

**ATTACHMENT 5**

Section 26.45: Overall DBE One-Year Goal Methodology

**Name of Recipient:** The City of Kelso, owner of Southwest Washington Regional Airport

**Goal Period:** FY2017 - October 1, 2016 through September 30, 2017

**DOT-assisted contract amount:**    **FY-2017**        **\$500,000**

**Overall One-Year Goal:** 6.9%, to be accomplished through 0% RC and 6.9% RN

**Total dollar amount to be expended on DBE's:** \$34,500

**Describe the Number and Type of Contracts that the airport anticipates awarding:**

Contracts Fiscal Year #1

1. Airport Master Plan Update with AGIS
  - a. Estimated Cost \$333,333
2. Wildlife Hazard Assessment with Wildlife Hazard Management Plan Update
  - a. Estimated Cost \$166,667

**Market Area:** *The market area includes Cowlitz County where previous contractors had performed work at the airport. Clark, Lewis, Skamania, and Multnomah Counties with available subcontractors were available to perform work for Cowlitz County.*

**Step 1. 26.45(c)** Actual relative availability of DBE's

The base figure for the relative availability was calculated as follows:

Fiscal Year #1 (2017)		Cowlitz County		Other Counties (Identified Below)		Overall		
NAICS	Description	DBE Firms	All Firms	DBE Firms	All Firms	DBE Firms	All Firms	Base Figure
541330	Engineering Services	0	10	7 (C) 2 (L) 0 (S) 10 (M)	96 (C) 8 (L) 3 (S) 194 (M)	19	311	6.1%
541370	Surveying and Mapping	0	3	1 (C) 0 (L) 0 (S) 4 (M)	9 (C) 5 (L) 1 (S) 18 (M)	5	36	13.8%
<b>Totals</b>		<b>0</b>	<b>13</b>	<b>24</b>	<b>334</b>	<b>24</b>	<b>347</b>	<b>6.9%</b>

*(C) Clark County (L) Lewis County (S) Skamania County (M) Multnomah County, Oregon*

*Base figure = (24/347) = 6.9% of all firms ready, willing and able.*

The data source or demonstrable evidence used to derive the numerator was:  
<http://omwbe.wa.gov/directory-of-certified-firms/>

The data source or demonstrable evidence used to derive the denominator was:  
<https://factfinder.census.gov/faces/nav/jsf/pages/searchresults.xhtml?refresh=t>

**Step 2. 26.45(d):** Adjustments to Step 1 base figure.

*There is no historical DBE data to reference to make an adjustment to the Step 1 base figure; therefore, the Airport is adopting its Step 1 base figure as its overall goal for this One-year goal period.*

**Breakout of Estimated “Race and Gender Neutral” (RN) and “Race and Gender Conscious” (RC) Participation. 26.51(b) (1-9)**

The City of Kelso will meet the maximum feasible portion of its overall goal by using RN means of facilitating DBE participation.

*[Examples]*

1. *Arranging solicitations, times for the presentation of bids, quantities, specifications, and delivery schedules in ways that facilitates DBE, and other small businesses, participation;*
2. *Providing assistance in overcoming limitations such as inability to obtain bonding or financing;*
3. *Providing technical assistance and other services;*
4. *Carrying out information and communications programs on contracting procedures and specific contract opportunities;*
5. *Implementing a supportive services program to develop and improve immediate and long-term business management, record keeping, and financial and accounting capability for DBE’s and other small businesses;*
6. *Providing services to help DBE’s and other small businesses improve long-term development, increase opportunities to participate in a variety of kinds of work, handle increasingly significant projects, and achieve eventual self-sufficiency;*
7. *Establishing a program to assist new, start-up firms, particularly in fields in which DBE participation has historically been low;*
8. *Ensuring distribution of DBE directory, through print and electronic means, to the widest feasible universe of potential prime contractors;*
9. *Assist DBE’s and other small businesses, to develop their capability to utilize emerging technology and conduct business through electronic media; and*
10. *(Include other race neutral measures as appropriate)*

The City of Kelso estimates that in meeting its overall goal **6.9%**, it will obtain **6.9%** from RN participation and **0%** through RC measures.

