

Business Utilization Plan

As required under RCW 39.04.152(4)(b)(iv) to ensure utilization of small, minority, women and veteran-owned businesses when using Direct Contracting under the Small Works Roster



2026

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Purpose

Consolidated Diking Improvement District No. 1 (CDID#1) is a Special Purpose District pursuant to Chapter 85.08 the Revised Code of Washington, formed in 1923 and recognized as local government. CDID#1 has decided to use the statewide Small Works Roster managed by the Municipal Research Services Center of Washington (MRSC) and intends to use Direct Contracting whenever practical for Small Works projects estimated to cost \$150,000 or less, excluding sales tax.

This plan outlines the goals and responsibilities of CDID#1 as required under RCW 39.04.152(4)(b)(iv) to help ensure the utilization of small, minority, women and veteran-owned businesses. The person responsible to administer this plan on behalf of CDID#1 is its District Manager.

The effective date of this plan is January 1, 2026.

Intent and Policy

CDID#1 wants to avoid favoring contractors by repeatedly awarding contracts without documented attempts to solicit interest from and negotiate with other contractors. This plan is intended to help increase the likelihood of small works roster awards going to a wide range of small businesses.

With each procurement for small works estimated to cost \$150,000 estimate or less, the Plan Administrator (District Manager) will refer to this plan to solicit and negotiate work using Direct Contracting methods, and will document the utilization of small, minority, women and veteran-owned businesses used throughout the year as contracts are awarded.

Transparency

This plan will be updated regularly and posted annually, including an evaluation of its effectiveness and steps proposed to improve it as needed to ensure utilization is commensurate the availability of qualified small, minority, women and veteran-owned businesses in Cowlitz County.

The proposed utilization goal and the actual utilization achieved will be reported on the CDID#1 website at www.cdid1.org by December 31st of each year.

Goals

The District’s voluntary goal is to award small works projects to small, minority, women and veteran-owned businesses as follows:

YEAR: 2026	GOAL: 8%
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Anticipated Projects

The following table provides a list of all projects expected to be awarded in 2026 based on the District’s history of outside services, typical maintenance needs, and approved operating budget.

Anticipated Projects Under Direct Contracting			
Project Type	Category of Work	Est. Cost	SMWVBE?
Building/Facilities	Painting	\$5,000	No
Building/Facilities	Fencing	\$10,000	Yes*
Grounds, Landscaping	Tree Removal	\$60,000	No
Grounds, Landscaping	Mowing	\$15,000	No
Grounds, Landscaping	Hydroseeding	\$20,000	Yes*
Roads	Trucking	\$25,000	Yes*
Civil	Ditch Maintenance	\$35,000	Yes
Civil	Bridge Repairs	\$50,000	Yes
Mechanical	Pump Station Repairs	\$25,000	Yes
Professional Services	Survey	\$10,000	No
Janitorial Services	Janitorial	\$5,000	No
Other Services	Payroll/Accounting	\$20,000	Yes
Other Services	Information Technology	\$30,000	No
Other Services	CTV Inspections	\$40,000	No
Total Awards		14	
Total Cost		\$350,000	
Potential Awards to SMWVBE Firms		\$185,000	
Anticipated Awards to SMWBE Firms*		\$30,000	

Women and Minority Owned Businesses

The following table identifies local businesses in Cowlitz County that are currently certified by the Washington State Office of Minority & Women’s Enterprises (OMWBE), and indicating their capability. OMWBE offers Federal Certification through the U.S. Department of Transportation, and State Certification through the State of Washington for small businesses owned and controlled by minority, women and socially and economically disadvantaged persons.

In order to qualify, the primary owner(s) must be both socially and economically disadvantaged, and must own at least 51% of the company. This generally means the owner must be a woman or a minority with a personal net worth less than \$2 million and a small business with gross receipts less than \$31.8 million.

