



KITSAP COUNTY PUBLIC WORKS, ROADS DIVISION

TITLE VI ACCOMPLISHMENTS & GOALS REPORT

APRIL 1, 2021 THROUGH MARCH 31, 2022



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

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

Contact Information

Name and title of administrator: Karen Goon/County Administrator

Mailing Address: 614 Division Street MS-4

City: Port Orchard WA

Zip Code: 98366

County: Kitsap

Phone #: 360-337-4403

email address: kgoon@kitsap.gov

Name and title of head of transportation-related services: Joe Rutan

Mailing Address: 614 Division Street MS-26

City: Port Orchard WA

Zip Code: 98366

County: Kitsap

Phone #: 360-337-4893

email address: jrutan@kitsap.gov

Name and title of designated Title VI coordinator*: Kristina Nelson

Mailing Address: 614 Division Street MS-26

City: Port Orchard WA

Zip Code: 98366

County: Kitsap

Phone #: 360-337-4891

email address: knelson@kitsap.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.

Yes, changes to the plan are submitted with this report.

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.

<u>Name</u>	<u>Title</u>	<u>Race/Color</u>	<u>National Origin</u>
Kristina Nelson	Title VI Coordinator	Caucasian	Swedish
Andrew Nelson	Public Works Director	Caucasian	USA
Denise Greer	Human Resources Director	Caucasian	Unknown
Charlotte Garrido	Commissioner District 2	Caucasian	Unknown
Edward E. Wolfe	2022 Chair of the Board of County Commissioners (District 3)	Caucasian	Unknown
Robert Gelder	Commissioner District 1	Caucasian	Unknown
Joe Rutan	County Engineer, Assistant Public Works Director, Roads	Caucasian	Unknown
Jeff Shea	Traffic Engineer	Caucasian	Unknown
David Forte	Transportation Planner	Caucasian	Unknown
Theresa Smith	Design Manager	Asian Pacific Islander	Filipino
Steven Nichols	Construction Manager	Caucasian	USA
Kenneth Swindaman	County Surveyor	Caucasian	Unknown
Molly Foster	Real Estate Services Manager	Caucasian	USA
Eirik O’Neal	Education and Outreach Coordinator	Caucasian	USA
Tim Beachy	Capital Projects Manager	Caucasian	USA

Gary Kaczynski	Capital Projects Manager	Caucasian	Unknown
Jacques Dean	Roads Superintendent	Caucasian	Unknown

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.

COMPOSTION OF KITSAP COUNTY

Kitsap County demographics, including incorporated cities, are less than 5% Limited English Proficiency (LEP).

There are three languages, other than English, spoken in more than 1,000 households in Kitsap County:

<u>Language</u>	<u>Number of Households</u>
Spanish	6,192
German	1,030
Tagalog	4,961

