



## TITLE VI ACCOMPLISHMENTS & GOALS REPORT

This outline is for LPA and other governmental entities to report Title VI activities that occurred over the past year and report Title VI goals for the upcoming year. Reports must be returned on or before due date to meet eligibility requirements for federal funding. Send to [TitleVI@WSDOT.wa.gov](mailto:TitleVI@WSDOT.wa.gov)

**DUE DATES:** Refer to Section 28.3 for scheduled reporting period and due date

## Contact Information

Name and title of administrator (signature on Standard Assurances): Katrina Knutson, City Administrator

Mailing Address: 3510 Grandview Street

City: Gig Harbor WA Zip Code: 98335 County: Pierce

Phone #: 253-851-8136 email address: KKnutson@gigharborwa.gov

Name and title of head of transportation-related services: Aaron Hulst, P.E., City Engineer

Mailing Address: 3510 Grandview Street

City: Gig Harbor WA Zip Code: 98335 County: Pierce

Phone #: 253-853-7620 email address: AHulst@gigharborwa.gov

Name and title of designated Title VI coordinator\*: Jeff Langhjem, P.E., Public Works Director

Mailing Address: 3510 Grandview Street

City: Gig Harbor WA Zip Code: 98335 County: Pierce

Phone #: 253-853-7630 email address: JLanghelm@gigharborwa.gov

\*When the Title VI coordinator changes, notify TitleVI@WSDOT.wa.gov within 30 days.

To comply with Title VI requirements, each annual report submission must include signed Standard Assurances (USDOT1050.2A).

## Accomplishments

1. Have there been any changes to the approved Title VI Plan that have not been reported to OEO? If Yes, please submit an update to the Title VI Plan with a new signature. [No.](#)
2. Organization, Staffing, Structure – Describe the Title VI Program reporting structure including the Title VI Coordinator, Administrative Head, and transportation-related staff. The list should include name, race, color, and national origin of each individual. Include the same details if your LPA has a volunteer or appointed board related to transportation decision making.

The City of Gig Harbor adopted the ADA Transition and Self-Evaluation Plan on 12/11/20.

The reporting structure requires the Title VI Coordinator to provide an annual report to City Council by summarizing the ADA improvements and the public's complaints/recommendations of the prior year (Jan – Dec) and forwarding to WSDOT OEO Office.

**Title VI Coordinator:** Jeff Langhjem, P.E., Public Works Director

Race: Caucasian, Color: White, National Origin: US Citizen

**Administrative Head:** Katrina Knutson, City Administrator

Race: Caucasian, Color: White, National Origin: US Citizen

**Transportation Related Staff:** Aaron Hulst, P.E. City Engineer

Race: Caucasian, Color: White, National Origin: US Citizen

3. Community Demographics – Using a map of the LPA's boundaries, describe the demographics of the LPA's service area (e.g., race, color, national origin, low-income). List, by individual languages, the percent of the population(s) that is limited English proficient.

Staff relied on the following 2020 United States Census data, dated April 1, 2020 for this reporting period:

The following citywide data was available from the United States Census Bureau at  
<https://www.census.gov/quickfacts/fact/table/gigharborcitywashington/PST045221>

**Population: 12,029**

Veterans, 2016-2020: 803

Foreign born population, percent, 2016-2020: 7.5%

Population per square mile, 2020: 2,038.1

**Race:**

White, alone (not Hispanic or Latino: 10,189

Black or African American, alone: 84

American Indian and Alaska Native, alone: 120

Asian (alone): 770

Native Hawaiian and other Pacific Islander, alone: 0

Hispanic or Latino: 469

Two or More Races: 613

Language other than English spoken at home, percent of persons age 5 years+, 2016-2020: 8.3%

**Income and Poverty:**

Median household income (in 2020 dollars), 2016-2020: \$84,861

Mean household income (in 2020 dollars), 2016-2020: \$117,852

Per capita income in past 12 months (in 2020 dollars), 2016-2020: \$51,048

Persons in poverty, percent: 4.8%

4. Complaints – Provide a copy of the LPA's Title VI complaint log, including new Title VI complaints received during this reporting period and any still pending. Include the basis of the complaint (race, color, national origin) and describe the disposition (status/outcome). [None received](#).

