

**City of Watertown/CitiBus Disadvantaged Business Enterprise (DBE)  
Overall Goal and Goal Setting Methodology  
for  
Federal Transit Administration Assisted Contracts FFY 2020-2022**

**Amount of goal**

The City of Watertown of Public Works/CitiBus overall DBE participation goal for FFY 2020-2022 is 0% of the Federal financial assistance we will expend in FTA/ USDOT-assisted contracts, exclusive of FTA funds to be used for the purchase of transit vehicles.

The City expects to let \$422,100 in FTA/ USDOT-assisted contracts in FFYs 2020-2022.

**FFY 2020-2022 FTA Funded Projects**

The City expects to let the following FTA/ USDOT-assisted projects in FFYs 2020-2022:

1. Bus sign installations
  - a. Sub-contracting opportunities: concrete work
2. Mobility Management services to address transit needs within city boundaries.
3. Complimentary Paratransit Services
4. Facility Maintenance
  - a. Subcontracting opportunities: facility cleaning, facility extermination, rug cleaning, HVAC preventative maintenance
5. Drug Testing for 19A/FTA compliance
6. Fuel for transit vehicles

These projects were determined to encompass the following

**NAICS Codes:**

541611	Administrative Management and General Management Consulting Services
485113	Bus and Other Motor Vehicle Transit Systems
561790	Other Services to buildings and dwellings
621999	All other miscellaneous health care services
811310	Commercial and industrial machinery and equipment maintenance
447190	Other gasoline stations
238990	Specialty trade contractors

### **Base Figure Calculation**

To calculate its base figure for DBE participation, the City has used the NYS Unified Certification Program (UCP) DBE directory and Census Bureau City Business Patterns data to determine the number of “willing and able” DBEs in our market. The market was defined as the three counties which comprise the region of Northern NY. The counties included are Jefferson, Lewis and St. Lawrence.

In calculating the base figure, first all reasonably anticipated FTA-assisted contracting opportunities were identified and quantified:

	<i>NAICS Code</i>	<i>Description of Work</i>	<i>Amount of DOT funds on project:</i>	<i>% of total DOT funds (weight)</i>
<b>1</b>	<b>541611</b>	<b>Mobility Management</b>	125000	<b>30%</b>
<b>2</b>	<b>485113</b>	<b>Paratransit Service Contract</b>	\$ 150,000	<b>36%</b>
<b>3</b>	<b>561790</b>	<b>Other services Extermination, facility cleaning, rugs, HVAC preventative</b>	\$ 16,800	<b>4%</b>
<b>4</b>	<b>621999</b>	<b>Employee drug testing</b>	\$ 3,200	<b>1%</b>
<b>5</b>	<b>811310</b>	<b>Fire extinguisher service</b>	\$ 1,500	<b>0%</b>
<b>6</b>	<b>447190</b>	<b>Fuel</b>	\$ 62,000	<b>15%</b>
<b>7</b>	<b>517312</b>	<b>GPS Tracking</b>	\$ 3,600	<b>1%</b>
<b>8</b>	<b>238990</b>	<b>Concrete Sawing and Drilling</b>	\$ 60,000	<b>14%</b>
<b>Total FTA-Assisted Contract Funds</b>			<b>\$ 422,100</b>	<b>100%</b>

Next, DBE firms belonging to the above mentioned NAICS codes were identified through the NYS Unified Certification Program directory for all counties in the NYMTC region. Then the total amount of firms belonging to the above mentioned NAICS codes in those counties, as found in the Census Bureau’s City Business Patterns, were identified. The number of “willing and able” DBEs in our market was then divided by total number of businesses in the market. This gave us the relative availability of DBE firms in our market by NAICS code:

<b>NACIS Code</b>	<b>Description of Work</b>	<b>Total Contractors</b>	<b>DBEs</b>	<b>Relative Availability</b>
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541611	Mobility Management	5	0	0%
485113	Paratransit Service Contract	0	0	0%
561790	Other services Extermination, facility cleaning, rugs, HVAC preventative maintenance - Buses	2	0	0%
621999	Employee drug testing	2	0	0%
811310	Fire extinguisher service	5	0	0%
447190	Fuel	4	0	0%
238990	Concrete sawing and drilling	5	0	0%
517312	GPS Tracking	23	0	0%

<b>NAICS Code</b>	<b>Description of Work</b>	<b>Total Contractors</b>	<b>DBEs</b>	<b>Relative Availability</b>
<b>541611</b>	<b>Mobility Management</b>	<b>5</b>	<b>0</b>	<b>0%</b>
<b>485113</b>	<b>Paratransit Service Contract</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>561790</b>	<b>Other services Extermination, facility cleaning, rugs, HVAC preventative maintenance - Buses</b>	<b>2</b>	<b>0</b>	<b>0%</b>
<b>621999</b>	<b>Employee drug testing</b>	<b>2</b>	<b>0</b>	<b>0%</b>
<b>811310</b>	<b>Fire extinguisher service</b>	<b>5</b>	<b>0</b>	<b>0%</b>
<b>447190</b>	<b>Fuel</b>	<b>4</b>	<b>0</b>	<b>0%</b>
<b>238990</b>	<b>Concrete sawing and drilling</b>	<b>5</b>	<b>0</b>	<b>0%</b>
<b>517312</b>	<b>GPS Tracking</b>	<b>23</b>	<b>0</b>	<b>0%</b>