WASHINGTON STATE LEP DEMOGRAPHICS

Legend

County Boundaries



LEP Counties



1 Language Meets LEP Criteria



2 Language Meets LEP Criteria



3 Language Meets LEP Criteria



4 Language Meets LEP Criteria



7 Language Meets LEP Criteria



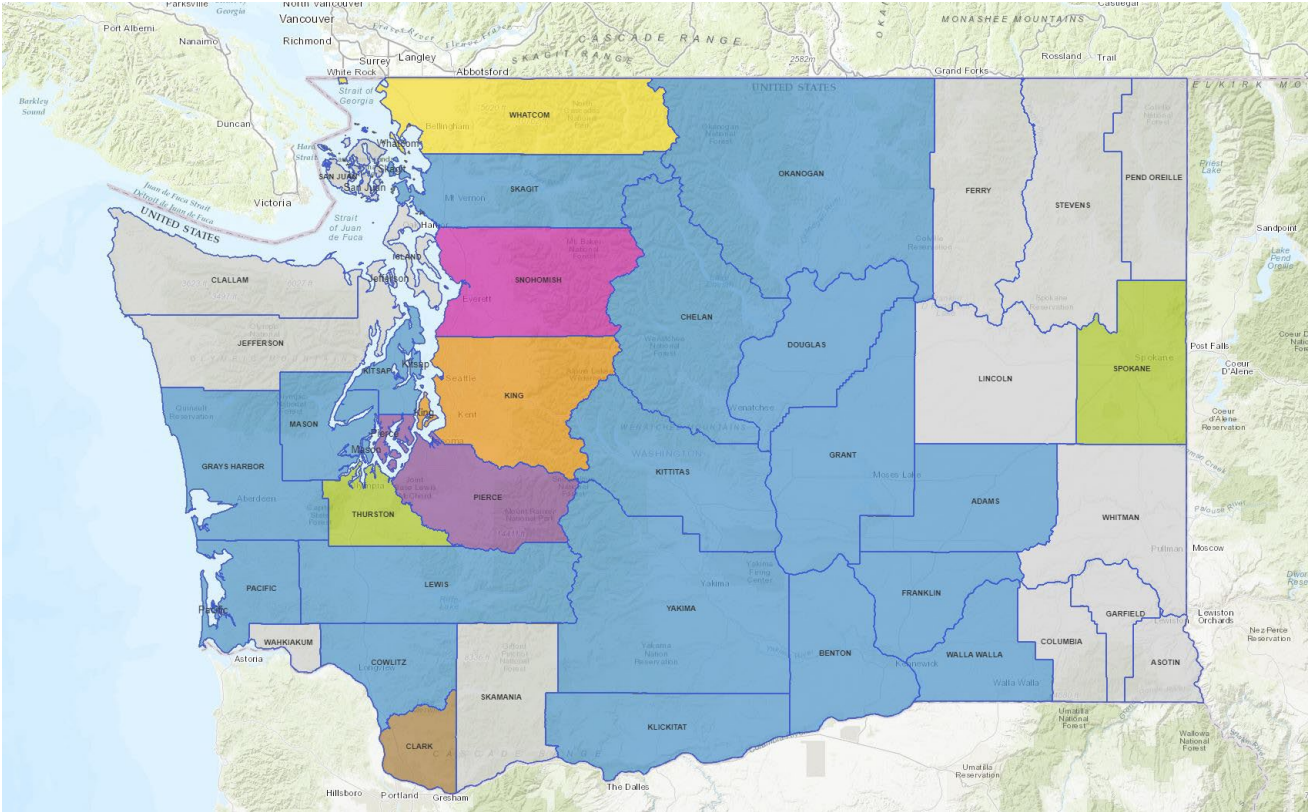
10 Language Meets LEP Criteria



27 Language Meets LEP Criteria



No LEP Languages Apply



Race and Hispanic Origin - 2020 Census (Table P2)	Percent of Kitsap County	Kitsap County Counts
White alone	72.21%	199,020
Hispanic or Latino	8.77%	24,184
Population of two or more races:	8.33%	22,967
Asian alone	5.09%	14,015
Black or African American alone	2.66%	7,338
American Indian and Alaska Native alone	1.27%	3,491
Native Hawaiian and Other Pacific Islander alone	1.02%	2,814
Some Other Race alone	0.65%	1,782
<i>Total:</i>	<i>100%</i>	<i>275,611</i>

Source:

<https://data.census.gov/cedsci/table?q=p2&q=0500000US53035&tid=DECENNIALPL2020.P2>

The following reports list Kitsap County demographics, including incorporated cities, for race, color, and household income.



EJSCREEN ACS Summary Report



Location: User-specified polygonal location
 Ring (buffer): 1-miles radius
 Description: Kitsap County

Summary of ACS Estimates				2015 - 2019
Population				273,461
Population Density (per sq. mile)				671
People of Color Population				63,042
% People of Color Population				23%
Households				106,684
Housing Units				115,768
Housing Units Built Before 1950				15,322
Per Capita Income				37,015
Land Area (sq. miles) (Source: SF1)				407.43
% Land Area				70%
Water Area (sq. miles) (Source: SF1)				172.52
% Water Area				30%
	2015 - 2019 ACS Estimates	Percent	MOE (±)	
Population by Race				
Total	273,461	100%	760	
Population Reporting One Race	252,934	92%	2,307	
White	221,861	81%	753	
Black	7,205	3%	296	
American Indian	2,682	1%	211	
Asian	13,084	5%	300	
Pacific Islander	2,181	1%	289	
Some Other Race	5,921	2%	458	
Population Reporting Two or More Races	20,527	8%	402	
Total Hispanic Population	21,067	8%	457	
Total Non-Hispanic Population	252,394			
White Alone	210,419	77%	737	
Black Alone	8,897	3%	296	
American Indian Alone	2,341	1%	211	
Non-Hispanic Asian Alone	12,788	5%	300	
Pacific Islander Alone	2,135	1%	287	
Other Race Alone	205	0%	72	
Two or More Races Alone	17,609	6%	402	
Population by Sex				
Male	139,849	51%	452	
Female	133,612	49%	468	
Population by Age				
Age 0-4	15,784	6%	223	
Age 0-17	56,365	21%	374	
Age 18+	217,096	79%	609	
Age 65+	47,655	17%	358	

Data Note: Detail may not sum to totals due to rounding. Hispanic population can be of any race.
 N/A means not available. Source: U.S. Census Bureau, American Community Survey (ACS) 2015 - 2019.



EJSCREEN ACS Summary Report



Location: User-specified polygonal location
 Ring (buffer): 1-miles radius
 Description: Kitsap County

	2015 - 2019 ACS Estimates	Percent	MOE (±)
Population 25+ by Educational Attainment			
Total	190,114	100%	479
Less than 9th Grade	3,000	2%	162
9th - 12th Grade, No Diploma	6,900	4%	171
High School Graduate	41,996	22%	329
Some College, No Degree	54,474	29%	387
Associate Degree	20,531	11%	214
Bachelor's Degree or more	63,213	33%	409
Population Age 5+ Years by Ability to Speak English			
Total	257,677	100%	735
Speak only English	239,467	93%	704
Non-English at Home ¹⁺²⁺³⁺⁴	18,210	7%	385
¹ Speak English "very well"	12,727	5%	284
² Speak English "well"	4,004	2%	164
³ Speak English "not well"	1,150	0%	186
⁴ Speak English "not at all"	328	0%	162
³⁺⁴ Speak English "less than well"	1,478	1%	246
²⁺³⁺⁴ Speak English "less than very well"	5,482	2%	292
Linguistically Isolated Households*			
Total	1,064	100%	85
Speak Spanish	190	18%	56
Speak Other Indo-European Languages	77	7%	23
Speak Asian-Pacific Island Languages	715	67%	70
Speak Other Languages	83	8%	54
Households by Household Income			
Household Income Base	106,684	100%	210
< \$15,000	7,597	7%	157
\$15,000 - \$25,000	6,695	6%	148
\$25,000 - \$50,000	18,937	18%	234
\$50,000 - \$75,000	19,575	18%	221
\$75,000 +	53,880	51%	325
Occupied Housing Units by Tenure			
Total	106,684	100%	210
Owner Occupied	72,714	68%	250
Renter Occupied	33,970	32%	259
Employed Population Age 16+ Years			
Total	223,247	100%	578
In Labor Force	139,023	62%	484
Civilian Unemployed in Labor Force	5,810	3%	158
Not In Labor Force	84,224	38%	420

Data Note: Detail may not sum to totals due to rounding. Hispanic population can be of any race.

N/A means not available. Source: U.S. Census Bureau, American Community Survey (ACS)

*Households in which no one 14 and over speaks English "very well" or speaks English only.