Women and Minority Owned Businesses in Cowlitz County			
Company	City	Capability	Cert.
AshEco Solutions, LLC	Kelso	Environmental consulting	WBE
Bella Terra, LLC	Woodland	Sprinkler systems, soil prep, fencing, hydroseeding, soil testing, excavation, trenching, demo, trucking, excavating, earthmoving, land clearing, remediation.	DBE, WBE
Big C Industries, LLC	Longview	Steel fabrication and install: handrail, handrail, stairs, bollards, brackets, beam and column supports, building frames	WBE
C & R Tractor & Landscaping	Kelso	Highway street and bridge construction, landscape work, other construction and environmental related work.	DBE, WBE
Fusion Electrical Services	Castle Rock	Electrical contractor for residential, commercial and industrial customers.	WBE
iCompass Compliance Solutions, LLC	Woodland	Accounting, finance, and regulatory compliance consulting for small business, municipalities and non-profits.	DBE, WBE
Keys Plus, Inc.	Longview	Locksmith services: high security locks, electronic locks, master key systems, automotive and residential lock services.	DBE, WBE
Leading Light Accountancy PS	Longview	Tax planning, bookkeeping, payroll, software implementation, CFO services.	WBE
My Plant Abode	Kalama	Resale of tropical rare plants, and consulting on food crop.	MBE, WBE
Northern Resource Consulting Inc.	Longview	Environmental services and inspections, wetland delineation, mitigation plans, compliance monitoring, water quality reporting and sediment sampling.	DBE, WBE, UDBE
NW Landscape Services	Kelso	Environmental consulting specializing in wetland feasibility, habitat delineation, critical areas permits and mitigation.	DBE, WBE
Progressive Concrete Solutions Inc	Vancouver	Concrete flatwork, cutting, patching, finishing, repair and demolition	WBE
Rough Country Builders	Woodland	Excavation, utilities, land clearing, site prep, roads and decommissioning; Renovation of existing structures.	MBE, WBE
Saeger's Site Development	Kelso	Trucking and transport of asphalt, dirt, rock, sand, gravel, rubble and brush	DBE, WBE
Terrametrix LLC	Woodland	Bag wall systems to make vegetated retaining walls for erosion control.	DBE, WBE
Waste Reducers LLC	Woodland	Facility support except computers	MBE

Source: [*Washington State Office of Minority & Women's Business Enterprises Certification Management System*](#)

Small Businesses

All OMWBE-certified businesses are considered a Small Business Enterprise (SBE) meeting the U.S. Small Business Administration size standards and overall business limits. Businesses who register with the Department of Enterprise Services can self-certify as “small” if they have fewer than 50 employees and gross less than \$7 million annually, but this does not mean they have obtained the necessary OMWBE certifications to qualify as an SBE.

Veteran Owned Businesses

The following table lists veteran-owned businesses in Longview-Kelso currently registered with the Department of Enterprise Services and searchable with the Department of Veteran Affairs.

Veteran Owned Businesses in Longview-Kelso			
Company	City	Capability	Cert.
Alley’s Healthcare Training	Longview	First Aid and CPR training	VOB
Anderson Environmental	Kelso	Drilling, environmental services, UST	VOB
Cascade Fiber Services, Inc.	Longview	Telecommunications	VOB
Global One Asset Recovery	Longview	Locates unclaimed cash assets	VOB
Good Family Farms	Kelso	Agricultural crops and livestock	VOB
GP Security LLC	Longview	Security equipment and surveillance	VOB
Kelso Auto & Marine	Kelso	Auto parts and supply store	VOB
Mathews Industries, LLC	Kelso	Manufacturing, transportation, warehousing	VOB
Net Zero Energy, LLC	Longview	Environmental abatement services	VOB
NW Training & Consulting	Kelso	Site and cyber security consulting	VOB
Pthogenyx Fungi	Longview	Chemical equipment and supplies	VOB
RAC Medical Solution	Longview	Surgical equipment manufacturer	VOB
Rruff House	Longview	Miscellaneous services	VOB
RSMourning, LLC	Kelso	Management consultant services	VOB
Tri Coast Construction	Longview	General construction, roofing, mechanical	VOB
ZoJo Coffee Roasting	Longview	Coffee roastery and tasting room	VOB