5. Planning – Describe the transportation planning activities performed this reporting period. Describe the actions taken to promote Title VI compliance regarding transportation planning, including monitoring and review processes, community involvement, their outcome or status. Include examples of community outreach.

**Due to difficulties the pandemic presented in forming community advisory groups during 2021, no transportation-related committees were formed. The City has nothing to include other than what is provided in other areas of this Report.**

6. Right-of-way actions – Describe activities during this reporting period associated with the purchase, sale, lease/use, or transfer of real property (related to highway transportation/public right-of-way use). Include demographic information of affected populations. For example, the race, color, national origin of affected property/business owners(s)/tenant(s). [None](#).

7. Identify right-of-way appraisers and acquisition staff (used during this reporting period) by race, color, national origin. [None](#).

8. Studies and Plans – Were any transportation studies (including environmental reviews) conducted or transportation plans completed during this reporting period? Identify the data source(s) and provide data summary (Title VI/Environmental Justice Analysis) relative to ethnicity, race, languages spoken, neighborhoods, income levels, physical environments, and/or travel habits. Explain how data was used in these studies/reviews/plans. [None](#).

9. Project Location and Design – Provide a list of construction projects that began during this reporting period. Using a map of the LPAs service area, identify project locations, and a brief description of the projects' benefits/burdens to affected populations. If possible, provide a map that overlays projects with the racial composition of affected neighborhoods. **Please see "Appendix D – Project Location Map". Since the City does not have a map with the racial composition of neighborhoods we are unable to provide this information.**

2021 Construction Projects	Description
38 <sup>th</sup> Ave Improvements Phase 1A	Construct 2,000 LF of street corridor improvements along 38 <sup>th</sup> Avenue incorporating Low Impact Development Standards (LID) consisting of bike lanes, sidewalk, biofiltration swale and pedestrian lighting on the east side between the City limits and Briarwood Lane. This project includes the first phase of improvements to provide pedestrian safety in City limits leading to two schools located just outside City limits.

Gig Harbor North Pedestrian Crosswalks	Install rectangular rapid flashing beacons (RRFBs) at intersection crosswalks including Borgen Blvd./Harbor Hill Dr., Harbor Hill Drive entrance to Costco, and Borgen Blvd./Olympus Wy. These safety improvements will ensure increased safety for neighborhood school children and pedestrians walking to the new Swift Water Elementary School located on Harbor Hill Drive.
Harborview Dr/Stinson Ave Intersection Improvements	Construct a roundabout and other intersection improvements including illumination and crosswalks with rectangular rapid flashing beacons (RRFBs) to provide better traffic flow and pedestrian safety at Stinson Avenue and Harborview Drive.

10. Other Public Meetings – List other public meetings held during this reporting period. Identify efforts used to encourage citizen participation at those meetings. Detail dates, times, locations, attendance, and provide examples of outreach materials.

For each of the above-named transportation construction projects that occurred in 2021, the public outreach and comment opportunities took place before 2021. The City's public involvement generally includes open houses, requests for comments, presentations at City Council meetings, posting ongoing project updates on the City's website, as well as weekly or bi-weekly social media outreach. Changeable message boards are also used to alert motorists to upcoming projects' start dates and updates for any disruption of traffic. For the Prentice Ave/Fennimore St Half-Width Improvements (Design) project, a public open house was held at the Harbor Heights Middle School gymnasium in March 2022.

Identify members of the LPA's transportation planning and/or advisory groups by race, color, and national origin.

The only transportation planning/decision making body in 2021 was the City of Gig Harbor City Council:

Jim Franich - Race: Caucasian, Color: White, National Origin: US Citizen  
 Bob Himes - Race: Caucasian, Color: White, National Origin: US Citizen  
 Spencer Abersold - Race: Caucasian, Color: White, National Origin: US Citizen  
 Jeni Wock - Race: Caucasian, Color: White, National Origin: US Citizen  
 Robyn Denson - Race: Caucasian, Color: White, National Origin: US Citizen  
 Le Rodenberg - Race: Caucasian, Color: White, National Origin: US Citizen

Specify methods used to collect demographic information from the transportation-related public meetings. (Self-identification surveys, notes by staff, etc.) Include summaries of Public Involvement Forms collected at each meeting, listing the demographics of those who attended by meeting. **None requested.**

List any language assistance services requested. For which languages? Who provided the service? In addition, list vital documents translated during the reporting period and identify the languages.