EISCREEN ACS Summary Report



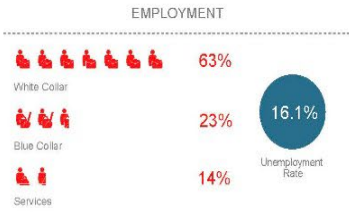
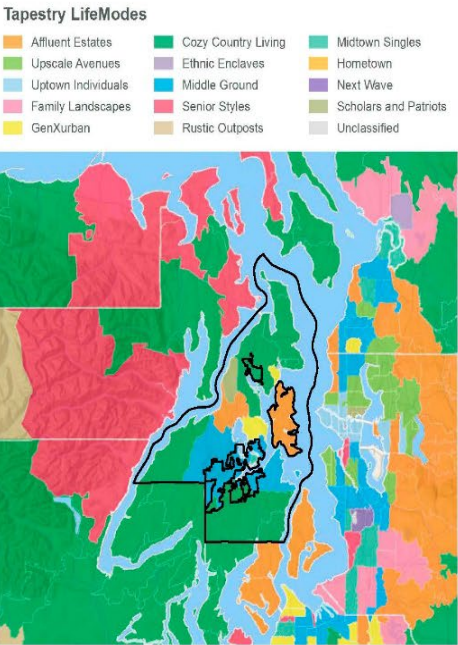
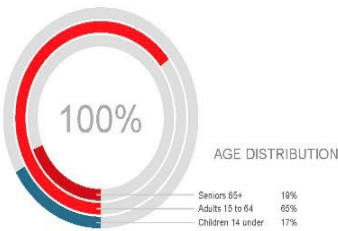
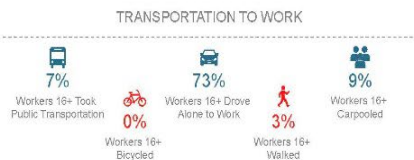
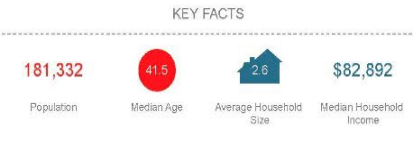
Location: User-specified polygonal location
 Ring (buffer): 1-miles radius
 Description: Kitsap County

	2015 - 2019 ACS Estimates	Percent	MOE (±)
Population by Language Spoken at Home*			
Total (persons age 5 and above)	257,677	100%	735
English	239,467	93%	726
Spanish	6,192	2%	367
French	546	0%	175
French Creole	N/A	N/A	N/A
Italian	N/A	N/A	N/A
Portuguese	N/A	N/A	N/A
German	1,030	0%	149
Yiddish	N/A	N/A	N/A
Other West Germanic	N/A	N/A	N/A
Scandinavian	N/A	N/A	N/A
Greek	N/A	N/A	N/A
Russian	N/A	N/A	N/A
Polish	N/A	N/A	N/A
Serbo-Croatian	N/A	N/A	N/A
Other Slavic	N/A	N/A	N/A
Armenian	N/A	N/A	N/A
Persian	N/A	N/A	N/A
Gujarathi	N/A	N/A	N/A
Hindi	N/A	N/A	N/A
Urdu	N/A	N/A	N/A
Other Indic	N/A	N/A	N/A
Other Indo-European	1,183	0%	292
Chinese	683	0%	117
Japanese	N/A	N/A	N/A
Korean	469	0%	80
Mon-Khmer, Cambodian	N/A	N/A	N/A
Hmong	N/A	N/A	N/A
Thai	N/A	N/A	N/A
Laotian	N/A	N/A	N/A
Vietnamese	253	0%	51
Other Asian	2,060	1%	163
Tagalog	4,961	2%	222
Other Pacific Island	N/A	N/A	N/A
Navajo	N/A	N/A	N/A
Other Native American	N/A	N/A	N/A
Hungarian	N/A	N/A	N/A
Arabic	60	0%	53
Hebrew	N/A	N/A	N/A
African	N/A	N/A	N/A
Other and non-specified	435	0%	194
Total Non-English	18,210	7%	1,033

Data Note: Detail may not sum to totals due to rounding. Hispanic population can be of any race.
 N/A means not available. **Source:** U.S. Census Bureau, American Community Survey (ACS) 2015 - 2019.
 *Population by Language Spoken at Home is available at the census tract summary level and up.

The following are some demographics obtained for unincorporated Kitsap County using “Overburdened Communities”, a tool that the County is working on developing, but isn’t ready for this reporting period.

Unincorporated Kitsap County



TAPESTRY SEGMENTS

Tapestry Segments TOP 3

6A	Green Acres	23% of Households	▼
6C	The Great Outdoors	16.7% of Households	▼
5A	Comfortable Empty Nesters	9.3% of Households	▼

Unincorporated Kitsap County

Race and Ethnicity

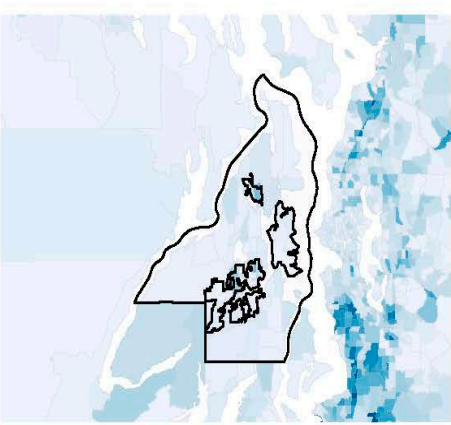
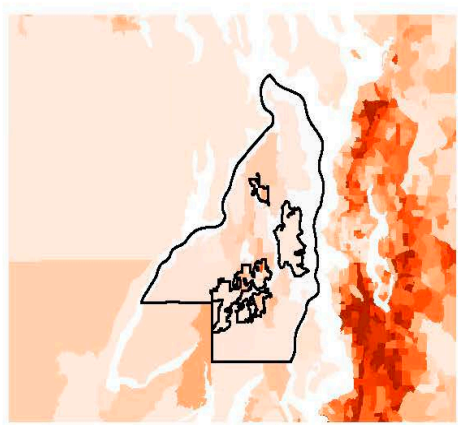
The largest group: White Alone (80.81)

The smallest group: Pacific Islander Alone (0.97)

Indicator ▲	Value	Diff	
White Alone	80.81	+0.77	
Black Alone	2.5	-0.59	
American Indian/Alaska Native Alone	1.72	+0.15	
Asian Alone	5.57	+0.12	
Pacific Islander Alone	0.97	+0.03	
Other Race	1.67	-0.33	
Two or More Races	6.76	-0.15	
Hispanic Origin (Any Race)	7.68	-0.72	