Finally, a weighted base figure was determined, considering the overall portion of funds and the availability of DBEs represented by each NAICS code:

	<b>NAICS Code</b>	<b>Description of Work</b>	<b>Weight</b>	<b>x</b>	<b>Availability of DBEs</b>	<b>Weighted Base Figure</b>
1)	541611	Mobility Management	30%	x	0.00%	0.00%
2)	485113	Paratransit Service Contract	36%	x	0.00%	0.00%

3)	561790	Other services Extermination, facility cleaning, rugs, HVAC preventative maintenance - Buses	4%	x	0.00%	0.00%
4)	621999	Employee drug testing	1%	x	0.00%	0.00%
5)	811310	Fire extinguisher service	0%	x	0.00%	0.00%
6)	447190	Fuel	15%	x	0.00%	0.00%
7)	517312	GPS Tracking	1%		0.00%	0.00%
8)	238990	Concrete Sawing and Drilling	14%	x	0.00%	0.00%
					<i>Total</i>	<i>0.00%</i>

## **Adjustment of Base Figure**

The second step in calculating the City's overall DBE goal is to adjust the base figure, taking into consideration relevant and reliable data in order to make the goal as precise as possible. The City's overall DBE goal does not require an adjustment.

## **Estimated Race-Neutral and Race-Conscious Participation**

During the past three-year period, the City did not have any DBE prime or subcontract awards utilizing race-neutral measures.

The City will employ a number of race neutral measures to facilitate DBE participation moving forward, including:

1. Arranging solicitations, times for the presentation of bids, quantities, specifications, and delivery schedules in ways that facilitate participation by DBEs and other small businesses and by making contracts more accessible to small businesses
2. Reducing bonding requirements and providing services to help DBEs, and other small businesses, obtain bonding and financing;
3. Providing technical assistance and other services through the City of Watertown Purchasing Office;
4. Ensuring the inclusion of DBEs, and other small businesses, on recipient mailing lists for bidders; ensuring the dissemination to bidders on prime contracts of lists of potential subcontractors;
5. Ensuring distribution of the City's DBE directory, through print and electronic means, to the widest feasible universe of potential prime contractors;
6. Identifying subcontracting opportunities in bid documents and aiding prime contractors in finding suitable DBE subcontractors

Utilizing these race neutral methods, it is projected that 0% of DBE participation will be met through race-neutral measures.

Contract goals will be used to meet any portion of the overall goal that the City does not project being able to meet using race-neutral 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 our overall goal that is not projected to be met through the use of race-neutral means.

Contract goals shall only be established on those USDOT/FTA-assisted contracts having subcontracting possibilities. A contract goal need not be established on every such contract, and where established, the size of contract goals will be adapted to the circumstances of each such contract (e.g., type and location of work, availability of DBEs to perform the particular type of work). Such contract goals shall be

expressed as a percentage of the total amount of the USDOT/FTA- assisted contract. Once the City's DBE goal of 0% is met, we will discontinue establishing a DBE goal on federally-funded or federally-assisted procurements for the remainder of that federal fiscal year.

### **Public Participation Process**

Prior to submitting the goal to the FTA, City of Watertown conducted an outreach effort inviting minority, women-owned and general contractor groups and community organizations to provide information concerning the availability of disadvantaged and non-disadvantaged businesses, the effects of discrimination on opportunities for DBEs, and the City's efforts to establish a level playing field for the participation of DBEs.

On \_\_\_\_\_ and \_\_\_\_\_ public meeting sessions concerning the FFY 2020-22 DBE goal were held from \_\_\_\_\_ and \_\_\_\_\_ at the \_\_\_\_\_, respectively. Notices for this meeting were posted in the City newspapers of record, the general circulation paper Newsday, and on the front page of the City of Watertown website. An online public comment period was made available until \_\_\_\_\_. Direct emails were sent to \_\_\_\_\_ DBE firms listed on the NYS UCP who belong to the NAICS codes of projects to be let by City of Watertown in the 2020-2022 time period. The emails invited the firms to the public meetings and a copy of the proposed DBE goal and methodology was attached. Firms were invited to provide input on the goal by email or phone if they were unable to attend the meetings, as well as find out more information as to how they can participate in the City's federally funded procurements.

Emails were also sent out to \_\_\_\_\_ local minority and women's business groups and chambers of commerce.

The City did not receive any substantial feedback on the formulation of the goal and its methodology and therefore there was no revision to the goal based on the public participation process.

The proposed goal will remain on the City of Watertown website for the duration of the triennial period after it has been reviewed and concurred by the FTA.