

**AGENDA**  
**INTERCITY TRANSIT AUTHORITY**  
**SPECIAL MEETING**  
**October 19, 2016**  
**5:30 P.M.**

**CALL TO ORDER**

- 1) **APPROVAL OF AGENDA** **1 min.**
  
- 2) **PUBLIC COMMENT** **10 min.**  
*Public Comment Note: This is the place on the agenda where the public is invited to address the Authority on any issue. The person speaking is asked to sign-in on the General Public Comment Form for submittal to the Clerk of the Board. Please include your first and last name, a mailing address or a phone number (in the event we need to contact you). When your name is called, step up to the podium and give your name for the audio record. If you are unable to utilize the podium, you will be provided a microphone at your seat. Citizens testifying are asked to limit testimony to three minutes.*  
  
*The Authority will not typically respond to your comments this same evening.*
  
- 3) **CITIZEN ADVISORY COMMITTEE REPORT (Jonah Cummings)** **5 min.**
  
- 4) **2017-2019 DBE PLAN (Steve Krueger)** **10 min.**
  
- 5) **CAPITAL BUDGET UPDATE (Ann Freeman-Manzanares)** **5 min.**
  
- 6) **VANPOOL UPDATE (Carolyn Newsome)** **30 min.**
  
- 7) **CANCEL DECEMBER 21 WORK SESSION (Ann Freeman-Manzanares)** **5 min.**
  
- 8) **GENERAL MANAGER'S REPORT** **10 min.**
  
- 9) **AUTHORITY ISSUES** **10 min.**
  
- 10) **CLOSED SESSION - Collective Bargaining Agreement with International Association of Machinists District Lodge 160.** *The Intercity Transit Authority will recess the public meeting to allow Authority members and necessary staff to go into a closed meeting authorized by RCW 42.30.140 (4) (b) to review proposals made in negotiations for a collective bargaining agreement with the IAM. The Authority will reconvene to an Open Session for the possibility of taking action.*
  
- 11) **ADJOURNMENT**

*Intercity Transit is committed to ensuring that no person is excluded from participation in, or denied the benefits of its transit services on the basis of race, color, or national origin consistent with requirements of Title VI of the Civil Rights Act of 1964 and Federal Transit Administration guidance in FTA Circular 4702.*

*For questions regarding Intercity Transit's Title VI Program, you may contact the agency's Title VI coordinator at (360) 705-5857 or [ntrail@intercitytransit.com](mailto:ntrail@intercitytransit.com). If you need special accommodations to participate in this meeting, please call us at (360) 705-5857 three days prior to the meeting. For TDD users, please use the state's toll-free relay service, 711 and ask the operator to dial (360) 705-5857.*

*Please consider using an alternate mode to attend this meeting: bike, walk, bus, carpool, or vanpool. This facility is served by Routes 62A, 62B (on Martin Way), and 66 (on Pacific Avenue).*

**INTERCITY TRANSIT AUTHORITY  
SPECIAL MEETING  
AGENDA ITEM NO. 4  
MEETING DATE: October 19, 2016**

**FOR:** Intercity Transit Authority  
**FROM:** Steve Krueger, 705-5833  
**SUBJECT:** 2017-2019 Disadvantaged Business Enterprise (DBE) Plan

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- 1) **The Issue:** Update Intercity Transit's 2017-2019 DBE Plan.
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- 2) **Recommended Action:** No action required. This item is for discussion.
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- 3) **Policy Analysis:** Every three years, FTA grant recipients must submit an updated DBE Plan for review and approval.
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- 4) **Background:** To foster opportunity for firms owned and operated by disadvantaged individuals, FTA grant recipients are required to update their comprehensive DBE Plan every three years. Our 2014-2016 DBE Plan ended September 30, 2016, however, the due date for submission was extended to November 1, 2016, to allow agencies time to incorporate recently recommended program amendments.

Using the pervious DBE goal setting methodology already approved by the FTA, Intercity Transit's 2017-2019 DBE Plan has been updated to reflect all known assisted projects and the most current DBE census related data. The updated Plan also incorporates applicable improvements requested by FTA at their recent DBE Academy. The resulting 2017-2019 DBE goal is 4.95% for our known FTA assisted projects. The increase from the .4% identified in the 2014-2016 plan is due primarily to an anticipated increase in FTA assisted capital projects as well as the increased volume of regional DBE/SBE certified firms and other firms available to perform the needed work.

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- 5) **Alternatives:**
- A. Submit Intercity Transit's DBE goal setting methodology in the Updated DBE Plan to the FTA for review and approval.
  - B. Defer action for additional review.
- 
- 6) **Budget Notes:** Preparation of the DBE Plan and reporting are required to meet federal funding requirements. The total known FTA assisted projects at the time

of this writing for the 2017-2019 DBE Plan is \$16,597,009, and the 4.95% DBE goal reflects \$821,006 in DBE expenditures.

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- 7) **Goal Reference: Goal 4:** *“Provide responsive transportation options within financial limitations.”* **Goal 5:** *“Align best practices and support agency activities and sustainable technologies.”*
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- 8) **References:** Draft DBE Program.

**INTERCITY TRANSIT**

**DEPARTMENT OF TRANSPORTATION  
Disadvantaged Business Enterprise (DBE) Program**

**(Revised September 30, 2016)**

**Revised By: Steve Krueger  
Procurement & Capital Projects Manager, DBE Liaison**

**Approved by: Ann Freeman Manzanares  
General Manager**

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**Ann Freeman-Manzanares**

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**Date**

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## **OBJECTIVES / POLICY STATEMENT**

### **Required under 49 Code of Federal Regulations (CFR) Part 26.1 and 26.23**

Intercity Transit has established a Disadvantaged Business Enterprise (DBE) Program in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26. Intercity Transit is a recipient of Federal financial assistance from the Department of Transportation, and as a condition of receiving this assistance, Intercity Transit has signed an assurance that it will comply with 49 CFR Part 26.

It is the policy of Intercity Transit to ensure a level playing field and foster equal opportunity for firms owned and operated by disadvantaged individuals on DOT assisted procurements and contracts to include construction and consultant contracts. It is also our policy:

1. To ensure nondiscrimination in the award and administration of DOT – assisted contracts;
2. To create a level playing field on which DBEs can compete fairly for DOT-assisted contracts;
3. To ensure that the DBE Program is narrowly tailored in accordance with applicable law;
4. To ensure that only firms that fully meet 49 CFR Part 26 eligibility standards as certified by Washington State Office of Minority and Women Owned Business Enterprises (OMWBE) are permitted to participate as Certified DBEs;
5. To identify and remove where possible barriers to the participation of DBEs in DOT assisted contracts;
6. To encourage Small Business Enterprise (SBE) participation (DBE and non-DBE) in DOT assisted contracts and procurements; and
7. To identify opportunities to encourage DBE and small businesses in general to take advantage of resources that can be of help in making them more capable of competing successfully in the market place from which Intercity Transit procures products, services and capital assets – most particularly the resources available through OMWBE.
8. To provide appropriate flexibility to recipients of Federal financial assistance in the establishing and providing opportunities for DBEs.

The Procurement and Capital Projects Manager is delegated as the DBE Liaison Officer (DBELO). In that capacity, the Procurement and Capital Projects Manager is responsible for implementing and/or monitoring all aspects of the DBE program. Implementation of Intercity Transit's DBE program and compliance with DOT DBE requirements is accorded the same priority as compliance with all other legal obligations incurred by Intercity Transit in its financial assistance agreements with the U.S. Department of Transportation.

Intercity Transit has disseminated this policy statement to the Intercity Transit Authority and all of the components of our organization. We have distributed this statement to DBE and non-DBE business communities that perform work for us on DOT-assisted contracts through notice in business and minority focus media and through electronic means.

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**Ann Freeman-Manzanares, General Manager**

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**Date**

## **A. GENERAL REQUIREMENTS**

### **1. Objective**

Intercity Transit's DBE Program objective is to ensure a level playing field and foster equal opportunity for firms owned and operated by disadvantaged individuals on USDOT-assisted procurements and contracts to include construction and consultant contracts. This objective is found in the policy statement on page 1 of this Program.

### **2. Applicability**

Intercity Transit is the recipient of Federal Transit funds authorized by Federal Transit laws in Title 49, U.S. Code and the Moving Ahead for Progress in the 21st Century Act (MAP-21, Public Law 112-141, 2012).

### **3. Definitions**

Intercity Transit adopts the definitions contained in [49 CFR Section 26.5](#) for this Program as reflected below.