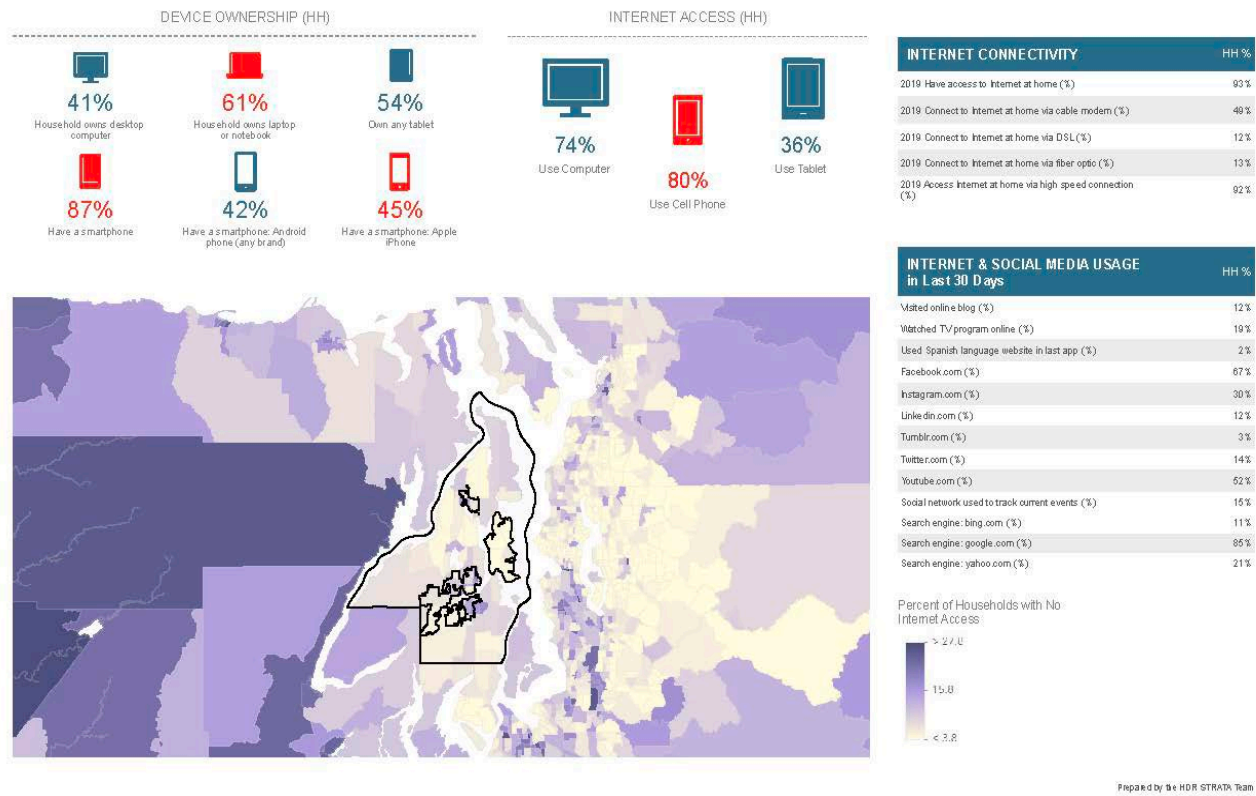


LIMITED ENGLISH PROFICIENCY ADULTS 18-64		HH %
Speak Spanish & No English		0%
Speak Spanish & English Not Well		0%
Speak Indo-European & No English		0%
Speak Indo-European & English Not Well		0%
Speak Asian-Pacific Island & No English		0%
Speak Asian-Pacific Island & English Not Well		0%
Speak Other Language & No English		0%
Speak Other Language & English Not Well		0%



LIMITED ENGLISH PROFICIENCY SENIORS 65+		HH %
Speak Spanish & No English		0%
Speak Spanish & English Not Well		0%
Speak Indo-European & No English		0%
Speak Indo-European & English Not Well		0%
Speak Asian-Pacific Island & No English		0%
Speak Asian-Pacific Island & English Not Well		0%
Speak Other Language & No English		0%
Speak Other Language & English Not Well		0%

Unincorporated Kitsap County



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.

We update our Six-Year Transportation Program annually using multiple outreach methods including Board of County Commissioners Public Meeting, held virtually from April 1, 2021 – August 9, 2021, and virtually and in person from August 9, 2021 – present. County Facebook page, website presence, public meetings, advisory committee attendance/presentations.

Public hearings for the Six Year Transportation Program and the Annual Road Construction Program are required annually. They are held during the Board of Commissioners regular evening meetings, where members of the public are invited and given an opportunity to give testimony, virtually and in person.

The future of our transportation funding remains uncertain. Our website contains information dedicated to “Getting You There” that explores funding options to keep the public informed.
[Getting You There \(kitsapgov.com\)](https://www.kitsapgov.com/getting-you-there)

