

**ATTACHMENT 5**Section 26.45: Overall DBE Three-Year Goal Methodology

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

**Goal Period:** FY2021, FY2022, FY2023 – October 1, 2021 through September 30, 2023

<b>DOT-assisted contract amount:</b>	FY-2021	\$ 450,000
	FY-2022	\$ 0
	FY-2023	\$ 150,000
	<b>Total</b>	<b>\$ <u>550,000</u></b>

**Overall Three-Year Goal: 2.3%**, to be accomplished through **0%** RC and **2.3%** RN  
*(Note: the goal may be reflected as (1) an average of the three years; (2) three year Median; or (3) weighted percentage)*

**Total dollar amount to be expended on DBE's:** 2.3% X \$550,000 = \$12,650

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

Contracts Fiscal Year #1

1. Environmental Review of Master Plan Projects

Contracts Fiscal Year #2

1. No Projects Anticipated

Contracts Fiscal Year #3

1. ROFA Improvements – Obstruction Removal, Wetland Mitigation - Design

**Market Area:** *Cowlitz, Clark, Lewis, Skamania, and Pierce counties were used for the NAICS codes utilized in these projects.*

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

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

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

The data source or demonstrable evidence used to derive the denominator was the U.S. Census Bureau Economic Census, 2017 County Business Patterns for Washington State: <http://www.census.gov/econ/cbp/index.html>

The firms reviewed included engineering, drafting, and surveying services and firms to reflect the scope of work for the fiscal year periods 2021 to 2023.

## Fiscal Year 2021

For FY-2021, We anticipate the award of the following at Southwest Washington Regional Airport:

<i>Contract Name</i>	<i>Trade Description</i>	<i>NAICS Description</i>	<i>NAICS</i>	<i>Trade (\$)</i>	<i>Census</i>	<i>DBE Directory</i>	<i>DBE (%)</i>	<i>DBE (\$) (= Trade \$ x DBE %)</i>
Environmental Review of Master Plan Projects	Environmental Services	Environmental Services	541620	\$225,000	44	6	13.6%	\$30,600
	Engineering Services	Engineering Services	541330	\$225,000	230	1	0.4%	\$900
<b>Total Contract</b>				\$450,000	274	7		
<b>Total FY- 2021</b>				\$450,000	274	7	2.6%	\$31,500

## Fiscal Year 2022

For FY-2022, We do not anticipate an award for FY-2022

<i>Contract Name</i>	<i>Trade Description</i>	<i>NAICS Description</i>	<i>NAICS</i>	<i>Trade (\$)</i>	<i>Census</i>	<i>DBE Directory</i>	<i>DBE (%)</i>	<i>DBE (\$) (= Trade \$ x DBE %)</i>
No projects anticipated								
<b>Total Contract</b>								
<b>Total FY- 2022</b>								

## Fiscal Year 2023

For FY-2023, We anticipate the award of the following at Southwest Washington Regional Airport:

<i>Contract Name</i>	<i>Trade Description</i>	<i>NAICS Description</i>	<i>NAICS</i>	<i>Trade (\$)</i>	<i>Census</i>	<i>DBE Directory</i>	<i>DBE (%)</i>	<i>DBE (\$) (= Trade \$ x DBE %)</i>
ROFA Improvements – Obstruction Removal, Wetland Mitigation - Design	Engineering Services	Engineering Services	541330	\$50,000	230	1	0.4%	\$200
	Environmental Services	Environmental Services	541620	\$50,000	44	6	13.6%	\$6,800
	Drafting Services	Drafting Services	541340	\$50,000	14	5	26.7%	\$13,350
<b>Total Contract</b>				\$150,000				
<b>Total FY- 2023</b>				\$150,000	288	12	4.2%	\$20,350

Base Figure = [(Total FY-2021 DBE%)+(Total FY-2022 DBE%)+(Total FY-2023 DBE%)]/[3 Years)

Base Figure = (2.6%+0%+4.2%)/3 Years = **2.3%** of all firms ready, willing and able.

The data source or demonstratable evidence used to derive the numerator was:

<http://omwbe.wa.gov/gov/directory-of-certified-firms/>

The data source or demonstratable evidence used to derive the denominator was:

<http://www.census.gov/cedsi/>

**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 three-year goal period.*

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

The recipient 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 recipient estimates that in meeting its overall goal **2.3%**, it will obtain **2.3%** 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 **2.3 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 three-year goal to DOT on October 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 three-year goal to DOT on October 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 efforts to establish a level playing field for the participation of DBEs.

A notice will be published 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. The City of Kelso and DOT will accept comments on the goals for 30 days from the date of the notice.

## PUBLIC NOTICE

The City of Kelso hereby announces its fiscal year 2021, 2022, and 2023 goal of **2.3%** for Disadvantaged Business Enterprise (DBE) airport construction Contracts. A public telecom will be held on September 9, 2020 at 10am. If you would like to participate please reach out to Rick Nichols at [rnichols@centurywest.com](mailto:rnichols@centurywest.com) for meeting details. The proposed goals and rationale are available for inspection online at [www.kelso.gov](http://www.kelso.gov), and in person between 8:00 a.m. and 5:00 p.m., Monday through Friday at the address below. Due to safety practices related to COVID, please contact the airport office in advance to make an appointment at 360-261-8268.

Southwest Washington Regional Airport  
2222 South Pacific Ave.  
Kelso, WA 98626

Comments on the DBE goal will be accepted for 30 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*  
*2200 S 216<sup>th</sup> Street*  
*Des Moines, WA 98198*

### **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.