**Alaska Native** means a citizen of the United States who is a person of one-fourth degree or more Alaskan Indian (including Tsimshian Indians not enrolled in the Metlaktla Indian Community), Eskimo, or Aleut blood, or a combination of those bloodlines. The term includes, in the absence of proof of a minimum blood quantum, any citizen whom a Native village or Native group regards as an Alaska Native if their father or mother is regarded as an Alaska Native.

**Alaska Native Corporation** (ANC) means any Regional Corporation, Village Corporation, Urban Corporation, or Group Corporation organized under the laws of the State of Alaska in accordance with the Alaska Native Claims Settlement Act, as amended (43 U.S.C. 1601, et seq.).

**Assets** mean all the property of a person available for paying debts or for distribution, including one's respective share of jointly held assets. This includes, but is not limited to, cash on hand and in banks, savings accounts, IRA or other retirement accounts, accounts receivable, life insurance, stocks and bonds, real estate, and personal property.

**Business, business concern or business enterprise** means an entity organized for profit with a place of business located in the United States, and which operates primarily within the United States or which makes a significant contribution to the United States economy through payment of taxes or use of American products, materials, or labor.

**Compliance** means that a recipient has correctly implemented the requirements of this part.

**Contingent Liability** means a liability that depends on the occurrence of a future and uncertain event. This includes, but is not limited to, guaranty for debts owed by the applicant concern, legal claims and judgments, and provisions for federal income tax.

**Contract** means a legally binding relationship obligating a seller to furnish supplies or services (including, but not limited to, construction and professional services) and the buyer to pay for them. For purposes of this part, a lease is considered to be a contract.

**Contractor** means one who participates, through a contract or subcontract (at any tier), in a DOT-assisted highway, transit, or airport program.

**Days** mean calendar days. In computing any period of time described in this part, the day from which the period begins to run is not counted, and when the last day of the period is a Saturday, Sunday, or Federal holiday, the period extends to the next day that is not a Saturday, Sunday, or Federal holiday. Similarly, in circumstances where the recipient's offices are closed for all or part of the last day, the period extends to the next day on which the agency is open.

**Department or DOT** means the U.S. Department of Transportation, including the Office of the Secretary, the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), and the Federal Aviation Administration (FAA).

**Disadvantaged business enterprise or DBE** means a for-profit small business concern--

1. That is at least 51 percent owned by one or more individuals who are both socially and economically disadvantaged or, in the case of a corporation, in which 51 percent of the stock is owned by one or more such individuals; and
2. Whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.

**DOT-assisted contract** means any contract between a recipient and a contractor (at any tier) funded in whole or in part with DOT financial assistance, including letters of credit or loan guarantees, except a contract solely for the purchase of land.

**Good faith efforts** means efforts to achieve a DBE goal or other requirement of this part which, by their scope, intensity, and appropriateness to the objective, can reasonably be expected to fulfill the program requirement.

**Home state** means the state in which a DBE firm or applicant for DBE certification maintains its principal place of business.

**Immediate family member** means father, mother, husband, wife, son, daughter, brother, sister, grandfather, grandmother, father-in-law, mother-in-law, sister-in-law, brother-in-law, and domestic partner and civil unions recognized under State law.

**Indian tribe** means any Indian tribe, band, nation, or other organized group or community of Indians, including any ANC, which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians, or is recognized as such by the State in which the tribe, band, nation, group, or community resides. See definition of "tribally-owned concern" in this section.

**Joint venture** means an association of a DBE firm and one or more other firms to carry out a single, for-profit business enterprise, for which the parties combine their property, capital, efforts, skills and knowledge, and in which the DBE is responsible for a distinct, clearly defined portion of the work of the contract and whose share in the capital



contribution, control, management, risks, and profits of the joint venture are commensurate with its ownership interest.

**Liabilities** mean financial or pecuniary obligations. This includes, but is not limited to, accounts payable, notes payable to bank or others, installment accounts, mortgages on real estate, and unpaid taxes.

**Native Hawaiian** means any individual whose ancestors were natives, prior to 1778, of the area which now comprises the State of Hawaii.

**Native Hawaiian Organization** means any community service organization serving Native Hawaiians in the State of Hawaii which is a not-for-profit organization chartered by the State of Hawaii, is controlled by Native Hawaiians, and whose business activities will principally benefit such Native Hawaiians.

**Noncompliance** means that a recipient has not correctly implemented the requirements of this part.

**Operating Administration or OA** means any of the following parts of DOT: the Federal Aviation Administration (FAA), Federal Highway Administration (FHWA), and Federal Transit Administration (FTA). The “Administrator” of an operating administration includes his or her designees.

**Personal net worth** means the net value of the assets of an individual remaining after total liabilities are deducted. An individual's personal net worth does not include: The individual's ownership interest in an applicant or participating DBE firm; or the individual's equity in his or her primary place of residence. An individual's personal net worth includes only his or her own share of assets held jointly or as community property with the individual's spouse.

**Primary industry classification** means the most current North American Industry Classification System (NAICS) designation which best describes the primary business of a firm. The NAICS is described in the North American Industry Classification Manual—United States, which is available on the Internet at the U.S. Census Bureau Web site: <http://www.census.gov/eos/www/naics/>.

**Primary recipient** means a recipient which receives DOT financial assistance and passes some or all of it on to another recipient.

**Principal place of business** means the business location where the individuals who manage the firm's day-to-day operations spend most working hours. If the offices from which management is directed and where the business records are kept are in different locations, the recipient will determine the principal place of business.

**Program** means any undertaking on a recipient's part to use DOT financial assistance, authorized by the laws to which this part applies.

**Race-conscious measure or program** is one that is focused specifically on assisting only DBEs, including women-owned DBEs.

**Race-neutral measure or program** is one that is, or can be, used to assist all small businesses. For the purposes of this part, race-neutral includes gender-neutrality.

**Recipient** is any entity, public or private, to which DOT financial assistance is extended, whether directly or through another recipient, through the programs of the FAA, FHWA, or FTA, or who has applied for such assistance.

**Secretary** means the Secretary of Transportation or his/her designee.

Set-aside means a contracting practice restricting eligibility for the competitive award of a contract solely to DBE firms.

**Small Business Administration or SBA** means the United States Small Business Administration.

**SBA certified firm** refers to firms that have a current, valid certification from or recognized by the SBA under the 8(a) BD or SDB programs.

**Small business concern** means, with respect to firms seeking to participate as DBEs in DOT-assisted contracts, a small business concern as defined pursuant to section 3 of the Small Business Act and Small Business Administration regulations implementing it (13 CFR part 121) that also does not exceed the cap on average annual gross receipts specified in §26.65(b).

**Socially and economically disadvantaged individual** means any individual who is a citizen (or lawfully admitted permanent resident) of the United States and who has been subjected to racial or ethnic prejudice or cultural bias within American society because of his or her identity as a members of groups and without regard to his or her individual qualities. The social disadvantage must stem from circumstances beyond the individual's control.

1. Any individual who a recipient finds to be a socially and economically disadvantaged individual on a case-by-case basis. An individual must demonstrate that he or she has held himself or herself out, as a member of a designated group if you require it.
2. Any individual in the following groups, members of which are rebuttably presumed to be socially and economically disadvantaged:
  - i. "Black Americans," which includes persons having origins in any of the Black racial groups of Africa;
  - ii. "Hispanic Americans," which includes persons of Mexican, Puerto Rican, Cuban, Dominican, Central or South American, or other Spanish or Portuguese culture or origin, regardless of race;
  - iii. "Native Americans," which includes persons who are enrolled members of a federally or State recognized Indian tribe, Alaska Natives, or Native Hawaiians;
  - iv. "Asian-Pacific Americans," which includes persons whose origins are from Japan, China, Taiwan, Korea, Burma (Myanmar), Vietnam, Laos, Cambodia (Kampuchea), Thailand, Malaysia, Indonesia, the Philippines, Brunei, Samoa, Guam, the U.S. Trust Territories of the Pacific Islands (Republic of Palau), Republic of the Northern Marianas Islands, Samoa, Macao, Fiji, Tonga, Kiribati, Tuvalu, Nauru, Federated States of Micronesia, or Hong Kong;
  - v. "Subcontinent Asian Americans," which includes persons whose origins are from India, Pakistan, Bangladesh, Bhutan, the Maldives Islands, Nepal or Sri Lanka;

- vi. Women;
  - vii. (vii) Any additional groups whose members are designated as socially and economically disadvantaged by the SBA, at such time as the SBA designation becomes effective.
3. Being born in a particular country does not, standing alone, mean that a person is necessarily a member of one of the groups listed in this definition.

**Spouse** means a married person, including a person in a domestic partnership or a civil union recognized under State law.