Kitsap > PW > Getting You There

Getting You There

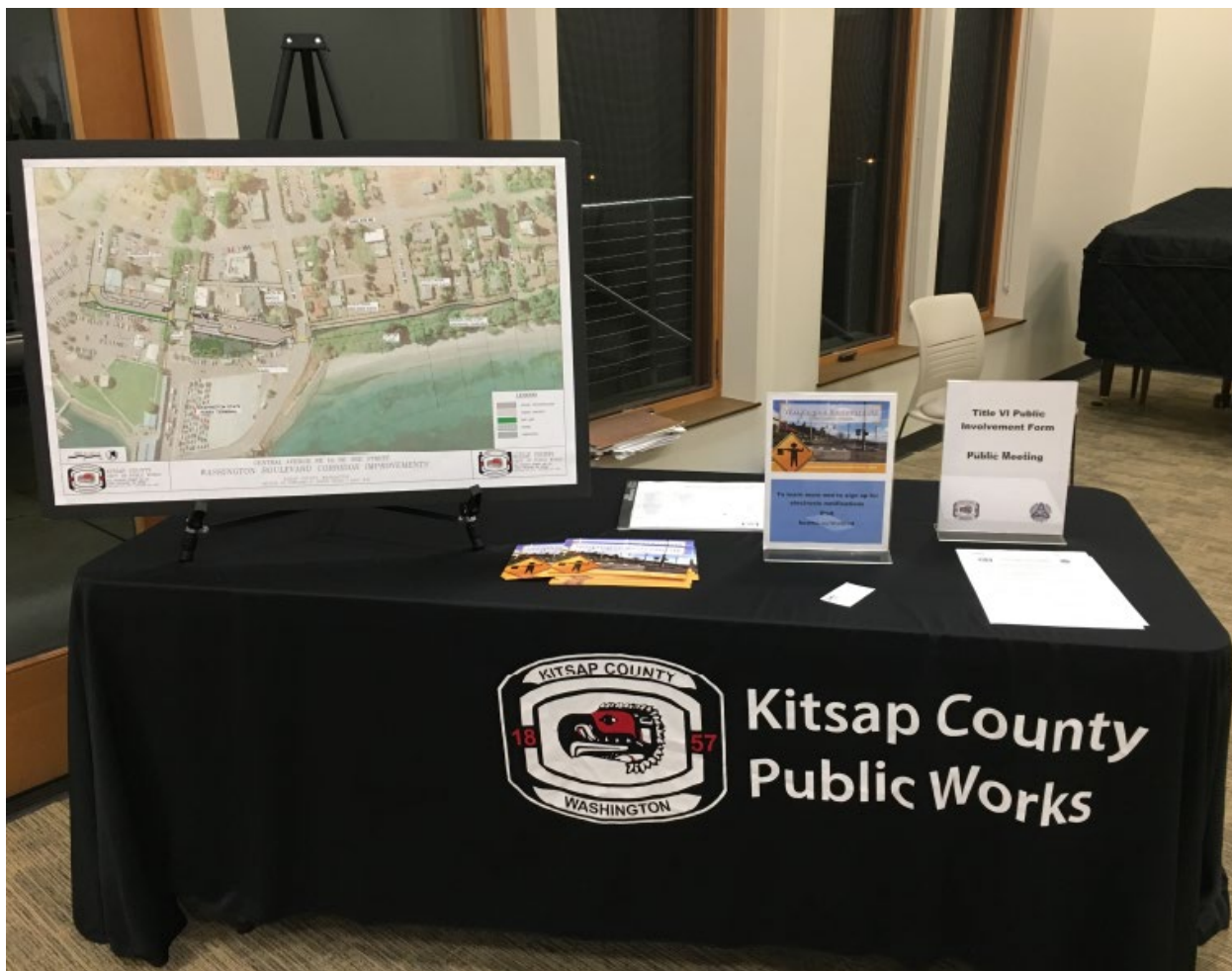
It takes a lot of work to maintain the 915 miles of roadway that run throughout Kitsap County. 'Getting You There' is the story behind the road system in Kitsap County. The story has three parts. We encourage you to read all three.

Our History highlights how Public Works has been 'Getting You There' since 1857. You'll learn about the early road system and how it was adapted through the years.

What We Do looks at how we help maintain and improve roads for better mobility and safer travels.

Our Future takes an inside look at the costs to maintain the road system, where the money comes from, and how to ensure adequate funding to sustain our level of service.





This is a typical display for our in-person outreach meetings, which are often associated with an area Community Council Meeting.

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).

The Real Estate Services (RES) team purchases real property for County Road projects. RES staff negotiates with affected property owners and relocates those displaced by the County's Road projects when necessary. Every property owner and anyone displaced gets the same services and assistance as outlined and required by the Uniform Act. All acquisitions and relocations are conducted in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended. The RES team does not collect demographic information for acquisitions. Those displaced are given the opportunity to self-report demographic information, but such disclosure is not required.

There were nine (9) negotiations for road projects during this reporting period. No disparity in contract negotiations was noted. Negotiations were accomplished utilizing four (4) in-house staff and one (1) negotiation was accomplished by contract. (See #13 for details). No demographic information was volunteered to the County by the individuals we negotiated with.

List of individuals we negotiated with for acquisitions (permanent or temporary) during this reporting period:

Name	Demographics		
	Race	Color	National Origin
Richard and Edna Jacobsen	not disclosed	not disclosed	not disclosed
Robert and Caroline Dickson	not disclosed	not disclosed	not disclosed
Wyatt and Lizbeth Bayliss	not disclosed	not disclosed	not disclosed
William Schourup (417 National LLC)	not disclosed	not disclosed	not disclosed
Joshua Dicker (GTU-Pacific Leasing LLC)	not disclosed	not disclosed	not disclosed
Brett Warner (T&B Holdings LLC)	not disclosed	not disclosed	not disclosed
Craig and Nicole Downey	not disclosed	not disclosed	not disclosed
Robert Brand	not disclosed	not disclosed	not disclosed
Randy Bachmann	not disclosed	not disclosed	not disclosed

7. Identify right-of-way appraisers and acquisition staff (used during this reporting period) by race, color, national origin.


<u>Name</u>	<u>Title</u>	<u>Race/Color</u>	<u>National Origin</u>
Molly Foster	Real Estate Services Manager	Caucasian	USA
Perry Robertson	Real Estate Services Acquisition	Caucasian	USA
Suzie Pride	Real Estate Services Assistant	Caucasian	USA

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.

A Consultant contract was awarded for the North Sound to Olympics Trail (NSTO) Planning Study, totaling \$364,869.16. There is a DBE goal of 15% for this project. A Title VI/Environmental Justice Analysis will be completed in July-August of 2022. Preliminary analysis indicates that there is no effect on EJ Population. If the final EJ Study determines any impact to EJ population, then additional community outreach will be conducted. The additional outreach method will be tailored to meet the identified EJ effected population.

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.

The following is a list of construction projects that began during this reporting period. Census Tract information/data and  of affected area are included as exhibits.

