

Disadvantaged Business Enterprise (DBE) Program and 2026 - 2028 Goals



INTERcity
TRANSIT

INTERCITY TRANSIT

Disadvantaged Business Enterprise (DBE) Program and

2026- 2028 Goal

(Revised May 10, 2025)

Revised By:

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7/23/2025 | 3:04 PM PDT
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 promote and encourage DBE and Small Business Enterprise (SBE) participation 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 marketplace 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 Grants Program Manager is delegated as the DBE Liaison Officer (DBELO). In that capacity, the Grants Program 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 the components of our organization. We have made this statement available to DBE and non-DBE business communities that perform work for us on DOT-assisted contracts through notice in business and minority focused media and through electronic means.


Emily Bergkamp, General Manager\CEO

7/23/2025 | 3:04 PM PDT

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A. GENERAL REQUIREMENTS

1. Objective

Intercity Transit's (IT) DBE Program objective is to ensure a level playing field and foster equal opportunity for all firms including disadvantaged firms participating in USDOT-assisted procurements and contracts to include construction and consultant contracts. This objective is found in the Objectives/ Policy Statement of this Program.

2. Applicability

Intercity Transit (IT) has established a Disadvantaged Business Enterprise (DBE) Program in accordance with regulations of the U.S. Department of Transportation (DOT), 49 Code of Federal Regulations (CFR) Part 26. Intercity Transit has received 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.

Additionally, the Federal Transit Administration moved to a two-tiered system for Disadvantaged Business Enterprise program compliance on October 9, 2024. After assessing Intercity Transit's anticipated contracting opportunities, Intercity Transit's appropriate Tier designation is:

- *Tier I recipients are those recipients that will award prime contracts exceeding a cumulative total value of \$670,000 in FTA funds in a federal fiscal year, excluding transit vehicle purchases.*

On March 17, 2025, IT's request for an extension was approved until June 1, 2025. This updated DBE Program and updated 2026- 2026 DBE Goals fulfill the requirements of the U.S. Department of Transportation's updated [DBE Final Rule](#) at 49 CFR § 26.21(a), which went into effect May 9, 2024.

3. Definitions

Intercity Transit has adopted the DBE program definitions of 49 CFR Part 26.5. For a complete list of official definitions pertaining to the USDOT DBE program, please see: <https://www.ecfr.gov/current/title-49/subtitle-A/part-26/subpart-A/section-26.5>

Affiliation has the same meaning the term has in the Small Business Administration (SBA) regulations, [13 CFR part 121](#).

(1) Except as otherwise provided in [13 CFR part 121](#), concerns are affiliates of each other when, either directly or indirectly:

(i) One concern controls or has the power to control the other; or

(ii) A third party or parties controls or has the power to control both; or

(iii) An identity of interest between or among parties exists such that affiliation may be found.

(2) In determining whether affiliation exists, it is necessary to consider all appropriate factors, including common ownership, common management, and contractual relationships. Affiliates must be considered together in determining whether a concern meets small business size criteria and the statutory cap on the participation of firms in the DBE program.

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 Metlakatla 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 Departmental Office of Civil Rights, 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:

That is at least 51 percent owned by one or more individuals who are both socially and economically disadvantaged 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.

FTA Tier 1 recipient means an FTA recipient to whom this part applies who will award prime contracts (excluding transit vehicle purchases) the cumulative total value of which does not exceed \$670,000 in FTA funds in a Federal fiscal year.

Good faith efforts mean 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.

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 of Native American Tribe means any Indian tribe, band, nation, or other organized group or community of Indians, or an ANC.

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.

Notice of decision or NOD means determination that denies a firm's application or decertifies a DBE.

Notice of intent or NOI means recipients letter informing a DBE of a suspension or proposed decertification.

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 their designees.

Personal net worth or PNW means the net value of an individual’s reportable assets and liabilities, per the calculation rules in § 26.68.

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 U.S. Census Bureau website: www.census.gov/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. The term does not include construction trailers or other temporary construction sites.

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 means 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 that has applied for such assistance.

Secretary means DOT’s Secretary of Transportation or the Secretary’s 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 member of a group and without regard to his or her individual qualities. The social disadvantage must stem from circumstances beyond the individual's control.

1. (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. (2) Any individual in the following groups, members of which are rebuttably presumed to be socially and economically disadvantaged:
3. (i) "Black Americans," which includes persons having origins in any of the Black racial groups of Africa;
4. (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;
5. (iii) "Native Americans," which includes persons who are enrolled members of a federally or State recognized Indian tribe, Alaska Natives, or Native Hawaiians.
6. (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 Mariana Islands, Samoa, Macao, Fiji, Tonga, Kiribati, Tuvalu, Nauru, Federated States of Micronesia, or Hong Kong;
7. (v) "Subcontinent Asian Americans," which includes persons whose origins are from India, Pakistan, Bangladesh, Bhutan, Maldives, Nepal or Sri Lanka;
8. (vi) Women;
9. (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.
10. (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 (TVM) means any manufacturer whose primary business purpose is to manufacture vehicles built for mass transportation. Such vehicles include, but are not limited to buses, rail cars, trolleys, ferries, and vehicles manufactured specifically for paratransit purposes. Businesses that perform retrofitting or post-production alterations to vehicles so that such vehicles may be used for public transportation purposes are also considered TVMs. Businesses that manufacture, mass-produce, or distribute vehicles primarily for personal use are not considered TVMs.