This breakout is based on:

*The City of Kelso does not have a history of DBE participation or over-achievement of goals to reference and expects to obtain its DBE participation through the use of DBE contract goals or a conscious effort to obtain DBE participation. Therefore, we are applying the entire goal of **6.9 percent** to race-neutral participation.*

The City of Kelso will adjust the estimated breakout of RN and RC DBE participation as needed to reflect actual DBE participation (see Section 26.51(f)) and track and report RN and RC

participation separately. For reporting purposes, RN DBE participation includes, but is not necessarily limited to, the following: DBE participation through a prime contract obtained through customary competitive procurement procedures; DBE participation through a subcontract on a prime contract that does not carry a DBE goal, DBE participation on a prime contract exceeding a contract goal and DBE participation through a subcontract from a prime contractor that did not consider a firm's DBE status in making the award.

## **PUBLIC PARTICIPATION**

**Consultation:** Section 26.45(g)(1).

*The City of Kelso submits its overall DBE One-year goal to DOT on August 1 as required by the set schedule.*

In establishing the overall goal, the *City of Kelso* provided for consultation and publication. This included consultation with minority, women's and general contractor groups, community organizations, and other officials or organizations which could be expected to have information concerning the availability of disadvantaged and non-disadvantaged businesses, the effects of discrimination on opportunities for DBEs, and the *City of Kelso's* efforts to establish a level playing field for the participation of DBEs. The consultation included a scheduled, direct, interactive exchange teleconference with as many interested stakeholders as possible focused on obtaining information relevant to the *City of Kelso's* goal setting process, and it occurred before we were required to submit our goal methodology to the operating administration for review pursuant to paragraph (f) of this section. Notwithstanding paragraph (f)(4) of this section, we will not implement our proposed goal until we have complied with this requirement.

The *City of Kelso* submits its overall DBE One-year goal to DOT on August 1 as required by the set schedule.

The *City of Kelso* consulted with the Washington State Office of Minority & Women's Business Enterprises (OMWBE), without limiting consultation to these persons or groups, to obtain information concerning the availability of disadvantaged and non-disadvantaged businesses, the effects of discrimination on opportunities for DBEs, and the *City of Kelso's* efforts to establish a level playing field for the participation of DBEs.

A notice was posted in the ***Daily News*** of the proposed overall goal informing the public that the proposed goal and its rationale are available for inspection during normal business hours at the airport administration building for 30 days following the date of the notice, and informing the public that the *City of Kelso* and DOT would accept comments on the goals for 30 days from the date of the notice.

**The Public Notice was published on June 13, 2017 for a 30-day public review period.**

**A DBE Telecom was held on July 7, 2017 at 9am. All DBE firms that were included in the goal calculation were invited via email notification with a summary of the DBE goal and projects included. A representative from OMWBE, the airport sponsor, and the airport consultant were also included in the telecom.**

**No comments were received during the telecom or the 30-day public review period.**

## PUBLIC NOTICE

The *City of Kelso* hereby announces its fiscal year 2017 goal of **6.9%** for Disadvantaged Business Enterprise (DBE) airport construction Contracts. The proposed goals and rationale is available for inspection between 8:00 a.m. and 5:00 p.m., Monday through Friday, on the Second Floor of *Kelso City Hall, at 203 South Pacific Ave, Kelso, WA 98626* for 30 days from the date of this publication.

Comments on the DBE goal will be accepted for 30 calendar days from the date of this publication and can be sent to the following:

*Christopher Paolini  
Airport Manager  
2222 South Pacific Ave.  
Kelso, WA 98626  
(360)261-8268*

AND

*Federal Aviation Administration Northwest Mountain Regional Office  
Office of Civil Rights Staff  
Sonia Cruz  
1601 Lind Ave, S.W., Suite 250  
Renton, WA 98057-3356*

### **Contract Goals**

The *City of Kelso* will use contract goals to meet any portion of the overall goal that the recipient does not project being able to meet using RN means. Contract goals are established so that, over the period to which the overall goal applies, they will cumulatively result in meeting any portion of the recipient's overall goal that is not projected to be met through the use of RN means.

The *City of Kelso* will establish contract goals only on those DOT-assisted contracts that have subcontracting possibilities. It need not establish a contract goal on every such contract, and the size of the contract goals will be adapted to the circumstances of each such contract (e.g., type and location of work and availability of DBE's to perform the particular type of work).

We will express our contract goals as a percentage of the Federal share of a DOT-assisted contract.