Project	Location	Burdens Identified	Benefit	Exhibit Number
Golf Club Hill (CRP 3690, 97003152)	Golf Club Hill Rd, Bremerton, WA	Access to County Park was limited during construction	Stream Restoration	Exhibit 1
Bethel-Burley Culvert (CRP 2592)	Bethel-Burley Rd, Port Orchard, WA	Road Closure and Traffic Detour	Fish Passage Barrier Removal	Exhibit 2
Central Valley Rd (CRP 3695)	Central Valley Rd – Fairgrounds to Foster, Silverdale, WA	Traffic delays during construction	Non-motorized improvements (bike and pedestrians)	Exhibit 3
Anderson Hill/Provost/Old Frontier (CRP 3674)	Anderson Hill/Provost/Old Frontier, Silverdale, WA	Traffic delays during construction	Intersection Improvements for Safety and Capacity	Exhibit 4
Olympiad Drive Culvert (CRP 2586)	Olympiad Drive, Port Orchard, WA	Road Closure and detour during construction	Fish passage barrier removal	Exhibit 5
2022 Preservation Project (CRP 5036)	Holly Rd. and Glenwood Rd	Traffic delays during construction	Pavement preservation	Exhibit 6

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.

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

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.

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.

We used multiple outreach methods including GovDelivery blasts, website presence, postcards, zoom public meetings, ZOOM advisory committee attendance/presentations using PowerPoint

presentations. No language assistance services were requested, and no vital documents were translated during this reporting period. See attached Exhibit 7.

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).

Kitsap County advertises all solicitations for bids on FHWA (Federal) and Non-Federal funded construction projects for a minimum of 3 weeks in the “Kitsap Sun” and in the “Daily Journal of Commerce”. Title VI language is included in all advertisements for Federal funded projects. Construction contracts are awarded in accordance with RCW 39.04, the Standard Specifications for Road, Bridge and Municipal Construction, latest applicable edition, as issued by the Washington State Department of Transportation (WSDOT) and the American Public Works Association (APWA), Washington State Chapter.

Advertisements for Consultant services, professional services, RFPs and RFQs for Architectural/Engineering Consultants appear in the “Kitsap Sun” and “Daily Journal of Commerce”. Consultants for professional services are selected in accordance with Chapter 39.80 RCW, Contracts for Architectural and Engineering Services. Submittals are scored based on qualifications and the advertised criteria. A team is assembled who then review the submittals, score the submittals, and short-lists with subsequent interviews. Once a selection is made negotiations are held with the successful consultant. It is the policy of Kitsap County 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 all contracts. Kitsap County 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 on the basis of race, color, sex, or national origin.

Assessing the need for soliciting for architectural and engineering services (A&E) is essentially based on two items, first it’s assessing if we have the expertise required to do the work with in-house staff, second it’s assessing if we have the capacity to complete the work with in-house staff. If either of those are true, and concurrence is received by the County Engineer, the Project Manager (PM), in conjunction with his/her supervisor will evaluate what’s most appropriate, an RFP or an RFQ.

The solicitation and selection process for an RFP/RFQ follows Chapter 31 in the Local Agency Guidelines (LAG) manual. The PM drafts an RFP/RFQ for concurrence by the Senior Program Manager. The RFP/RFQ solicitation is then advertised. The PM assembles an evaluation team for the RFP/RFQ. The team is assembled with a diverse makeup including staff with a variety of expertise, experience, and project involvement, as well as stakeholder representative(s) from entities affected by the project, and sometimes an elected official.

The scoring criteria is established for each RFP/RFQ and is based on project specific needs, with input from the evaluation team.

Below is an example of a solicitation (advertisement) for A&E services.

Kitsap Sun

PART OF THE USA TODAY NETWORK

PO Box 52173, Phoenix, AZ. 85072-2173

PROOF OF PUBLICATION

Kitsap County Public Works
614 Division ST # MS 26
Port Orchard WA 98366-4614

STATE OF WISCONSIN, COUNTY OF BROWN.

I, being first duly sworn on oath, deposes and says: That I am now, and at all times embraced in the publication herein mentioned was the principal clerk of the printers and publishers of KITSAP SUN; that said newspaper has been approved as a legal newspaper by the order of the Superior Court of the County of Kitsap, in which County it is published and is now and has been for more than 6 months prior to the date of the publication hereinafter referred to, published in the English language continually as a daily newspaper in Bremerton, Kitsap County, Washington, a weekly newspaper in Kitsap County, Washington and is now and during all of the said time, was printed in an office maintained in the aforesaid place of publication of said newspaper; that the following is a true text of an advertisement as it was published in regular issues (and not in supplement form) of said newspaper on the following date(s), to wit: And on

07/14/2021, 07/21/2021

such newspaper was regularly distributed to its subscribers during all of said period.

Subscribed and sworn to before on 07/21/2021

Shelly Hora
Legal Clerk

Notary, State of WI, County of Brown

8-25-23

My commission expires

Publication Cost: \$91.80

Order No: 6066286

Customer No: 288670

PO #:

of Copies:

-1

THIS IS NOT AN INVOICE!

Please do not use this form for payment remittance.

SHELLY HORA
Notary Public
State of Wisconsin

REQUEST FOR QUALIFICATIONS ENGINEERING CONSULTANT SERVICES FOR: On-Call Environmental Services

KITSAP COUNTY DEPARTMENT OF PUBLIC WORKS
QUALIFICATIONS DUE DATE:
Friday, August 13, 2021 @ 4:30 PM

Kitsap County Department of Public Works (KCDPW) is soliciting Request for Qualifications (RFQ) from consulting firms capable of performing environmental services that may be associated with Kitsap County Department of Public Works projects (KCDPW).

Project Scope: KCDPW anticipates selecting one to three firms to provide environmental consulting services on an on-call basis, and that each firm may subsequently be asked to prepare specific proposals for more than one project.