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

Unsworn declaration means an unsworn statement, dated and in writing, subscribed as true under penalty of perjury.

You refers to a recipient, unless a statement in the text of this part or the context requires otherwise (i.e., 'You must do XYZ' means that recipients must do XYZ).

Additionally, the following are terms/definitions used by Intercity Transit in its program implementation, as mentioned throughout this document:

Bid Item Breakdown/Written Confirmation form is a supplemental bid document which lists each separate bid item under which the DBE will be performing work as part of the Condition of Award Goal. It further defines the scope of work and the value of the work as they relate to each bid item for the broader scope of work identified on the Utilization Certification form.

CFR means the Code of Federal Regulations.

Commercially Useful Function (CUF) means a DBE is responsible for execution of the work of the contract and is carrying out its responsibilities by actually performing, managing, and supervising the work involved. To perform a CUF, the DBE must also be responsible, with respect to materials and supplies used on the contract, for negotiating price, determining quality and quantity, ordering the material, and installing (where applicable) and paying for the material itself.

Condition of Award (COA) Goal (pertains to bid-build projects) means an assigned numerical percentage of the bid amount of the contract. This is the minimum amount that the bidder must commit to by submission of the Utilization Certification Form and/or by Good Faith Efforts (GFE) at the time of bid. The Bid Item Breakdown/ Written Confirmation form will further describe by line item the scopes of work as identified on the DBE Utilization form and require the confirmation of both the bidder and the potential Subcontractor. The COA goal will also be applied to change orders associated with the contract as managed by INTERCITY TRANSIT or Local Agency projects, with OEO approval. To be considered responsive/successful the bidder/contractor must demonstrate good faith efforts in achieving the goal. The bidder/contractor can demonstrate the good faith efforts in either of two ways:

- 1. The contractor/bidder has obtained sufficient DBE participation to meet the established Condition of Award goal; or**
- 2. The contractor/bidder provides documentation that evidences its good faith efforts to meet the goal, even though it did not succeed in obtaining sufficient DBE participation to do so.**

Consultant means one who gives expert or professional advice.

Contract in this plan means contract, sub-contract, consultant agreement (inclusive of Master agreement, project specific agreement, or task order), purchase order, materials invoice, or any other legally binding document between a Prime Contractor/Prime consultant and their Subcontractor/subconsultants/. 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.

Contracting Opportunity means a procurement action (by a recipient/sub-recipient/contractor/subcontractor/consultant/subconsultant) to obtain a product or service commercially.

DBE Performance/Participation Plans means plans submitted by Bidders /Consultants that outlines in detail how the Bidder/Consultant will meet Performance/Participation goals or inclusion requirements. Performance/Participation plans are associated to Design Build projects and Consultant Services contracts containing DBE goals.

DBE Utilization Certification Form means the form that Prime Contractor submits on Condition of Award projects that identifies which DBE(s) the Prime Contractor is committing to use the scope(s) of work that the DBE is contracted to perform on the project, and the associated dollar amount. The form is attached as Appendix 1. The Bid Item Breakdown/Written Confirmation form (mentioned above) is used in conjunction with the DBE Utilization Certification Form. The DBE Utilization Certification form is not used in Design-Build, GCCM, or other alternate delivery method contracts (ref. DBE Performance Plan below).

Diversity Management and Compliance System (DMCS) is the database which tracks payments to Prime Contractor/Prime Consultants and all Subcontractor/subconsultants on all INTERCITY TRANSIT projects and those Local Agency projects receiving Federal Financial Assistance from INTERCITY TRANSIT.

Design-build (or design/build, and abbreviated D-B or D/B accordingly) is a project delivery system used in the construction industry. It is an alternative delivery method (ADM) to deliver a project in which the design and construction services are contracted by a single entity known as the design-builder or design-build contractor. The scope of work and dollar amount that the Design-Builder indicates they will be Subcontracting to certified DBEs, as shown in the DBE Performance Plan submitted with the Design-Builder's Proposal, and for subsequent Work opportunities arising from the Project. The DBE Commitment amount will be incorporated into the Contract and shall be considered a Contract requirement. The Design-Builder shall utilize DBEs to perform the work and supply the materials for which they are committed. Any changes to the DBE Commitment, as described in the DBE Performance Plan, shall

require INTERCITY TRANSIT's prior written approval.

Directory of Certified Firms or DBE Directory means the OMWBE-created directory of certified DBE firms. This directory is available on OMWBE's website at: www.omwbe.wa.gov/. This is the only recognized Directory of DBE firms. The NAICS code and information contained in the "Description of Work" column must comport with the work described on the DBE Utilization Certification.

