- **Collaboration with other Local Governments.** The City of Tacoma is in the process of forming a regional collaborative effort toward an increased effort to provide contracting opportunities to minority and women owned firms in the region. This effort will include the City of Tacoma, City of Seattle, Port of Tacoma, Pierce County, Pierce Transit, Metro Parks, Tacoma Public Schools, Puyallup Tribe of Indians, and Tacoma and Pierce County Housing Authorities.

3. Public Hearings Held During the Design Phase of any Highway Design

No public hearings were held during the reporting period.

4. Employees in the Planning and Design Program Area, including Ethnicity and Sex, including Efforts to Increase Minority and Female Representation were:

Employees in the Planning Program Area PDS						
Number of employees - Gender		8	Male	3	Female	
Ethnicity						
White/Not Hispanic	Black/Not Hispanic	Hispanic	Asian or Pacific Islander	American Indian/Alaskan	Not Specified/ Other	Grand Total
7	0	2	2	0	0	11

Employees in the Planning Program Area OEPS						
Number of employees - Gender		7		Male	6	Female
Ethnicity						
White/Not Hispanic	Black/Not Hispanic	Hispanic	Asian or Pacific Islander	American Indian/Alaskan	Not Specified/ Other	Grand Total
12	0	0	1	0	0	13

Employees in the Public Works Engineering Division - includes Planning and Design staff						
Number of employees - Gender		79		Male	21	Female
Ethnicity						
White/Not Hispanic	Black/Not Hispanic	Hispanic	Asian or Pacific Islander	American Indian/Alaskan	Not Specified/ Other	Grand Total
78	3	8	7	2	2	100

Employees in the Design Program Areas HR and Arts						
Number of employees - Gender		0		Male	6	Female
Ethnicity						
White/Not Hispanic	Black/Not Hispanic	Hispanic	Asian or Pacific Islander	American Indian/Alaskan	Not Specified/ Other	Grand Total
4	0	0	1		1	6

5. Complaints Filed in the Design Program Area

No complaints were filed during the report period.

6. Significant Problem Areas, Accomplishments, and Actions to Take During the Ensuing Year.

The City of Tacoma has identified a few areas that challenge women and minorities seeking government contracts. Minority architectural firms and engineers have met difficulty in discovering pending projects from the City of Tacoma. Other construction firms have had difficulty with bid bonding and financing for their respective firms. City staff created specific classes and staff meetings to address these issues of access for professional engineers and architects. City staff arranged direct meetings with project owners and project sponsors so that architects and engineers get advanced notice and access to those city staff promoting city projects. City staff sponsored classes and technical support to minorities and women in the areas of bid bonding, certification and marketing. City staff recently teamed up with the newly established business

center for the Minority Business Development Agency (MBDA) to provide technical support to ethnic minorities seeking contracts with the City of Tacoma. City staff will continue to offer specific classes and technical assistance to minorities and women seeking contracts with the City of Tacoma and will work on our ability to identify and sort data that was not available to us for this reporting period.

E. Real Estate Services (Right of Way)

Describe your Agency Real Estate Services Responsibility in the Title VI Plan.

The property acquisition process follows the WSDOT Right of Way Manual and all applicable laws and regulations, including Title VI and Section 504. The acquisition process includes appraisal of property, negotiation of terms and conditions for acquisition, and relocation assistance, as well as property management.

1. Civil Rights Complaints in the following Real Estate Services (Right of Way) Areas:

1. a. Appraisals - None to report for this period.

1. b. Negotiations – None to report for this period.

1. c. Relocation Assistance and Payments - None to report for this period.

1. d. Property Management - None during this report period.

2. Number of Appraisers Utilized During the Reporting Period

Two (2) appraisers were utilized during this reporting period. The City of Tacoma decisions to retain appraisal services is completed via a competitive bidding process and is project dependent. Per our Approved Real Estate Procedures on file with WSDOT any property with a value less than \$25,000, the City is authorized to utilize the appraisal waiver process and perform in house market evaluations. The City of Tacoma does not have appraiser on staff.

3. Number of Negotiations during the Report Period and Disparity in Contract Negotiations between Minorities and Non-minorities

City of Tacoma had two (2) WSDOT-related projects during the report period in which negotiations were initiated and/or conducted. One project was completed during the reporting period with three (3) owner negotiations with no disparity in contract negotiations noted. Second project is ongoing and has seven (7) owner negotiations with no disparity in contract negotiations noted to date.

4. Concerns Raised by Minorities or Women Regarding their Options in the Negotiation Phase

No concerns or issues were raised during the reporting period.

5. Number of Relocations during the Report Period

There was no relocation during the reporting period.

6. Concerns Raised by Minorities or Women on Replacement Housing, Referral Housing and Advisory Services

None were reported during the reporting period.

7. Opportunities for Minorities and Women to Obtain Contracts Awarded for Providing Relocation Assistance

No relocation contracts issued during this reporting period.

8. Efforts to comply with Title VI

The City of Tacoma includes Title VI language into all contracts, as well as advertising, soliciting and promoting contract opportunities available to Minority and women owned firms.