**Transit vehicle manufacturer** means any manufacturer whose primary business purpose is to manufacture vehicles specifically built for public mass transportation. Such vehicles include, but are not limited to: Buses, rail cars, trolleys, ferries, and vehicles manufactured specifically for paratransit purposes. Producers of vehicles that receive post-production alterations or retrofitting to be used for public transportation purposes (e.g., so-called cutaway vehicles, vans customized for service to people with disabilities) are also considered transit vehicle manufacturers. Businesses that manufacture, mass-produce, or distribute vehicles solely for personal use and for sale “off the lot” are not considered transit vehicle manufacturers.

**Tribally-owned concern means** any concern at least 51 percent owned by an Indian tribe as defined in this section.

#### **4. Non-Discrimination Requirements**

Intercity Transit will never exclude any person from participation in, deny any person the benefits of, or otherwise discriminate against anyone in connection with the award and performance of any contract covered by 49 CFR Part 26 on the basis of race, color, sex, or national origin.

In administering its DBE Program, Intercity Transit will not, directly or through contractual or other arrangements, use criteria or methods of administration that have the effect of defeating or substantially impairing accomplishment of the objectives of the DBE program with respect to individuals of a particular race, color, sex, or national origin.

#### **5. Record Keeping Requirements**

##### **Reporting to DOT**

We will accurately report DBE participation electronically to DOT on a semi-annual basis (June 1 and December 1), using the Uniform Report of DBE Awards of Commitments and Payments as provided by FTA in TrAMS. These reports will reflect payments actually made and commitments made to DBEs on DOT-assisted projects and procurements.

##### **Vendor Information**

Every two years we will identify the applicable NAICS codes for the upcoming DOT-assisted projects and procurements and then using these codes:

- a. Run a report on the OMWBE Directory of Certified Firms webpage to identify all related federally certified DBE and Small Business Enterprise (SBE) suppliers. This report includes supplier contact information and other related business profile detail. (see <http://wsdot.wa.gov/Partners/OMWBE/DBEDirectory/> )
- b. Run a query on the U.S. Census website to identify the total number of established businesses are listed in our surrounding area (Thurston, Pierce, and King Counties). (see <http://factfinder.census.gov/faces/nav/jsf/pages/searchresults.xhtml?refresh=t#none>

This information will provide reference data for establishing triennial DBE goals and assist Intercity Transit in our DBE and SBE outreach efforts.

## **6. Federal Financial Assistance Agreement**

Intercity Transit agrees to the following FTA assurances, applicable to all DOT-assisted contracts and procurements and their administration:

### **General Assurance**

Intercity Transit shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any DOT assisted contract or in the administration of its DBE Program or the requirements of 49 CFR Part 26. Intercity Transit shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of DOT assisted contracts. Intercity Transit's DBE Program, as required by 49 CFR Part 26 and as approved by DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to Intercity Transit of its failure to carry out its approved program, the Department may impose sanction as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 *et seq.*).

The language above will appear in financial assistance agreements with sub-recipients should that sub-recipients be associated with federal financial assistance the agency receives.

### **Contract Assurance**

Transit will ensure that the following clause is placed in every DOT-assisted contract and subcontract:

The contractor, sub-recipient, or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in

the termination of this contract or such other remedy as Intercity Transit deems appropriate, which may include, but is not limited to (1) Withholding monthly progress payments; Assessing sanctions; (3) Liquidated damages; and/or (4) Disqualifying the contractor from future bidding as non-responsible.

## **B. ADMINISTRATIVE REQUIREMENTS**

### **1. DBE Program Updates**

Since Intercity Transit receives capital grants, we will continue to carry out this Program until such grants have been expended. We will update this Program and seek DOT approval should there be significant changes in the approved Program.

### **2. Policy Statement**

The Policy Statement is displayed on the first page of this Program.

### **3. DBE Liaison Officer (DBELO)**

The individual identified below serves as the Procurement & Capital Projects Manager which includes the role of DBE Liaison Officer (DBELO) for Intercity Transit:

Steve Krueger  
Procurement & Capital Projects Manager  
526 Pattison SE  
P O Box 659  
Olympia WA 98507  
360 705-5833  
[skrueger@intercitytransit.com](mailto:skrueger@intercitytransit.com)

The DBELO is responsible for implementing or ensuring implementation of all aspects of the DBE Program to include ensuring Intercity Transit complies with all provision of 49 CFR Part 26. The DBELO has direct, independent access to the General Manager concerning DBE Program matters. An organization chart displaying the DBELO's position in the organization is found as an attachment to this Program.

The DBELO will also be responsible for developing, implementing and monitoring the DBE program, in coordination with other appropriate officials. The duties and responsibilities include the following:

1. Gathering and reporting statistical data and other information as required by DOT.
2. Reviewing third party contracts and purchase requisitions for compliance with this program.
3. Working with all departments to set overall agency wide, race-neutral DBE goals.

4. Ensuring that bid notices and requests for proposals are available to potentially interested DBEs in a timely manner.
5. Working with Procurement staff to match procurement opportunities with specific DBE and/or Small Business (DBE and non-DBE) participation encouragement efforts.
6. Analyzing Intercity Transit's progress toward attainment of the agency's overall DBE goal and identifies ways to improve progress.
7. Participating in pre-bid meetings and/or receives a copy of minutes and a list of attendees from Procurement staff.
8. Advising the General Manager\governing body on DBE matters including progress on DBE goal achievement.
9. Facilitating, upon request, the provision of DBEs with information and assistance in preparing bids, obtaining bonding and insurance.
10. Planning and participating in DBE training seminars as appropriate and available through FTA, OMWBE, etc.
11. Acting as liaison / referring agent for the Uniform Certification Process conducted by OMWBE in Washington State.
12. Providing outreach to DBEs and community organizations to advise them of business opportunities with Intercity Transit.
13. Acting as a liaison with OMWBE to include encouraging small business to take advantage of OWMBE resources.

#### **4. DBE Financial Institutions**

It is neither the policy nor the normal practice of Intercity Transit to identify financial institutions as business partners for our agency or for business that may seek to do business with us. However we are committed to making such businesses are aware of any financing opportunities and services that we may be able to identify as being offered by financial institutions owned and controlled by socially and economically disadvantaged individuals in the community, and to encouraging prime contractors on DOT-assisted contracts to make use of these institutions. We have solicited input from other DBE programs around the State of Washington and reviewed local financial institutions and have been unable to identify any such institutions at this time. In the event a later review reveals the existence of such financial institutions, their names will be listed in this document and information will be disseminated to contractors doing business with Intercity Transit on DOT-assisted contracts.

#### **5. Prompt Payment Mechanisms**

Intercity Transit will include the following clause in each DOT-assisted contracts and use the prime contractor's certified payroll reports for monitoring and enforcement:

This project is funded by the Federal Transit Administration (FTA). According to Washington State's RCW 60.28.011 and the Code of Federal Regulations 49 CFR Section 26.29, retainage may not be withheld from the prime contractor. In lieu of withholding retainage from the prime contractor, Intercity Transit shall rely on the prime contractor's Payment and Performance Bond. However, release of the Payment and Performance Bond shall not occur until Intercity Transit has received a

certified copy of Affidavit of Wages Paid for the contractor and each subcontractor, final acceptance by Intercity Transit of work performed, receipt of all necessary releases, and after any other requirements are met as per RCW 60.28.011.

Under RCW 60.28.011, the prime contractor may still withhold retainage from subcontractors. However, as this is a federally-funded project, the prime contractor is obligated to pay all retainage owed to the subcontractors for satisfactory completion of accepted work within thirty (30) days of that acceptance. The subcontractor's work is satisfactorily completed when all the tasks called for in the subcontract have been accomplished and documented as required by the recipient. In any case, if Intercity Transit has made an incremental acceptance of a portion of a prime contract, the work of a subcontractor covered by that acceptance is deemed to be satisfactorily completed.

