

**Disadvantaged Business Enterprise (DBE)
City of Everett-Everett/Transit
Proposed DBE 2021-2023 Goal**

Section 26.45 Overall Goals

In accordance with 49 CFR Part 26, Everett Transit has proposed an overall Race/Gender-Neutral DBE goal for FFY 2021-2023 at two percent (2%). The goals were developed based upon anticipated and awarded U.S. DOT-assisted contracts, exclusive of FTA funds to be used for the purchase of transit vehicles. To determine the goal, Everett Transit followed the two-step goal-setting methodology and has attached the Weighting Base Figure spreadsheet for projects occurring from 2021-2023. (Attachment 1)

Step One: Determining a Base Figure - 49 CFR Section 26.45 (c)

Everett Transit's (ET) market area was established by using all of Snohomish County, a twenty-mile radius into King County and a review of past participation.

Consistent with USDOT guidance, ET examined all U.S. DOT assisted projects anticipated during the FFY of 2021-2023. Overall business availability was established and compared to DBE firms within Washington State using NAIC's applicable to each project. Data was then extrapolated from the US Census (American Community Survey ACS) and the Washington State Office of Minority and Women Business Enterprises. The data was then exported to the Weighting Base Figure spreadsheet (attachment 1) and base figure was determined.

Step Two: Determining if an Adjustment is Warranted - 49 CFR Section 26.45 (d)

After establishing a base figure, Everett Transit considered other available information to determine if an adjustment to the base figure was warranted. Additional information was considered from two sources:

WSDOT 2017 Disparity Study (Colette Holt & Associates):

In 2017, WSDOT retained Colette Holt & Associates to conduct a "disparity study" to assist in the implementation of the Federal DBE Program. Review of the study revealed the Qualitative Evidence of Race and Gender Barriers in WSDOT's Market; it is important to point out that Everett Transit is only a microcosm of that study. Examination of local historical data and past participation reveal that the results of the WSDOT study are not necessarily indicative of our area. Although the underutilization /barriers do not apply to the agency in general, we are cognizant of the possibility and will continue to consider this information as we review our goal setting each year.

Next, past participation of Everett Transit's contracts were taken into consideration. ET is a small agency participating in a larger Seattle-Tacoma-Everett UZA. A large majority of FTA funded projects include rolling stock purchases and preventive maintenance on our vehicle fleet. With the onset of COVID 19 in 2020, a majority of the agency's formula funding was reallocated to support transit operations as allowed by federal law. Opportunities for contracting work are limited; however, past participation for FFY 2018-2020 was established at five percent (5%).

We have examined the evidence available and have determined that no adjustment to the base figure established in Step One is necessary to arrive at our overall goal.

Transit Vehicle Manufacturers Goals – 49 CFR Section 26.49

Everett Transit will not use DBE goals in contracts for rolling stock. Transit vehicle manufacturers (TVM) are required to develop their own DBE programs. Therefore, Everett Transit will require in its bid or proposal packages for transit vehicles a certification from each TVM that they have developed and submitted their own program to the FTA and that said program has been approved or not disapproved. Everett Transit will verify certified TVM's on FTA's Office of Civil Rights DBE webpage.

Means Used to Meet Overall Goals – 49 CFR Section 26.51 (c)

Everett Transit will use race/gender-neutral means to encourage DBE participation in its federally assisted contracts. Everett Transit does not use DBE quotas or set asides to achieve the overall annual goal for DBE participation. Participation will be achieved by race/gender-neutral means or by the use of contract goals.

Public Participation – 49 CFR Section 26.45 (g)

Public participation is a key component of Everett Transit's process for establishing DBE goals. Outreach efforts will be made to engage the public as part of the goal-setting process as well providing a comment period for feedback on proposed goals.

Everett Transit consults with different community organizations that provide or disseminate information about local marketplace conditions for minority and women owned businesses. Attendance at the meetings will provide an opportunity to discuss its proposed overall DBE goal and rationale for the goal, while soliciting comments about the goal from meeting participants. Organizations may include:

- Downtown Everett Association (DEA)
- Economic Alliance of Snohomish County
- US DOT Northwest SBTRC
- Annual Attendance at the Small Business Summit (Snohomish County Economic Alliance)

Public notice announcing the overall proposed goal will also be provided on Everett Transit's website. The notice will provide an opportunity for comment over a 30-day period. Everett Transit will also host a live stream event on Facebook to answer questions and discuss our goal-setting process, allowing for public participation.

Weighted Base Figure Worksheet Instructions

1. This worksheet automatically calculates a weighted used as a tool to help with developing the Step 1 base Detailed instructions on the goal-setting process can be Business Enterprise (DBE) Program.

2. In order to fill out the tables on this worksheet, you

- FTA-funded contracting opportunities for the upcoming the prime- and sub-contracting opportunities and estimate A. • Identify the number of DBEs available, and identify description of the data you used and how you determined You may rely on the State-wide DBE Directory and U available to you.