9. Identify Right-of-Way staff by name, job title, race and gender.

Right-of-Way staff			
Name	Job Title	Race	Gender
Jennifer Hines	Assistant Division Manager	Not Disclosed	Female
Susie Rogers	Senior Real Estate Specialist	Not Disclosed	Female
Dylan Harrison	Senior Real Estate Specialist	Caucasian	Not Disclosed
Greg Muller	Real Estate Officer	Caucasian	Male
Patrick Sullivan	Real Estate Officer	Caucasian	Male
Melissa Luchini	Office Assistant	Not Disclosed	Not Disclosed
Mary Williams	Office Assistant	Caucasian	Female
Anne Smith	Senior Real Estate Specialist	Not Disclosed	Not Disclosed
Dori Bishop	Senior Real Estate Specialist	Caucasian	Female
Jill Cromer	Senior Real Estate Specialist	Not Disclosed	Not Disclosed
Troy Stevens	Senior Real Estate Specialist	Caucasian	Male
Teague Pasco	Senior Real Estate Specialist	Caucasian	Female
Ronda Cornforth	Senior Real Estate Specialist	Not Disclosed	Female
Lee Russell	Real Estate Specialist	Not Disclosed	Not Disclosed

F. Construction and Maintenance Services

1. Civil right complaints involving competitive bidding procedures?

No reported complaints involving the competitive bidding procedures during this reporting period.

2. Summary of efforts made by the Title VI Coordinator to encourage the use of Minority individuals, Firms, or Agencies to obtain maintenance agreements or contracts.

Title VI Coordinator submits Goals to city departments conducting city projects. Public Works Engineering verifies Title VI Goals in its review of the bidders' bid proposals for Capital improvement projects.

3. Procedures reviewed to assure subcontractor agreements, first and second tier, material supply and equipment lease agreements during the reporting period.

Public Works Engineering verifies Title VI Goals in its review of the bidders bid proposals as it is a condition of award. This information is presented by the contractors in their bid submittal proposal. The Title VI goals are reviewed and verified and recorded by the Engineering Department. The construction management group then submits them to the SBE department for concurrence. Following the City's review, the subcontractor information is then sent to WSDOT for their concurrence.

Once the project is awarded and construction has commenced the construction management team continues to verify contractor/sub-contractor work and participation to ensure that condition of award goals are met. The construction management group meets with the contractors at weekly progress meetings at which time the SBE/DBE goals are reviewed for compliance. In event goals are not being met the construction management group works with the contractors to find solutions in support of correcting any goal deficiencies.

Planning – PW

For FFY 2019, Public Works initiated 22 construction projects. The dollar value for this work was \$13,450,818.

Upon completion of construction the construction management group reports final contract amounts and all sub-contractor amounts and participation.

4. Significant accomplishments and/or action items for the ensuing year.

The City of Tacoma, along with members of our prime contracting community and previously identified municipal partners, are in the process of developing an administrative and trades craft skills enhancement program, targeting minority and women owned firms.

In addition, the City will continue monitoring disadvantaged, minority, women, and small business participation in City of Tacoma construction contracting.

G. Education and Training

1. **During the Reporting Period, Efforts Made to Encourage Participation by Minorities and Women in the NHI's Educational Program**

Not applicable.

2. **Types of NHI Sponsored Programs and Number of (Agency Name) Participants, Including Minorities and Women**

Not applicable.

3. **Identify of Staff Responsible for Training by Job Title, Ethnicity and Gender Staff within the City of Tacoma Office for Small Business Enterprise, who provide guidance to City departments on their responsibilities and reporting requirements for Title VI.**

Title VI Training Staff within the Office of the Title VI Coordinator			
Name	Job Title	Ethnicity	Gender
Wesley Nguyen	SBE Specialist	Asia	Male
Carol Wolfe	Division Manager and Title VI Coordinator	Caucasian	Female

4. **Civil Rights Complaints Filed Concerning Training and Educational Opportunities and any Corrective Actions Taken**

No complaints were filed during this reporting period.

H. Administration

1. **List of Employees by Ethnicity and Gender in each of the Title VI Program Areas.**

Please refer to previous tables and explanations.

2. **Summarize all Activities Undertaken during the Reporting Period which Provide for Assurances of Title VI Compliance with Contractors, and by Contractors (i.e. are Title VI compliance included in all contracts and consultant agreements; were requirements; are contractors and/or consultants appraised of Title VI implications and issues, etc.)?**

The following is a summary of activities undertaken during the reporting period that provide for assurances of Title VI compliance with contractors, and by contractors:

- Dissemination of the City of Tacoma Title VI Policy Statement

- The City of Tacoma publishes the Title VI Policy Statement in all contract specifications and provides EEO posters informing the contractors and general public of our policy on equal opportunity on federally assisted and projects receiving no federal financial assistance. See attached in the Appendix.
- All federally funded contracts administered by the City of Tacoma contain Title VI provisions (FHWA 1273).

3. Title VI Training conducted During the Period

No training has been conducted during the reporting period; training is planned for FFY 2019.

APPENDIX

- **2018 WSDOT Title VI Plan**
- **Purchasing Policy Manual:**
http://cityweb/Repository/Purchasing/Policy/PPM_FINAL.pdf