Consultant Scope: The selected consultant(s) will provide environmental services requested on a task order basis. Task orders may consist of performing environmental analysis and permitting, critical area surveys and studies, wetland/stream identification and mitigation, biological assessments and other environmental services that may be associated with KCDPW projects.

Schedule: The contract term will be for a period of two (2) years. At the sole option of KCDPW the contract may be extended for up to two (2) years at one (1) year intervals.

Fee estimate: Anticipated maximum total value of resultant contract(s): \$150,000.

A complete copy of the solicitation documents can be viewed and obtained by accessing the Kitsap County website at:

<https://www.kitsapgov.com/pw/report/request-for-proposal>

Questions regarding this solicitation shall be directed to Tim Beachy, PE at: tbeachy@co.kitsap.wa.us

Electronic Proposals will be accepted until 4:30 PM on Friday, August 13, 2021 at the Kitsap County Department of Public Works website as shown in the solicitation documents.

Kitsap County in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. This material can be made available in an alternate format by calling 360.337.5777.

The Kitsap County Board of Commissioners, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

July 14, 21, 2021

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Transportation related construction encompasses all KCPW Roads Division projects. KCPW Roads Division continues to review all projects for their potential to have a disproportionate impact on low-income and minority populations who are subject to additional consideration in accordance with applicable Title VI and Environmental Justice provisions. Kitsap County unincorporated areas do not typically require substantial analysis to determine whether potentially affected areas meet thresholds for consideration as low-income or minority communities. Internal meetings are held at 30-60-90% design completion to continually review impacts to the community and plan appropriate outreach.

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?)

All transportation related construction projects with Federal funds are evaluated by WSDOT Office of Equal Opportunity for Disadvantage Business Enterprise opportunities (DBE goals). The following Title VI Language is included in all construction bid documents and call for bid advertisements:

The Kitsap County Board of Commissioners, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

At Pre-Construction meetings the prime contractor is reminded that it is his/her responsibility to familiarize and abide by the Equal Employment Opportunity (EEO) and Title VI requirements specified in the Contract Specifications. For all federally funded projects the contractor is reminded to insert the EEO clauses found in the Required Contract Provisions "Federal Aid Construction Contract's FHWA 1273" in all subcontract agreements with each lower-tier subcontractor. Required job site employment posters (per FHWA and L&I) are being supplied to the Prime Contractor. In addition to posting these required posters, the Prime Contractor is responsible for providing and posting the EEO Policy and Statement of Intent to Pay Prevailing Wages for Prime and all subcontractors on the job site and made available to all employees.

KCPW Roads Division has a policy to hold pre-proposal meetings when deemed appropriate to provide information concerning the scope of work and available subcontracting opportunities associated with projects. These meetings are open to all interested parties.

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 Type	Project	Entity	Dollar Value	DBE (as Prime)	Funding
Right of Way	Appraisals National Ave. Improvement	Fred C. Strickland and Associates	\$9,500.00	No	Local
Right of Way	Relocation Services National Ave. Improvement	Tierra Right of Way Solutions, LTD.	\$398,150.00	No	Local
Right of Way	Relocation Services National Ave. Improvements	Tierra Right of Way Solutions, LTD	\$35,924.20 (Amendment A)	No	Local
Consultant	Sound to Olympics (STO) Port Gamble Trial Design, Segments A, B, D	Parametrix, Inc.	\$208,730.94	No	Local
Construction	Golf Club Hill Rd Culvert Replacement Phase 2 (Stormwater work only)	Port Madison Enterprises Construction Corporation	\$1,159,982.72	No	Federal Fish Barrier Removal Board
Consultant	Bay Shore and Washington Avenue Improvements Infrastructure Monitoring	ZipperGeo	\$289,563 (new total \$627,806.00) Amendment D	No	Local REET
Consultant	Ridgetop Blvd Mickelberry to Myhre	KPG	\$474,695.50	No	Federal

Consultant	On-Call Surveying Services	Sitts and Hill Engineers, Inc.	\$50,000.00	No	Local
Consultant	On-Call Environmental Services	Struck Environmental I, Inc.	No amount change, Amendment B for time extension only	No	Local
Consultant	On-Call Environmental Services	Geo Engineers, Inc.	No amount change, Amendment B for time extension only	No	Local
Consultant	On-Call Surveying Services	KPFF Consulting Engineers	\$50,000.00	No	Local
Consultant	On-Call Environmental Services	Struck Environmental	\$75,000.00	No	Local
Contract	Traffic Control Training Agreement	Evergreen Safety Council	\$1,000,000.00	No	Local
Consultant	On-Call Environmental Services	Geo Engineers, Inc.	\$75,000.00	No	Local
Consultant	Geotechnical Evaluation S Keyport Rd.	Landau Associates	\$50,000.00	No	Local

Construction	2022 Preservation Project	Miles Resource	\$628,194.70	No	Federal
Consultant	Sound to Olympics Phase 2 Design	Parametrix, Inc.	\$364,869.16	No	Local KCPFD
Consultant	On-Call Geotechnical Svcs 2022-2023	GeoEngineers	\$75,000.00	No	Local
Consultant	On-Call Geotechnical Svcs 2022-2023	Aspect Consulting, LLC.	\$75,000.00	No	Local
Construction	Olympiad Rd Culvert Replacement	Active Construction	\$406,406.00	No	Local
Consultant	Newberry Hill Rd. Culvert Phase 2	Sargent Engineers, Inc.	\$319,436.00	Certified SBE	Local
Construction	Anderson/Provo st/Frontier Intersection Improvements	Pivetta Brothers Construction	\$1,539,268.54	No	Local
Consultant	N Sound to Olympics Trail Planning Study	Parametrix, Inc.	\$364,869.16	No	Federal
Consultant	North Shop	OTAK	\$1,641,125.00	No	Local

Consultant	Taylor Rd Bridge Removal/Design	TranTech Engineering, LLC	\$181,654.00	DBE	Federal
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14. Education & Training – Describe actions taken to promote Title VI compliance through education and trainings, including monitoring and review processes, and their outcomes/status.