## **6. Directory of Certified DBE and SBE Firms**

To identify certified DBEs and SBEs, Intercity Transit relies on the Office of Minority and Women's Business Enterprises (OMWBE) which is the sole certifying agency for minority, women, and disadvantaged small businesses in Washington State. OMWBE offers the following certifications relative to federal certification requirements:

*"Federally certified firms are eligible to participate in transportation specific federal projects including construction work on rails, roads, bridges, airports, and seaports. This certification is only for those firms who do transportation related scopes of work. The federal projects are funded by the US Department of Transportation (USDOT), including the Federal Highway Administration, (FHWA), Federal Aviation Administration (FAA), and Federal Transit Administration (FTA).*

- *SBE – Small Business Enterprise. SBE certified firms count towards USDOT small business (gender and race neutral) goals.*
- *DBE – Disadvantaged Business Enterprise. This certification counts towards USDOT gender and race conscious goals. "*  
(see <http://www.omwbe.wa.gov/certification/> )

OMWBE maintains a Directory of DBE and SBE certified firms. The directory lists the owner's name, business name, contact information, certification status including certification number, UBI number, the type of work the business has been certified to perform as a DBE and/or SBE to include their NAICS codes and other business profile detail. The OMWBE revises the Directory monthly and is responsible for maintaining all related records. The Directory is available on the Internet at <http://www.omwbe.wa.gov/directory-of-certified-firms/> , or in hard copy by contacting the Office of Minority and Women's Business Enterprises at P O Box 41160, Olympia WA 98504-1160, (360) 753-9693, email - [Receptionist@omwbe.wa.gov](mailto:Receptionist@omwbe.wa.gov). OMWBE provides a process whereby certifications performed by other state certification programs may be recognized.

## **7. Overconcentration**

Intercity Transit has not identified that overconcentration exists in the types of work that DBEs perform or would be anticipated to perform for our agency.

## **8. Business Development Programs**

Intercity Transit has not established a business development program, but does regularly encourage small businesses to utilize the resources of OMWBE (see [www.omwbe.wa.gov](http://www.omwbe.wa.gov) ).

## **9. Monitoring and Enforcement Mechanisms**

Intercity Transit will take the following monitoring and enforcement mechanisms to ensure compliance with 49 CFR Part 26.

1. We will bring to the attention of the federal Department of Transportation any false, fraudulent, or dishonest conduct in connection with the program, so that DOT can take the steps (e.g., referral to the Department of Justice for criminal prosecution, referral to the DOT Inspector General, action under suspension and debarment or Program Fraud and Civil Penalties rules) provided in 26.109.
2. We will consider similar action under our own legal authorities, including responsibility determinations in future contracts. Section F.2. lists the regulation, provisions, and contract remedies available to us in the events of non-compliance with the DBE regulation by a participant in our procurement activities.
3. We will also provide a monitoring and enforcement mechanism to verify that work committed to DBEs at contract award is actually performed by the DBEs. This will be accomplished by requiring prime contractors to include in each payment request a certification from each DBE of payments received.
4. We will keep a running tally of actual payments to DBE firms for work committed to them at the time of contract award.

## **C. GOALS, GOOD FAITH EFFORTS, AND COUNTING**

### **1. Set-asides or Quotas**

Intercity Transit does not use quotas in any way in the administration of this DBE Program.

### **2. Overall Goals**

A description of the methodology to calculate the DBE overall goal and the goal calculations can be found in Section 'G' of this Program. This section of the program will be updated every three (3) years. In accordance with Section 26.45(f) Intercity Transit is committed to submitting its overall goal to DOT by August 1 every 3<sup>rd</sup> year starting in 2010. Before establishing the overall goal, Intercity Transit evaluates anticipated DOT-funded project activity and consults with the other regional transit programs; minority, women's and general contractor groups; community organizations; or other organizations as appropriate to obtain information concerning the availability of disadvantaged and non-disadvantaged businesses, the effects of discrimination on



opportunities for DBEs, input from OWMBE regarding availability DBE and small business enterprises in general, and Intercity Transit's efforts to establish a level playing field for the participation of DBEs and SBEs.

We will begin using our updated overall goal on October 1 at the start of the 3 year fiscal period, unless we have received other instructions from DOT. We anticipate having race-neutral, non-project specific DBE goals. If we establish a goal on a project basis, we will begin using our goal by the time of the first solicitation for a DOT-assisted contract for the specific project. For such projects, each solicitation for which a contract goal has been established will require the bidders/offerors to submit the following information:

1. The names and addresses of DBE firms that will participate in the contract;
2. A description of the work that each DBE will perform;
3. The dollar amount of the participation of each DBE firm participating;
4. Written and signed documentation of commitment to use a DBE subcontractor whose participation it submits to meet a contract goal;
5. Written and signed confirmation from the DBE that it is participating in the contract as provided in the prime contractors commitment and
6. Evidence of good faith efforts from the prime contractor if the DBE contract goal is not met.

### **3. Transit Vehicle Manufacturers (TVM) Goals**

Intercity Transit will require each transit vehicle manufacturer, as a condition of being authorized to bid or propose on FTA-assisted transit vehicle procurements, to certify that it has complied with the requirements of 49 CFR Part 26. Alternatively, Intercity Transit may, at its discretion and with FTA approval, establish project-specific goals for DBE participation in the procurement of transit vehicles in lieu of the TVM complying with this element of the program.

### **4. Breakout of Estimated Race-Neutral & Race-Conscious Participation**

Intercity Transit will not use DBE quotas or set-asides to achieve the overall annual goal for DBE participation. Participation will be achieved by race-neutral means. Contract goals and good faith efforts requirements will only be applied as warranted by the nature of specific projects and/or if a relevant disparity study identifies the need for contract goals. This is consistent with FTA Guidance in the current FTA DBE Program Template:

*[Note: recipients located within the jurisdiction of the U.S. Court of Appeals for the Ninth Circuit are subject to Western States Paving, Inc. v. Washington State Department of Transportation, 407 F.3d 983, and should verify with DOT whether they may use DBE contract goals and/or race-conscious measures when implementing their DBE programs. Absent approval from DOT, Ninth Circuit recipients should be operating entirely race-neutral DBE programs.]*

### **5. Contract Goals**

Intercity Transit will not use race-conscious contract specific goals until such time as the use of contract goals is better understood in light of the 9<sup>th</sup> District decision on Western Paving vs. WSDOT.

## **6. Good Faith Efforts Procedures**

Demonstration of good faith efforts – As long as race conscious goals are NOT used, there is no requirement for demonstration of good faith efforts.

## **7. Counting DBE Participation**

Intercity Transit will count DBE participation as follows:

- We will count DBE participation toward an overall, agency-wide race-neutral goal and contract goals (only in the case that contract goals become relevant) as provided in 49 CFR Part 26.55 (“How is DBE participation counted toward goals”).
- When a DBE participates in a contract, we will count toward DBE goals only the value of the work actually performed by the DBE.
- We will not count the participation of a DBE subcontract toward a contractor’s final compliance with its DBE obligations on a contract until the amount being counted has actually been paid to the DBE.
- If the firm is not certified as a DBE at the time of award or loses its certification, we will not count the firm’s participation toward any DBE goals.
- When a DBE performs as a participant in a joint venture, we will count a portion of the total dollar value of the contract equal to the distinct, clearly defined portion of the work of the contract that the DBE performs with its own forces toward DBE goals.

## **8. DBE Termination or Substitution**

Intercity Transit will require prime contractors to make available all DBE subcontracts. We will include contract language requiring the prime contractor to promptly notify the Intercity Transit Project Lead of a DBE’s inability or unwillingness to perform and provide reasonable justification documentation prior to subcontractor termination. If terminated, we will require the contractor to make a good faith effort to replace a DBE that is terminated or has otherwise failed to complete its work on a contract with another certified DBE, to the extent needed to meet the contract goal. In so doing, we will require the prime contractor to obtain prior written approval from Intercity Transit of the substitute DBE and to provide copies of new or amended subcontracts, or documentation of good faith effort. The Contractor will not be entitled to any payment for work or materials without Intercity Transit’s written consent.

## **D. CERTIFICATION STANDARDS & PROCEDURES**

### **1. Certification Process**

In Washington State a central “one-stop-shop” has been created to perform certification and recertification functions. The Washington State Office of

Minority and Women Business Enterprises (OMWBE) has legislative authority to perform all minority, women and disadvantaged business enterprise certifications for all public agencies in the State. For DBE and SBE certifications the OMWBE is required to utilize certification procedures that meet all federal requirements as defined in 49 CFR Part 26 and as amended to ensure eligibility of certified firms for Department of Transportation projects. Intercity Transit has access to the directory of certified DBEs and SBEs published by the OMWBE. The most recent directory is available in electronic form at <http://www.omwbe.wa.gov/directory-of-certified-firms/>.

## **2. Certification Procedures**

The Washington State Office of Minority and Women's Business Enterprises performs all DBE and SBE federal certifications for public agencies in the state. They maintain a directory which lists the firm's name, address, telephone number, date of the most recent certification, and the type of work the firm has been certified to perform. The Directory is available on the Internet at <http://www.omwbe.wa.gov/directory-of-certified-firms/>, or in hard copy by contacting the Office of Minority and Women's Business Enterprises at P O Box 41160, Olympia WA 98504-1160, (360) 753-9693, email - [Receptionist@omwbe.wa.gov](mailto:Receptionist@omwbe.wa.gov). Currently application for federal certification for DBE is \$25 and for SBE is free.