Source: [Washington State Department of Enterprise Services: Washington Electronic Business Solution \(WEBS\)](#)

Rotation Policy

This policy is intended to avoid favoring contractors by repeatedly awarding contracts without documented attempts to solicit interest from and negotiate with other contractors. Every time direct contracting is used within a 12-month period, CDID#1 will rotate its contractors in compliance with RCW 39.04.152(4)(b).

CDID#1 will generate a list of contractors by starting a solicitation within MRSC, selecting a project type and category of work to generate a Project Specific Roster.

Rule of Six

If the Project Specific Roster contains six or more small business contractors, CDID#1 will attempt to negotiate with those small business contractors in rotating fashion. Rotation will be applied according to the date of the last contract with the small business contractor in the order they appear on the Project Specific Roster. If the last contract date is within the 12-months prior, the next small business contractor on the Project Specific Roster will be reviewed. This approach will continue until a small business contractor that has not been used in the last 12-months is identified. Once a small business contractor is identified, they will be sent an invitation to bid.

If the Project Specific Roster contains five or less small business contractors, CDID#1 reserves the option to direct contract with any of the contractors on the Project Specific Roster and is not required to contract with a small business. Rotation will still be applied to avoid repeated awarding contracts to the same contractor.

If the rotated small business contractor declines to submit a bid or negotiate a contract, CDID#1 will attempt to negotiate with the next rotated business. If all rotated small businesses contractors decline to negotiate, CDID#1 may invite all businesses on the Project Specific Roster to bid or quote, cancel the solicitation or publicly bid instead. After executing a contract with the directly selected, rotated contractor, CDID#1 will notify all the small businesses on the Project Specific Roster of the selection and basis of rotation.

Utilization

CDID#1 utilized small, minority, women and veteran-owned businesses this year as follows:

Projects Awarded Under Direct Contracting			
Project	Category of Work	Total Cost	SMWVBE
		\$	
		\$	
		\$	

No. of Projects	#
No. of Awards to Small, Minority, Women and Veteran-Owned Business	#
Total Projects	\$
Total Awards to Small, Minority, Women and Veteran-Owned Business	\$
Utilization based on Number of Contracts Awarded	%
Utilization based on Value of Contracts Awarded	%

Note: For details on each award, visit MRSCrosters.org and search by Awarding Agency to see our Small Works Award Data.

Plan Evaluation

This plan will be evaluated annually to determine whether or not CDID#1 is actively making good faith efforts to provide opportunities to small, minority, women and veteran-owned businesses. The District Manager will report the following to the CDID#1 Board of Supervisors:

- What is the current Utilization goal?
- Was the Utilization Goal met? If not, why?
- Will the Utilization Goal be adjusted? Explain.
- Were qualified businesses available for the types of projects completed?
- Was the actual utilization commensurate with local availability?
- What changes need to be made to improve utilization, if any? Explain.
- Overall Evaluation: Are significant changes proposed? Is training needed?

Plan Evaluation		
Evaluation Criteria	Rating	Discussion
Project Identification / Planning	+ / --	Were the types of projects, and categories of work completed this year the same as initially planned or significantly different?
Business Identification	+ / --	Was the bidder pool reviewed before publishing each Invitation to Bid/Quote so a targeted solicitation could be made to include DBE's?
Business Engagement	+ / --	Was an advance Notice of Upcoming Solicitation sent out to DBE's before publishing each Invitation to Bid/Quote?
Process Review	+ / --	Were contracts successfully negotiated with responding DBE's? Were requirements met for liability insurance contractor's responsibility?

Rating System: (+) indicates positive or useful and (-) indicates needs improvement