During this reporting period David Bray, Grant Nausid-Nichols, James Doherty, Anthony Reinning, Dakin Yates, David Ortyn, Robert Hahn, Richard Nolan, Dan Wolfe, and Aaron Powell, attended internal Diversity Awareness/Inclusion and Anti-Harassment Training. No certificates were offered for attendance.

Title VI is a regular topic in group meetings. All employees in the Engineering and Traffic Divisions are encouraged to participate in the NHIs education program.

List Title VI training/webinars your Title VI Coordinator attended this reporting period. Include dates and entity that conducted the training.

The Title VI Coordinator did not attend any Title VI specific training this reporting period.

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.

Upon receiving comments from WSDOT/Office of Equal Opportunity for the 2020 Title VI Report (June 2021), the Title VI coordinator disseminated the information amongst PW Roads and conversation was held about improvements on review of the demographics for project areas, developing on-line submittal for collecting demographics information, and potential language translation of postcards. We have found that our postcard mailings are very effective in getting information out, and to keep the text to a minimal.

The Title VI coordinator conducted training every other month to internal staff. The training mainly consisted of reminders of the requirements and to keep awareness when addressing the public. This training was held in conjunction with regularly scheduled staff meetings during this reporting period.

The Title VI coordinator participates in all design review meetings (30-60-90 percent completion) for Capital Projects and assures that public outreach discussions include Title VI considerations. The Title VI Coordinator encouraged and assured that staff attended the Title VI Basic Training for LPAs.

Below is list of staff that completed “Title VI Basics for LPAs” during this reporting period.

Last Name, First Name	Department	Roll/Title	Completed	Date Completed
O'Neal, Eirik	Real Estate Services	Education & Outreach Program Coordinator	Yes	8/13/2021
Nelson, Tina	Admin	Senior Program Manager-Engineering Title VI Coordinator	Yes	9/14/2021
Swindaman, Ken	Survey	County Surveyor Engineering Supervisor	Yes	9/14/2021
Metcalf, Garrett	Construction	Engineering Tech Analyst	Yes	9/14/2021
Baker, Jamison	Construction	Materials Engineer 1	Yes	9/14/2021
Kaczynski, Gary	Design	Project Manager Engineering Supervisor	Yes	9/15/2021
Smith, Ed	Design	Engineer 2	Yes	9/15/2021
Mohr, Melissa	Traffic	Transportation Planner	Yes	9/15/2021
Robertson, Perry	Real Estate Services	Right-of-way Analyst	Yes	9/23/2021
Pride, Suzie	Real Estate Services	Right-Of-Way Technician	Yes	9/23/2021
McGinley, Rob	Real Estate Services	Right-of-way Analyst	Yes	9/24/2021
Foster, Molly	Real Estate Services	Right-of-way Supervisor	Yes	9/27/2021
Allen, Lori	Admin	Supervisor	Yes	9/27/2021
Hamon, Julie	Construction	Assistant Construction Manager	Yes	10/20/2021
Smith, Theresa	Design	Design Manager Engineering Supervisor	Yes	10/21/2021
Burleson, Benson	Design	Engineer 2	Yes	10/21/2021
Zavack, Dean	Design	Engineer 2	Yes	10/21/2021
Meek, Adam	Design	Engineer 1	Yes	10/21/2021
Green, Connor	Design	Engineer 1	Yes	10/21/2021
Blackwood, Dale	Construction	Engineering Tech Analyst	Yes	10/25/2021
Dean, Jacques	Roads	Superintendent	Yes	10/25/2021
Patti, Joe	Roads	Assistant Supervisor- Central Roads	Yes	10/25/2021
Graves, Nic	Roads	Roads Maintenance Program Supervisor	Yes	10/25/2021
Dixon, Greg	Roads	Supervisor- North Roads	Yes	10/25/2021
Harden-Patton, Denita	Construction	Office Support Coordinator	Yes	10/27/2021
Mathes, Eric	Roads	Supervisor- South Roads	Yes	10/27/2021
Nelson, Andrew	Admin	Public Works Director	Yes	10/28/2021

Last Name, First Name	Department	Roll/Title	Completed	Date Completed
Rutan, Joe	Admin	Assistant Public works Director- County Engineer	Yes	10/28/2021
Harper, Dennis	Construction	Engineering Tech Analyst	Yes	10/29/2021
DeGeus, Christine	Traffic	Traffic Operations Supervisor	Yes	11/2/2021
Nettleton, Paul	Roads	Pavement Management	Yes	11/3/2021
Fritz, Kathleen	Construction	Office Support Coordinator	Yes	12/16/2021

Certificate of Completion

Awarded to

Eirik O'Neal

For successful completion of

Title VI Basics for LPAs

Washington State Department of Transportation
Office of Equal Opportunity

Completed **Aug. 13, 2021**



Gretchen Gleue, Title VI Local Agency Compliance Lead
WSDOT Office of Equal Opportunity

List other civil rights training conducted locally. Provide dates and a list of participants by job title and Title VI role, if applicable.

This reporting period has been low for training with the continued COVID pandemic. Not aware of anyone attending Civil Rights training locally.

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 then plans to address those.

KCPW Roads Division's goals in 2022:

Improving on outreach/translation services to other languages if there is a need. Post cards have proven to be a great outreach method, and trying to keep the language short and simple, with good pictures will continue to be a goal as well.

Review the need of translation of vital records in appropriate language(s) and adding the offer for language services on public notices in the identified language when appropriate.

Enhance our review of the project impact area for demographics using our new tool "Overburdened Communities". This tool was developed for our stormwater utility and is currently being improved to better serve our Title VI needs. It will improve our ability to gather relevant demographics, particularly on race, color, and national origin, for the areas affected by our roadway projects.

Improve on collection of public involvement forms. Develop an easily accessible on-line public engagement form for virtual meetings that is easy to access and submit. Find new ways, additional encouragement, to entice attendees to submit the forms back to us.

On Right of Way, property acquisitions, the County will try harder, look for new ways, to entice owners to volunteer demographic information.

Look at the staffing resource for our outreach program and Title VI compliance program.