OMWBE provides a process whereby they may recognize certifications performed by other state certification programs.

## **3. Confidentiality**

Intercity Transit will safeguard from disclosure to third parties information that may reasonably be regarded confidential business information consistent with federal, state and local law. Notwithstanding any contrary provisions of state or local law, Intercity Transit will not release personal financial information submitted in response to the personal net worth requirement to a third party (other than DOT) without the written consent of the submitter.

## **E. COMPLIANCE AND ENFORCEMENT**

### **1. Monitoring Payments to DBEs**

We will require prime contractors to maintain records and documents of payments to DBEs a minimum of three (3) years following the performance of the contract. These records will be made available for inspection upon request by any authorized representative of Intercity Transit or DOT. This reporting requirement also extends to any certified DBE subcontractor.

We will perform periodic audits of contract payments to DBEs. The audit will review payments to DBE subcontractors to ensure that the actual amount paid to DBE subcontractors equals or exceeds the dollar amounts stated in the schedule of DBE participation.

## 2. **Monitoring and Enforcement Mechanisms**

Intercity Transit has available remedies to enforce the DBE requirements contained in its contracts, including, but not limited to, breach of contract action, pursuant to the terms of the contract.

In addition, the federal government has available several enforcement mechanisms that it may apply to firms participating in the DBE problem, including, but not limited to, the following:

1. Suspension or debarment proceedings pursuant to 49 CFR Part 26
2. Enforcement action pursuant to 49 CFR Part 31
3. Prosecution pursuant to 18 USC 1001.

## **F. SMALL BUSINESS PARTICIPATION**

Intercity Transit includes this SBE element in our DBE Program consistent with 49 CFR Part 26.39 to support our intention to foster SBE participation in the marketplace from which Intercity Transit purchases products, services and capital assets (see Objective/Policy page 1). Intercity Transit is committed to providing equal and open access for SBEs to participate in the agency's contracting and other procurement opportunities whether the enterprise is certified or not. For identification of "SBE Certified" firms we rely on the Washington State Office of Minority and Women Business Enterprises (OMWBE) defined categories as defined in their Glossary of Terms, namely - Disadvantaged Business Enterprises (DBE), Minority Business Enterprises (MBE), Women-owned Business Enterprises (WBE), and the recently added category of Small Business Enterprise (SBE). (<http://www.omwbe.wa.gov/certification/> )

Intercity Transit supports fostering small business participation which includes taking all reasonable steps to eliminate obstacles to their participation, including unnecessary and unjustified bundling of contract requirements that may preclude small business participation in procurements as prime contractors or subcontractors. Intercity Transit also anticipates that our focus on race-neutral means of meeting our overall, agency-wide DBE goal will be a positive factor for encouraging small business participation.

As part of this SBE Participation element, Intercity Transit will utilize OMWBE resources and promote the use of OMWBE resources by small businesses where we have the opportunity to do so. This includes raising the awareness of such resources among businesses actually or potentially interested in doing business with Intercity Transit. OMWBE resources include information on and links to the federal Small Business Administration (SBA) and the state's Department of Enterprise Services which can facilitate SBE participation in the marketplace. Intercity Transit will continue to list business / project opportunities with OMWBE for inclusion in their "Bids and Contracting Opportunities" utility (<http://omwbe.wa.gov/upcoming-bids/>).

The magnitude of Intercity Transit's direct effort is limited by the fact that Intercity Transit is a small agency based in the Olympia-Lacey USA. Federal funds are used for vehicle acquisitions routinely and those purchases are neither reportable for DBE

purposes nor relevant for small business encouragement efforts. Intercity Transit normally has a limited number of non-vehicle federally funded project bid opportunities. The biggest opportunity for small business participation is in relation to small, recurring purchases done on a non-contractual basis for our federally funded Capital Preventive Maintenance activities, products and services. Historically, Intercity Transit has been able to meet race neutral agency goals set at between 0.4 and 0.7 percent.

Business opportunities for DBEs and SBEs are limited by the size and nature of our business which is factored into our DBE goal setting methodology which evaluates our anticipated purchasing needs in association with the marketplace defined in terms of geography County Business Pattern (CBP) data and relevant NAICS industry codes. The goal analysis has given us a good estimate of the probability of not only DBE but also SBE participation. Our next goal setting analysis in 2016 for the 2017-2019 period can target an increased emphasis on business size as an analytical element even though targets or goal are not yet applicable for SBEs.

Despite limitations inherent in our size and mix of projects and procurement opportunities, Intercity Transit will use the following means of SBE identification, outreach to SBEs and strategic commitments to facilitate SBE awareness of business opportunities with Intercity Transit and to encourage increased SBE participation in our federally funded projects and other procurement opportunities. All identified activities will be effective following FTA review of this revised DBE Program or by January 1, 2017 whichever is earliest.

### **Strategic Activities**

1. The DBELO will make available to purchasing staff a list of potential vendors/contractors identified from OMWBE and other resources as potential providers of goods, services and capital asset creation. The DBELO will, at procurement events and otherwise periodically advise staff of potential DBE and/or SBE business partners.
2. Intercity Transit Procurement Coordinators will utilize the resources of Builders Exchange of Washington ([www.bxwa.com](http://www.bxwa.com)) to make plan holder lists available to potential subcontractors and thereby facilitating contact between prime and subcontractors.
3. The DBELO, or other staff will partner with the Thurston County Economic Development Council (EDC), the Thurston County Chamber of Commerce, and other agencies championing business development in Thurston County and beyond as opportunities are available. This would include but not be limited to participation “Business Showcase” events, contributing to relevant newsletters, and taking advantage of as well as creating opportunities for encouragement and outreach to the community of SBEs as well as DBEs and making businesses aware of current and potential future business opportunities and Intercity Transit’s policy of encouraging SBEs and DBEs.
4. Intercity Transit will participate in local advertising and marketing opportunities as, for example, placement of advertisements and notices in Thurston County Chamber of Commerce and EDC publications to make local businesses aware of workshops and business opportunities.

5. Intercity Transit will post all formal solicitations on our Procurement website so that suppliers can easily and without advance registration learn about our contracting opportunities.

### **Identification & Outreach Activities**

1. Intercity Transit's DBELO will use the SBE certification category in OMWBE's Business Directory to identify applicable certified SBE's as potential contractors, subcontractors or vendors with potential for supplying product, goods or services to Intercity Transit. The DBELO will update this list semi-annually.
2. Every three years, the DBELO will email a copy of our DBE Program to the most current list of DBEs/SBEs and invite these firms to provide information about how they may be able to assist Intercity Transit meeting DBE/SBE goals. For eligible small dollar purchases, Intercity Transit may purchase directly with these firms or at a minimum, solicit quotations from these firms.
3. Intercity Transit's Procurement staff will continue to alert OMWBE of upcoming projects and procurement opportunities and seek to encourage small business to take advantage of OMWBE resources (see attached references and resources).
4. Whenever interacting with the vendor community, the DBELO and Procurement staff will, when applicable, continue to encourage vendor's to pursue DBE/SBE certification through OMWBE.
5. For DOT-assisted contracts, Procurement staff will identify potential DBEs/SBEs and proactively invite their participation in the upcoming contracting opportunity, promote attendance at pre-bid and pre-proposal conferences and encourage them to advertise their interest in subcontractor opportunities to potential prime contractors.
6. Intercity Transit will include language on our website that is consistent with our DBE Program and promotes business diversity.  
<http://www.intercitytransit.com/businesscenter/procurement/Pages/default.aspx>  
And  
<http://www.intercitytransit.com/businesscenter/procurement/Pages/Frequentlyaskedquestions.aspx>  
.... which includes contact information for our DBELO and for OMWBE.

*Information for Minority Owned, Disadvantaged Business Enterprises, or Small Businesses (<http://www.intercitytransit.com/businesscenter/procurement/pages/frequentlyaskedquestions.aspx#Information> for Minority Owned or Disadvantaged Business Enterprises )*

*Intercity Transit maintains strong commitment to maximum utilization of minority, women, and disadvantaged businesses (DBE), and small businesses whether DBEs or non-DBEs. All such businesses are encouraged to participate in the competitive contracting opportunities Intercity Transit offers. We also encourage such businesses to contact the Washington State Office of Minority and Women's Business Enterprises (OMWBE <http://omwbe.wa.gov/>) to explore business development resources and potential certification opportunities.*

*We remind interested firms to afford all potential business partners an equal, non-discriminatory opportunity to compete for business as joint venture partners or subcontractors. Intercity Transit is interested in firms that demonstrate a commitment to equal employment opportunity and encourages firms to employ a workforce that reflects the region's diversity and to adhere to non-discrimination requirements of federal and state law. Contact: Steve Krueger*

([skrueger@intercitytransit.com](mailto:skrueger@intercitytransit.com)) for information. Or for more detailed information see the *Intercity Transit DBE Program*.