None requested.

11. Transportation-related Construction and Consultant Contracts (if applicable) – Briefly describe the process used to advertise and award construction contracts during this reporting period. Include the process for negotiated contracts (e.g., consultants).

The City follows City of Gig Harbor Resolution No. 1066 for its purchasing and contracting procedures.

The City utilized Builders Exchange of Washington to post construction contracts out to bid with a designated bid opening date and time. The Invitation to Bidders is also published in the legal section of the Tacoma News Tribune. Due to Covid protocols, public bid openings were held via Zoom. Construction contracts are awarded by City Council to the lowest responsive, responsible bidder.

Consultants are selected using the MRSC Consultant Roster and through the RFP/RFQ process. Selection of a consultant via the RFP/RFQ process cannot be through negotiating the lowest dollar amount but based on qualifications and the project team. In order to achieve a formal contract acceptance, the consultant must successfully negotiate a fair and reasonable scope and fee and receive City Council approval for the award of the contract if required.

12. Describe the actions taken to promote construction contractor/consultant compliance with Title VI by construction contractors/consultants, including monitoring and review processes, and their outcomes/status (e.g. what Title VI language was included in contracts and agreements; were contractors and consultants reviewed to ensure compliance; what Title VI responsibilities are explained to contractors and consultants?)

The City's construction contract documents include the following bolded Title VI language:

**The City of Gig Harbor in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4, and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.**

#### **Consultant Contracts:**

**Non-Discrimination.** The Consultant agrees not to discriminate against any customer, employee or applicant for employment, subcontractor, supplier, or materialman, because of race, color, creed, religion, national origin, marital status, sex, sexual orientation, age, or handicap, except for a bona fide occupational qualification. The Consultant understands that if it violates this provision, this Agreement may be terminated by the City and that the Consultant may be barred from performing any services for the City now or in the future.

For Federal-Aid Projects, it is the City's due diligence and responsibility to perform Wage Rate Interviews

and DBE Onsite Reviews to ensure compliance. This is also discussed and noted at Preconstruction Meetings – see example below:

#### PROJECT ADMINISTRATION

- a. **Required Contract Provisions for Federal-Aid Construction Contracts FHWA-1273 revised 5/1/12 and amended on 1/25/16** is included because this project is funded by a federal grant.
  - i. All provisions below must be incorporated into all subcontracts and lower-tier contracts – requirements similar to WSDOT Standards General Requirements, most stringent standards apply.
  - ii. Required Posters at jobsite. Eight signs total:
    1. FHWA 1495 and 1495A
    2. FHWA 1022
    3. OFCCP-1420
    4. WISHA F416-081-909, F242-191-909, F700-074-909, EMS 9874
  - iii. Nondiscrimination and Nonsegregated Facilities, Title VI
  - iv. Davis-Bacon Act – need to ensure that the minimum wages paid comply with the higher of the Federal (Davis-Bacon) and State (RCW and WAC).
  - v. Contract Work Hours and Safety Standards
  - vi. Subletting or Assigning the Contract
  - vii. Safety – Accident Prevention
  - viii. False Statements Concerning Highway Projects
  - ix. Clean Air Act and Water Pollution Control Act
  - x. Debarment, Suspension, Ineligibility and Voluntary Exclusion
  - xi. Anti-Lobbying
- b. **Disadvantaged Business Enterprise (DBE):**
  - i. DBE Condition of Award (COA) Goal is **\$xxxxxxxx (xx%)**.
  - ii. Prime Contractor must include a copy of the FHWA-1273 for all subcontractor contracts.
  - iii. The Prime Contractor has a responsibility and must treat the working relationship with the DBE such that the DBE is performing a commercially useful function. In order to perform a commercially useful function, the DBE sub shall perform all the work for their part of the project. The Prime Contractor may only take credit for work performed by a DBE that is determined to be performing a commercially useful function.
  - iv. Contractor shall submit a Quarterly Report of Amounts Credited as DBE Participation form 422-102 on a quarterly basis for any calendar quarter in which DBE has accomplished work or upon completion of the project as appropriate.
  - v. Monthly Reporting: Prime Contractor and Subcontractors to report per Section 1-08.1 to OEO Diversity Management Compliance System (DMCS) website: <https://wsdot.diversitycompliance.com>.