4. Don't forget - once you have calculated a base figure is needed before you arrive at your overall goal. Please making adjustments to your goal. Please include a descriptive narrative description. Any worksheets used to develop

l base figure to use in DBE goal setting on the final page. This worksheet is intended to be figure, as described in 49 CFR part 26.45(c). It is not a substitute for the regulations. e found online at eCFR.gov and the USDOT's Tips for Goal-Setting in the Disadvantaged

will need the following information:

ing 3 years. In the narrative description of the methodology, describe the projects, identify nated amounts, and break them down into NAICS codes for entry into the table for Step 1 ify the number of all firms available to perform work. In your narrative, include a ned it was the most relevant data available. Enter the numbers into the table for Step 1 B. [S. Census Bureau Business Pattern Data, use a bidder's list, or use other information

e, you must examine all available evidence to determine if an adjustment to the base figure se refer to 49 CFR 26.45(d) and the Tips for Goal Setting for more information about cription of all evidence considered and a description of any adjustments made in your) Step 2 adjustments should be included in your final goal submission to FTA.

Step 1 - Determine the weight of each type of work by NAICS Code:

* Enter all the FTA-assisted projects below. Project amounts should be assigned relevant NAICS Code(s).

	NAICS Code	Project	Amount of DOT funds on project:
1)	238210	Electrical contractors & Other Wiring Installation - Phase II Exterior LED Lighting	\$55,892.00
2)	238320	Painting & Wall Covering Contractors - Bus Shelters Rehab/Refurbish	\$5,846.00
3)	238390	Other Building Finishing Contractors - Bus Shelters Rehab/Refurbish	\$5,847.00
4)	238990	Fencing Contractors; All other Specialty Trade Contractors - Bus Shelters Rehab/Refurbish	\$105,240.00
5)	238290	Other Building Equipment Contractors - Everett Station Elevator Cabs Rehab/Refurbish w/ Security Cameras	\$58,507.00
6)	333921	Elevator & Moving Stairway Manufacturing - Everett Station Elevator Cabs Rehab/Refurbish w/ Security Cameras	\$58,507.00
7)	561621	Security Systems Services - Everett Station Elevator Cabs Rehab/Refurbish w/ Security Cameras	\$5,000.00
8)	238210	Electrical contractors & Other Wiring Installation - Everett Station Interior Lighting	\$63,879.00
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35)			
	Total FTA-Assisted Contract Funds		\$358,718.00

Step 2 - Determine the relative availability of DBE's by NAICS Code:

* Use DBE Directory, census data and/or a bidders list to enter the number of available DBE firms and the number of available

	NAICS Code	Project	Number of DBEs available to perform this work
1)	238210	Electrical contractors & Other Wiring Installation - Phase II Exterior LED Lighting	5
2)	238320	Painting & Wall Covering Contractors - Bus Shelters Rehab/Refurbish	0
3)	238390	Other Building Finishing Contractors - Bus Shelters Rehab/Refurbish	1
4)	238990	Fencing Contractors; All other Specialty Trade Contractors - Bus	4
5)	238290	Other Building Equipment Contractors - Everett Station Elevator Cabs Rehab/Refurbish w/ Security Cameras	0
6)	333921	Elevator & Moving Stairway Manufacturing - Everett Station Elevator Cabs Rehab/Refurbish w/ Security Cameras	0
7)	561621	Security Systems Services - Everett Station Elevator Cabs Rehab/Refurbish w/ Security Cameras	0
8)	238210	Electrical contractors & Other Wiring Installation - Everett Station Interior Lighting	5
9)			
10)			
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34)		
35)		
	Combined Totals	15

Step 3 - (Weight) x (Availability) = Weighted Base Figure

	NAICS Code	Project	Weight
1)	238210	Electrical contractors & Other Wiring Installation - Phase II Exterior LED	0.15581
2)	238320	Painting & Wall Covering Contractors - Bus Shelters Rehab/Refurbish	0.01630
3)	238390	Other Building Finishing Contractors - Bus Shelters Rehab/Refurbish	0.01630
4)	238990	Fencing Contractors; All other Specialty Trade Contractors - Bus Shelters	0.29338
5)	238290	Other Building Equipment Contractors - Everett Station Elevator Cabs Re	0.16310
6)	333921	Elevator & Moving Stairway Manufacturing - Everett Station Elevator Ca	0.16310
7)	561621	Security Systems Services - Everett Station Elevator Cabs Rehab/Refurbis	0.01394
8)	238210	Electrical contractors & Other Wiring Installation - Everett Station Interio	0.17808
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firms.

Number of all firms available (including DBEs)	Relative Availability
358	0.0140
317	0.0000
20	0.0500
118	0.0339
18	0.0000
0	
15	0.0000
358	0.0140

x	Availability	Weighted Base Figure
x	0.01397	0.0022
x		
x	0.05000	0.0008
x	0.03390	0.0099
x		
x		
x		
x	0.01397	0.0025
x		
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Total		0.0154
Expressed as a % (*100)		1.54%
Rounded, Weighted Base Figure: 2%		