

SMALL WORKS ROSTER DIRECT CONTRACTING Business Utilization Plan

LAKE WHATCOM WATER & SEWER DISTRICT



Prepared: February 3, 2026

Effective: February 3, 2026 through February 2, 2027

Plan Administrator: Greg Nicoll, P.E., District Engineer

LAKE WHATCOM WATER & SEWER DISTRICT
1220 LAKEWAY DRIVE
BELLINGHAM, WASHINGTON 98229



1 INTRODUCTION

The Lake Whatcom Water and Sewer District (District) is reserving the option to use Direct Contracting as practicable in the Small Works Roster process. As required under RCW 39.04.152(4)(b)(iv), the District has prepared the following small, minority, women, and veteran-owned business utilization plan.

2 INTENT AND POLICY

It is the District's policy to not favor contractors by repeatedly awarding contracts without documented attempts to negotiate with others.

This plan is intended to increase the likelihood of small works roster awards to a broad range of small businesses.

This plan is to be referred to with each procurement for small works with a \$150,000 estimate or less and will be referred to by District staff as they solicit and negotiate using Direct Contracting.

3 TRANSPARENCY

This plan will be assessed and posted annually by the plan administrator. The achieved utilization for the prior twelve months will be publicly reported on the District website in February of each year.

4 GOAL

The District's goal is to award small and diverse businesses half [50%] of all the small works projects awarded during the Utilization Plan's Effective Period in the following way.



Projects Anticipated	Target Small Business Awards
2	1

Project Type	Categories	Small Business
Civil	Asphalt	X
Civil	Pipeline Rehabilitation	

5 UTILIZATION ACHIEVED

The District achieved 20% utilization of small business during 2025 as follows:

Project Name	Project Type	Category	Small Business
Asphalt Repair On Call Contract	Roads	Roads	No
Administration Building HVAC Improvements	Facilities	HVAC	No
Scenic Ave Intertie Water Main Replacement	Civil	Pipes and Underground Utility Infrastructure	Yes
Eagleridge Building Roof Replacement	Facilities	Roofing	No
Electrical On-Call Contract	Facilities	Electrical	No
SV WTP Pump House Skylight Replacement	Facilities	Exterior Improvements	No

For details on each award, please see our small works award data publicly available on the District's website at www.lwwsd.org/smallworks.

6 PLAN EVALUATION

["+" = positive/useful, "-" = needs improvement]

- Projects Identification/Planning:
 - Rating: -
 - Discussion: Further utilization of project planning and SBE utilization needed to improve plan effectiveness.

- Businesses Identification:
 - Rating: +



- Discussion: Bidder pools reviewed to ensure small business representation in the solicitation pool.
- Business Engagement:
- Rating: -
 - Discussion: Increase utilization of upcoming solicitation notices to increase small business participation.
- Process Review:
- Rating: +
 - Discussion: Utilized direct contracting for one contract during the calendar year with success.

Overall Evaluation: The District is still working to fully implement the updated small works procedures and further utilize the sub-\$150k direct hiring contracting mechanism.

7 RELATED POLICIES

1. Small Works Resolution and Direct Contracting Policy and Procedure (Lake Whatcom Water and Sewer District Administrative Code Section 2.16.5.4 as amended by District Resolution No. 899)
2. Rotation Policy
3. Negotiation Procedure

8 REVIEW

Reviewed By:

General Manager:


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District Engineer:


Greg Nicoll, P.E.