7. Intercity Transit will include in formal solicitations language that promotes DBE/SBE participation such as:

*Intercity Transit maintains a strong commitment to maximum utilization of minority and women owned businesses and all small businesses. We encourage such businesses to contact the Washington State Office of Minority and Women's Business Enterprises (OMWBE <http://omwbe.wa.gov/>) to explore business development resources they have available and the potential for federal Disadvantaged Business Enterprises (DBE) and Small Business Enterprise (SBE) Certification through OMWBE. There may be general business advantages for such certification but keep in mind that Intercity Transit does not set contract specific DBE goals nor does it set any SBE participation goals.*

*All interested firms are reminded to afford all potential business partners an equal, non-discriminatory opportunity to compete for business as joint venture partners or subcontractors. Intercity Transit is interested in firms that demonstrate a commitment to equal employment opportunity and encourages firms to employ a workforce that reflects the region's diversity and to adhere to nondiscrimination requirements of federal and state laws.*

## **G. GOAL CALCULATION METHODOLOGY FOR FFY 2017-19**

### **1. Amount of Goal**

Intercity Transit's overall DBE goal for FFY 2017-2019 is **4.95** percent of the federal dollar amount Intercity Transit expends for DOT-assisted contracts exclusive of DOT funds used for the purchase of transit revenue vehicles and Intercity Transit staff time.

### **2. Applicable Anticipated Projects and DOT Support Level**

Intercity Transit has programmed the following projects with the indicated DOT funding for FFY 2017 – 2019:

- ❑ Capital Preventive Maintenance Supplies and Services - **\$9,438,867**  
(anticipated 3 year total federal funding  $\$3,146,289 \times 3 = \$9,438,867$ );
- ❑ Olympia Transit Center (OTC) Expansion Construction Project - **\$4,302,647**;
- ❑ Bus Stop Shelter Pad Enhancements including construction & shelters - **\$150,725**;
- ❑ Smart Corridor – Traffic Signal Prioritization Project - **\$805,820**;
- ❑ Tumwater Square Station - **\$198,950**; and
- ❑ Underground Storage Tank Replacement - **\$1,700,000**.

Total federal DOT funding Intercity Transit anticipates for these programmed projects is **\$16,597,009**. With the FFY 2017 -19 DBE Goal of **4.95** percent (as calculated below), Intercity Transit can reasonable expect to expend **4.95** percent of the total federal funds or **\$821,006** with DBEs.

### 3. Methodology

To calculate the DBE goal for FFY 2017 – 2019, Intercity Transit used a methodology consistent with the guidance DOT’s Office of Small and Disadvantaged Business (OSDBU) provides at their website (<http://osdbu.dot.gov/DBEProgram/tips.cfm> - OSDBU-Tips); and consistent with relevant federal regulations contained in 49 CFR Part 26 found at

<http://www.ecfr.gov/cgi-bin/text-idx?region=DIV1;type=boolen;c=ecfr;cc=ecfr;sid=14e071f96d5d61cb9d2410ed56c59d3d;q1=dbe;rgn1=Section%20Heading;op2=and;rgn2=Section;op3=and;rgn3=Section;view=text;idno=49;node=49%3A1.0.1.1.20;rgn=div5> ;

and also consistent with other OSDBU DBE Program guidance found at <http://www.osdbu.dot.gov/dbeprogram/index.cfm> . Intercity Transit used the following specific two step DBE total, agency-wide goal setting methodology plus an additional third step to evaluate the need/or not for the total goal to have or not have both a Race/Gender Neutral and a Race/Gender Conscience component.

**Step 1 - Determine a base figure for the overall goal – the relative availability of DBEs to perform the types of contracts that Intercity Transit intends to award. This is the percentage of DBE firms as a proportion of all firms for specific industries that are ready, willing, and able to compete for contracts funded with DOT funds.**

Intercity Transit used the U.S. Census Bureau’s most recent (2014) County Business Pattern (CBP) database as the data source to establish the total number of businesses in Thurston, Kings and Pierce counties for various North American Industry Classification System (NAICS) codes, as noted below, which apply to Intercity Transit’s purchasing activities. CBP data is located at:

<http://factfinder.census.gov/faces/nav/jsf/pages/searchresults.xhtml?refresh=t#none> ;

and NAICS code information is located at:

<http://www.naics.com/> .

The data source for the number of DBEs within NAICS classifications for the three relevant Washington counties was the current State of Washington Office of Minority and Women’s Business Enterprises Directory of Disadvantaged Business Enterprises (OMWBE Directory) that is available at

[http://www.omwbe.wa.gov/certification/certification\\_directory.shtml](http://www.omwbe.wa.gov/certification/certification_directory.shtml) .

Intercity Transit programmed five principal areas of DOT grant funded procurement activity for FFY 2017 - 2019:

- 1) Capital Preventive Maintenance (CPM);
- 2) Olympia Transit Center Expansion Construction;
- 3) Bus Stop Enhancements;
- 4) Smart Corridors – Traffic Signal Prioritization; and
- 5) Tumwater Square Station.
- 6) Underground Storage Tank Replacement

Intercity Transit developed the base DBE availability percentage for these four projects as follows:



## 1) Capital Preventive Maintenance

Intercity Transit identified the following NAICS codes as being relevant to CPM spending:

<u>NAICS CODE</u>	<u>DESCRIPTION</u>
423850	Equipment and supplies
4231	Motor vehicle parts and supplies
8111	Automotive repair and maintenance
81233	Linen and uniform supply

Since CPM purchases tend to be more “local”, the analysis for this area used the CBP database for Thurston and Pierce County identifying a **total of 1,765 firms** in these four NAICS codes.

The OMWBE Directory indicates a **total number of 6 DBE firm** in these four NAICS codes for these counties.

The calculation of DBE availability for the CPM project is based on the following formula:

### **Base DBE Availability for CPM supplies and services**

$$= \text{Total DBEs} \div \text{Total firms.}$$

$$\text{Base DBE Availability} = 6 \div 1765 = \mathbf{0.3\%} \text{ for Capital Preventive Maintenance.}$$

## 2) Olympia Transit Center Expansion Construction Project

Intercity Transit identified the following fourteen NAICS codes as being relevant to the OTC Expansion Construction Project.

<u>NAICS CODE</u>	<u>DESCRIPTION</u>
237110	Water & sewer line & related construction
237310	Highway street & bridge construction
237990	Other heavy and civil engineering construction
238110	Poured concrete foundation and structure
238130	Framing
238140	Masonry
238150	Glazing
238160	Roofing
238210	Electrical contractors
238220	Plumbing, heating, air conditioning
238320	Painting and wall covering
238910	Site preparation contractors

- 541330      Engineering services
- 541370      Surveying and mapping (except geophysical) services

The CBP database for these services consisted of the broader Thurston, Pierce and King Counties which represents Intercity Transit’s typical market area for construction related contractors. The data indicates a **total number of 4,324 firms** in these fourteen NAICS codes for this geographic area.

The OMWBE Directory revealed a **total number of 521 DBE firms** for the same geographic area for these eleven NAICS codes.

The calculation of Base DBE availability for the OTC Expansion Construction Project is based on the following formula:

$$\text{Base DBE Availability for the OTC Expansion Construction Project} = \text{Total DBEs} \div \text{Total firms}$$

$$\text{Base DBE Availability} = 521 \div 4,324 = \mathbf{12\%}$$
 for OTC Expansion Construction

**3) Bus Stop Enhancements – Design, Construction & Shelters**

- 54133      Engineering, Design services
- 332        Non-ferrous metal fabrication
- 238110    Poured concrete foundation and structure
- 238130    Framing
- 238140    Masonry

The CBP database for these services is Thurston, Pierce and King Counties which represents Intercity Transit’s typical market area for design professionals and construction contractors. The data indicates a **total number of 1,808 firms** in these five NAICS codes for this geographical area.

The OMWBE Directory revealed a **total number of 187 DBE firms** in the indicated geographic area for these eleven NAICS codes.