**DBE FOCUS POINTS OF DISCUSSION WITH THE CONTRACTOR – E. Reyne McBride, Office of Equal Opportunity**

1. When the Prime receives a payment from Gig Harbor the prompt pay law states the Prime must promptly pay to their Subs within 10 days – with or without an invoice from their subcontractor – and the Local Agency shall monitor DMCS to ensure payments to the Prime and Subs are reported accurately
2. If Sub is not paid within the 10 days prompt pay law then the Prime shall follow the withholding procedures and the Local Agency will withhold the same amount from Prime if Subs are not paid by next Local Agency monthly progress payment
3. Monthly Retainage Report is required to be submitted within 15 days after the Prime receives the Local Agency monthly progress payment
4. Prime cannot reduce the amount of work committed to a COA DBE without good cause. Reducing DBE commitment is viewed as partial DBE termination, and therefore subject to the GSP termination procedures
5. Any changes affecting DBE commitment or work scope shall be processed as a change order prior to the change or work being performed
6. A DBE Trucking Unit Listing Log is required for any DBE trucking firm performing for the project
7. All DBE subcontracts shall be submitted to WSDOT OEO PRIOR to the DBE firm's start of work on the project – email to Engineer Office and cc ORegionOEO@wsdot.wa.gov
8. Please include the Federal Aid number in the subject line of emails communications and submittals for DBE requirements. Reference 3311(001) in documentation and email subject lines since it is associated with DMCS.
9. Project information can be uploaded to DMCS when there are no long lead material items. FHWA wants on-site interviews during the peak of the work instead of at the beginning.

13. List construction, right-of-way, and consultant contracts with your LPA/MPO/entity for this report period with dollar value of each. Identify funding sources (federal, state, local, other), and how many were awarded to certified disadvantaged contractors (as a prime contractor/consultant).

Contract Date	Project Name	Funding Source	Contract Type	Dollar Value	DMWBE Contract
5/24/2021	38th Ave Improvements Phase 1A Contractor: Massana Construction, Inc.	Local + Traffic Impact Fees	Construction	\$1,343,926.00	no
6/28/2022	Gig Harbor North Pedestrian Crosswalks Contractor: Sound Pacific Construction	Hospital Benefit Zone	Construction	\$479,952.00	no
7/26/2021	Harborview/Stinson Intersection Improvements Contractor: Miles Resources, LLC	Local + TIB Grant	Construction	\$2,188,188.01	no
9/27/2021	Prentice Ave/Fennimore St Half-Width Frontage Improvements Consultant: Parametrix	Local	Design	\$49,872.00	no

14. Education & Training – Describe actions taken to promote Title VI compliance through education and trainings, including monitoring and review processes, and their outcomes/status. [Completed ADA program and training with Washington Telecommunications Relay Service.](#)

List Title VI training/webinars your Title VI Coordinator attended this reporting period. Include dates and entity that conducted the training. [None.](#)

When was Title VI internal training provided to staff? Who conducted the training? What was the subject of the training? Provide the job titles and race/color/national origin of attendees. [No.](#)

List other civil rights training conducted locally. Provide dates and a list of participants by job title and Title VI role, if applicable. [None known.](#)

#### **Title VI Goals for Upcoming Year**

What area(s) of Title VI does your agency plan to focus on in the upcoming year? Describe by particular program area what your agency hopes to accomplish. Include any significant problem areas to focus on and plans to address those. [For 2022 the City will complete multiple design and construction contracts associated with transportation facilities and public parks throughout the City. These contracts are intended to provide improved access to transportation opportunities and public parks for all neighborhoods and residents.](#)

# CITY LIMITS

## City of Gig Harbor