The calculation of Base DBE availability for the Bus Stop Enhancements Project is based on the following formula:

$$\text{Base DBE Availability for the Bus Stop Enhancements Project} = \text{Total DBEs} \div \text{Total firms}$$

$$\text{Base DBE Availability} = 187 \div 1,808 = \mathbf{10.3\%}$$
 for Bus Stop Enhancements

**4) Smart Corridor – Traffic Signal Prioritization**

- 334290      Other Communications Equipment
- 485113      Bus & Other Motor Vehicle Transit Systems
- 541330      Engineering Services

The CBP database for these services is Thurston, Pierce and King Counties which represents Intercity Transit's typical market area for Professional Services and technical components. The data indicates a **total number of 840 firms** in these three NAICS codes for this geographical area.

The OMWBE Directory revealed a **total number of 24 DBE firms** for the same geographical area for these three NAICS codes.

The calculation of Base DBE availability for the OTC construction project is based on the following formula:

**Base DBE Availability for the Smart Corridor Project**

= Total DBEs ÷ Total firms

Base DBE Availability =  $24 \div 840 = 2.9 \%$  for the Smart Corridor Project

**5) Tumwater Square Station**

332	Non-ferrous metal fabrication
238110	Poured concrete foundation and structure
238130	Framing
238140	Masonry
485113	Bus & Other Motor Vehicle Transit Systems

The CBP database for these services is Thurston, Pierce and King Counties which represents Intercity Transit's typical market area for design professionals and construction contractors. The data indicates a **total number of 979 firms** in these five NAICS codes for this geographical area.

The OMWBE Directory revealed a **total number of 70 DBE firms** in the indicated geographic area for these eleven NAICS codes.

The calculation of Base DBE availability for the Tumwater Square Station is based on the following formula:

**Base DBE Availability for the Tumwater Square Station**

= Total DBEs ÷ Total firms

Base DBE Availability =  $70 \div 979 = 7.2 \%$  for the Tumwater Square Station

**6) Underground Storage Tank (UST) Replacement**

Intercity Transit identified the following fifteen NAICS codes as being relevant to the UST Replacement Project.

<u>NAICS CODE</u>	<u>DESCRIPTION</u>
236220	Commercial and institutional building construction
237110	Water and sewer line and related structures construction
237990	Other heavy and civil engineering construction
238110	Poured concrete foundation and structure contractors

238120	Structural steel and precast concrete contractors
238130	Framing contractors
238140	Masonry contractors
238160	Roofing contractors
238210	Electrical contractors and other wiring installation contractors
238220	Plumbing, heating, and air-conditioning contractors
238910	Site preparation contractors
541330	Engineering services
541370	Surveying and mapping (except geophysical) services
541380	Testing laboratories
541620	Environmental Consulting Services

The CBP database for these services consisted of the broader Thurston, Pierce and King Counties which represents Intercity Transit’s typical market area for construction related contractors. The data indicates a **total number of 4,288 firms** in these eleven NAICS codes for this geographic area.

The OMWBE Directory revealed a **total number of 549 DBE firms** for the same geographic area for these eleven NAICS codes.

The calculation of Base DBE availability for the UST Replacement Project is based on the following formula:

**Base DBE Availability for the UST Replacement Project**

= Total DBEs ÷ Total firms

Base DBE Availability = 549 ÷ 4,288 = **12.8 %** for UST Replacement Project

Finally for Step 1, Intercity Transit calculated the following **Base DBE Availability Goal** using the combined data for the CPM, OTC Expansion Construction, Bus Stop Enhancements, and Smart Corridor:

Base DBE Goal for combined CPM, OTC Expansion Construction, Bus Stop Enhancements, and the Smart Corridor Project =

$$\frac{\text{Total DBEs identified in the market area for CPM (6) + OTC Const. (304) + Bus Stops (187) + Smart Corridors (24) + Tumwater Square (70)}}{\text{Total overall relevant firms in the market area (8,478)}}$$

or  $\frac{591}{8,478} = 6.97$  percent Base DBE Goal

**Step 2 – Intercity Transit applied further refined analysis to the base DBE goal consistent with DOT guidance and agency specific considerations including adjustments Based on Past Participation**

Intercity Transit considered the following weighted average calculation based on the weighted value of expected DOT funding for the CPM, the OTC Expansion Construction, the Bus Stop Enhancements, and the Smart Corridors projects:

$$\begin{aligned}
 & \textbf{Weighted Average Calculation of DBE Goal: =} \\
 & ((\text{CPM\_Value}/\text{TOTAL\_Value}) * \text{CPM DBE Goal}) + \\
 & ((\text{OTC\_Construction\_Value}/\text{TOTAL\_Value}) * \text{OTC Construction DBE Goal}) + \\
 & ((\text{Bus Stop Enhancements\_Value}/\text{TOTAL\_Value}) * \text{Bus Stop Enhancements DBE Goal}) + \\
 & ((\text{Smart Corridors\_Value}/\text{TOTAL\_Value}) * \text{Smart Corridors DBE Goal}) + \\
 & ((\text{Tumwater Square\_Value}/\text{TOTAL\_Value}) * \text{Tumwater Square DBE Goal}) \\
 & ((\text{UST Replacement Value}/\text{TOTAL\_Value}) * \text{UST Replacement DBE Goal}) \\
 & \textbf{= Weighted Average DBE Goal}
 \end{aligned}$$

And with the relevant values shown below:

$$\begin{aligned}
 & \textbf{Weighted Average Calculation of DBE Goal =} \\
 & ((9,438,867 / \$16,597,009) * .003) + ((\$4,302,647 / 16,597,009) * .120) \\
 & + ((150,725 / 16,597,009) * .103) + ((805,820 / 16,597,009) * .029) \\
 & + ((198,950 / 16,597,009) * .072) + ((1,700,000 / 16,597,009) * .128) \\
 & = .04947 \text{ or } \textbf{4.95 percent.}
 \end{aligned}$$

Based on the analysis in Step 2, Intercity Transit considers an **annual DBE Goal of 4.95 percent** over the duration of FFY 2017 – 2019 more reasonable than the Step 1 **Combined Projects 4.95 percent Base DBE Goal**. The **4.95 percent DBE Goal** is consistent with past experience and the composition of our federally funded contracting opportunities.

### **Step 3 – Calculating Race/Gender-Neutral and Race/Gender-Conscious Portions of Total DBE Goal**

As 49 CFR Part 26 Section 51 states, recipients of DOT funds must meet the maximum feasible portion of the overall DBE goal by using race / gender-neutral means of facilitating DBE participation. The DBE goal Intercity Transit has calculated using the methodology and data sources indicated in Step 1 and Step 2 is a Race/Gender Neutral Goal which means that the Intercity Transit DBE goal does not presume nor rely for achievement on individual federally funded contracts that specify a Race/Gender Conscious DBE goal.

This analysis indicates that DBEs are not heavily represented in the business categories utilized by the routine capital preventive maintenance program and Intercity Transit’s other federally funded capital projects. CPM offers little or no subcontracting opportunities, and the number of DBEs doing business in applicable maintenance supplies and equipment categories in the relevant market area is no greater than a total of 1 for all indicated categories of NAICS codes. Past DBE participation typically has been less than the annual race/gender neutral DBE goals. DBE program activities have achieved an average median DBE participation of 0.4% during the period 2006-2009 and

an average median DBE participation of 0.4% during the period 2010-2013. Additional contracting opportunities did not exist during the indicated period. And Intercity Transit anticipates DBE participation opportunities for CPM will remain limited. Therefore race/gender-conscious goals on individual contracts would not be practical for CPM activities.

The market for the Olympia Transit Center Expansion Construction and the Underground Storage Tank Replacement projects are considered to be regional, as it is typical for this category of project to receive significant interest from the central Puget Sound (Seattle) area. Review of DBE availability in this broader area reveals a greater percentage of available firms than is provided in the Thurston County only area. This greater market is used in the calculation for NAICS codes associated with this construction project. The goal setting methodology Intercity Transit used indicates that there is base DBE availability for these types of construction projects of 12.4 percent. There is no disparity study or other information that indicates a race/gender conscious goal is required nor that it would be effective for facilitating DBE participation or for facilitating Intercity Transit achieving the overall DBE goal of 4.95 percent. Nonetheless, while Intercity Transit does not anticipate doing so, as contracting and market conditions change, Intercity Transit may establish contract goals on regional market, DOT-assisted contracts that have subcontracting possibilities. We need not establish a contract goal on every such contract, and 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, etc.).

Typically, Intercity Transit will meet the maximum feasible portion of its overall goal by using race-neutral means of facilitating DBE participation. Intercity Transit uses the following race-neutral means to increase DBE participation:

1. Advertising projects in minority focus media.
2. Encouraging MBEs and WBEs to seek DBE certification.
3. Making plan holder lists available to subcontractors and facilitating contact between prime and subcontractors.
4. Encouraging DBEs to attend pre-bid and pre-proposal conferences to advertise their interest in projects to potential prime contractors.
5. Has projects listed through the state Office of Minority and Women's Business Enterprises (OMWBE), and solicits potential contractor lists from OMWBE for direct mailing of project announcements.

Intercity Transit estimates that, in meeting our overall goal for FFY 2017 -2019 of 4.95 percent, we will obtain 4.95 percent from race-neutral participation and 0.0 percent through race-conscious measures. This overall goal will be effective October 1, 2016 and remain in effect until September 30, 2019 unless we have received other instructions from DOT or until the goal is revised as circumstances may warrant and as the application of this goal setting methodology may indicate.

## **H. DBE SMALL BUSINESS RELATED RESOURCES, REFERENCES, AND ATTACHMENTS**

1. ATTACHMENT 1 Intercity Transit Organizational Chart.
2. Link to FTA DBE Resources <http://fta.dot.gov/civilrights/12326.html>
3. Regulation 49 CFR Part 26 PARTICIPATION BY DISADVANTAGED BUSINESS ENTERPRISES IN DEPARTMENT OF TRANSPORTATION FINANCIAL ASSISTANCE PROGRAMS  
[http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=/ecfrbrowse/Title49/49cfr26\\_main\\_02.tpl](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=/ecfrbrowse/Title49/49cfr26_main_02.tpl)
4. Intercity Transit Website – Procurement Page  
<https://www.transportation.gov/osdbu/disadvantaged-business-enterprise/49-cfr-part-26-sample-disadvantaged-business>
5. Washington State Office of Minority, Women, and Disadvantaged Enterprises (OMWBE)  
<http://www.omwbe.wa.gov/> and specifically for:
  - a. workshops that often feature small business development workshops  
<http://www.omwbe.wa.gov/upcoming-events>
  - b. Small Business Resources  
<http://www.omwbe.wa.gov/resources-for-small-businesses/>
  - c. OMWBE Directory  
<http://omwbe.wa.gov/directory-of-certified-firms/>
6. US DOT Office of Small and Disadvantaged Business Utilization  
<http://www.osdbu.dot.gov/>

**INTERCITY TRANSIT AUTHORITY  
SPECIAL MEETING  
AGENDA ITEM NO. 5  
MEETING DATE: October 19, 2016**

**FOR:** Intercity Transit Authority

**FROM:** Ann Freeman-Manzanares, 705.5838

**SUBJECT:** 2017 Capital Budget

- 
- 1) **The Issue:** Review the 2017 Proposed Capital Program.
- 
- 2) **Recommended Action:** No action required. This item is for discussion.
- 
- 3) **Policy Analysis:** It is the policy of the Intercity Transit Authority to review and accept comments from the public prior to adopting the annual budget. The draft budget documents rest heavily on the proposed Strategic Plan. The Strategic Plan states the Agency's direction for 2017 and the following five-year period. The Strategic Plan identifies the Authority's wishes regarding service levels, which is the prime driver of our proposed expenses for 2017.
- 
- 4) **Background:** By setting the public hearing, staff will be able to present the draft budget for public comment on November 16<sup>th</sup>. The 2017 draft budget will be presented to the Authority on November 2, 2016, and the document will be made available to the Authority and the public at that time.
- 
- 5) **Alternatives:**  
A) Discuss the 2017 Proposed Capital Program.  
B) Defer discussion.
- 
- 6) **Budget Notes:** N/A.
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- 7) **Goal Reference:** The annual budget impacts all agency goals.
- 
- 8) **References:** N/A.



**INTERCITY TRANSIT AUTHORITY  
SPECIAL MEETING  
AGENDA ITEM NO. 6  
MEETING DATE: October 19, 2016**

**FOR:** Intercity Transit Authority

**FROM:** Carolyn Newsome, Vanpool Manager, 705-5829

**SUBJECT:** Vanpool Program Update

- 
- 1) **The Issue:** Provide an update on Vanpool Services.
- 
- 2) **Recommended Action:** This is for information and discussion.
- 
- 3) **Policy Analysis:** The Vanpool Manager provides program updates to the CAC at least once per year, and more often as requested.
- 
- 4) **Background:** Intercity Transit's vanpool program is 34 years old. The program began in May, 1982 with two leased vans from the Washington State Department of Transportation. The program currently has 177 active vanpool groups.

The vanpool program serves 1,300 commuters and removes more than 1,200 cars off congested roadways each commute day. Historically, the program saw steady growth each year until the economic downturn in 2008. That year vanpool lost 19 groups and saw ridership in the remaining groups drop. In 2010, fuel prices were approaching \$5/gallon, and staff instituted the vanpool incentive program. By 2012, the program set a record for the highest number of vanpool groups at 220. At the start of 2013 fares were raised and the program lost 10 groups. Ridership in the remaining vanpool groups also dropped. Since 2013, the program has experienced a 20% drop in vanpool usage.

Prior to 2013, staff was directed to recover 93% of direct operating costs, which did not include capital costs. In 2013, staff was directed to collect 100% of direct operating costs.

- 
- 5) **Alternatives:** N/A.
- 
- 6) **Budget Notes:** The 2015 direct costs for the vanpool program were \$1,643,730 (includes vanpool staff; fuel; insurance; and maintenance). The passenger fares for 2015 totaled \$1,746,164, which equates to recovery of 106% of direct costs.

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7) **Goal Reference:** **Goal #1:** *“Assess the transportation needs of our community throughout the Public Transportation Benefit Area.”* **Goal #2:** *“Provide outstanding customer service.”* **Goal #3:** *“Maintain a safe and secure operating system.”* **Goal #4:** *“Provide responsive transportation options within financial limitations.”*

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8) **References:** N/A.

**INTERCITY TRANSIT AUTHORITY  
SPECIAL MEETING  
AGENDA ITEM NO. 7  
MEETING DATE: December 19, 2016**

**FOR:** Intercity Transit Authority  
**FROM:** Ann Freeman-Manzanares (705-5838)  
**SUBJECT:** Cancel December Work Session

- 
- 1) **The Issue:** Whether to cancel the December 21, 2016, Work Session.
- 
- 2) **Recommended Action:** Cancel the Wednesday, December 21, 2016, Work Session.
- 
- 3) **Policy Analysis:** The Authority must take action to cancel a regularly scheduled meeting the first and third Wednesdays of the month. If canceled, the public must be notified by law; therefore, a public notice is posted in The Olympian.
- 
- 4) **Background:** At this time, staff does not have any agenda items scheduled for the December 21, 2016, work session. Given the lack of agenda items, staff recommends cancellation of the work session.
- If approved, staff will provide appropriate legal notice to the public.
- 
- 5) **Alternatives:**  
A. Cancel the December 21, 2016, Work Session.  
B. Maintain the schedule as it stands, and meet on December 21, 2016.
- 
- 6) **Budget Notes:** N/A.
- 
- 7) **Goal Reference:** N/A.
- 
- 8) **References:** N/A.

INTERCITY TRANSIT AUTHORITY  
SPECIAL MEETING  
AGENDA ITEM NO. 10  
MEETING DATE: October 19, 2016

**FOR:** Intercity Transit Authority

**FROM:** Heather Stafford Smith, 705-5861

**SUBJECT:** Collective Bargaining Agreement with International Association of Machinists (IAM), District Lodge 160

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- 1) **The Issue:** Whether to approve a collective bargaining agreement between Intercity Transit and the International Association of Machinists (IAM).
- 
- 2) **Recommended Action:** Review the proposed agreement.
- 
- 3) **Policy Analysis:** The Authority must approve any collective bargaining agreements between Intercity Transit and organizations representing employees.
- 
- 4) **Background:** IAM represents 35 Intercity Transit employees in the Maintenance Division, in the classifications of Maintenance Technician, Support Specialist, Service Worker and Vehicle Cleaner. The current labor agreement expires December 31, 2016. Parties were successful in negotiating a successor labor agreement. A three year contract is proposed (January 1, 2017 through December 31, 2019). The details of the proposed contract will be discussed in Executive Session prior to a vote on the proposed agreement.
- 
- 5) **Alternatives:** The Authority may approve the proposed collective bargaining agreement or direct staff to return to negotiations.
- 
- 6) **Budget Notes:** The collective bargaining agreement will dictate wage and other benefit costs for IAM-represented employees over the next three years. IAM represents 35 of Intercity Transit employees.
- 
- 7) **Goal Reference:** This item meets **Goal #2:** *"Provide outstanding customer service."*
- 
- 8) **References:** A summary of the successor agreement with changes will be provided at the Authority meeting .