General Contractor/Contractor Managed (GC/CM) is an Alternative Delivery Methodology (ADM) project that allows an owner to engage a construction manager who provides constructability input during the design phase. At a percentage point in the design completion the owner and the construction manager negotiate a "guaranteed maximum price for the construction."

Goal means an objective, numerically expressed as a percentage of the total project dollar amount, that contractors are required to make good faith efforts to achieve.

North American Industry Classification System (NAICS) Codes means the six-digit code used to determine whether or not a business is considered a small business as determined by the Small Business Administration. The NAICS code designations are described in the North American Industry Classification Manual-United States, which is available on the internet at the U.S. Census Bureau website:

<https://www.census.gov/naics/>

OMWBE, as the Unified Certification Program (UCP) agent for Washington state, determines which NAICS codes most specifically defines the type of work that the DBE firms are certified to perform.

Sub-recipient means a local agency, other jurisdiction or non-profit organization that receives financial assistance on a project from USDOT through INTERCITY TRANSIT.

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

Intercity Transit 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

In the development of our DBE goals, we will identify the applicable NAICS codes for the upcoming DOT-assisted projects and procurements and then using these codes:

- 1. 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 [OMWBE Certified Firms Directory](#))***
- 2. Run a query on the U.S. Census website to identify the total number of established businesses that are listed in our surrounding area (Thurston, Pierce, and King Counties).***

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 all 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 Grants Program Manager which includes the role of DBE Liaison Officer (DBELO) for Intercity Transit:

***Jessica Gould
Grants Program Manager
526 Pattison SE
P O Box 659
Olympia WA 98507
360 705-5805
jgould@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 provisions of 49 CFR Part 26. The DBELO has direct, independent access to the General Manager\CEO 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:

- Ensuring the gathering and reporting of statistical data and other information as required by DOT.***

- *Reviewing third party contracts for compliance with this program.*
- *Working with Procurement staff in formulating overall agency wide, race-neutral DBE goals.*
- *Ensuring that bid notices and requests for proposals are available to potentially interested DBEs in a timely manner.*
- *Working with Procurement staff to match procurement opportunities with specific DBE and/or Small Business (DBE and non-DBE) participation encouragement efforts.*
- *Analyzing Intercity Transit's progress toward attainment of the agency's overall DBE goal and identifies opportunities for improvement.*
- *Encouraging compliance by attending applicable pre-bid meetings and/or receiving a copy of minutes and a list of attendees from Procurement staff.*
- *Advising the General Manager\CEO and governing body on DBE matters including progress on DBE goal achievement.*
- *Referring interested DBEs to Washington Procurement Technical Assistance Center (PTAC) and OMWBE for information and assistance in preparing bids, obtaining bonding and insurance.*
- *Attending and participating in DBE related training seminars as appropriate and available.*
- *Providing outreach to DBEs and community organizations to alert them of potential business opportunities with Intercity Transit.*
- *Acting as a liaison with OMWBE to include encouraging small businesses to take advantage of OMWBE 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 businesses that may seek to do business with us. However, we are committed to making such businesses 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 encourage 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:

- A. *This Contract is subject to the requirements of Title 49, Code of Federal Regulations, Part 26, Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs. The national goal for participation of Disadvantaged Business Enterprises (DBE) is 10%. The*

agency's overall goal for DBE participation is 1.4%. A separate contract goal has not been established for this procurement.

- B. The Consultant/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 Consultant/Contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of this DOT-assisted contract. Failure by the Consultant/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 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 Consultant/Contractor from future bidding as non-responsible. Each subcontract the Consultant/Contractor signs with a subcontractor must include the assurance in this paragraph (see 49 CFR 26.13(b)).**
- C. The Consultant/Contractor must promptly notify Transit, whenever a DBE subcontractor performing work related to this Contract is terminated or fails to complete its work and must make good faith efforts to engage another DBE subcontractor to perform at least the same amount of work. The Consultant/Contractor may not terminate any DBE subcontractor and perform that work through its own forces or those of an affiliate without prior written consent of Transit.**

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:

"Federal certification is a program of the US Department of Transportation and includes three separate certifications, Disadvantaged Business Enterprise (DBE) certification, Airport Concession Disadvantaged Business Enterprise (ACDBE) certification, and Small Business Enterprise (SBE) certification."

DBE – Disadvantaged Business Enterprise – for socially and economically disadvantaged individuals, please [click here](#) for more information.

ACDBE – Disadvantaged Business Enterprise for concessionaires located at airports

SBE - Small Business Enterprise – for small businesses. This program is race and gender neutral (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 details. The OMWBE revises the Directory monthly and is responsible for maintaining all related records. The Directory is available at

<https://omwbe.wa.gov/directory-certified-firms>, or by emailing: technicalassistance@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](#).

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. which 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 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 3rd 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 DBEs and SBEs 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/offers to submit the following information:

- *The names and addresses of DBE firms that will participate in the contract*
- *A description of the work that each DBE will perform*
- *The dollar amount of the participation of each DBE firm participating*
- *Written and signed documentation of commitment to use a DBE subcontractor whose participation it submits to meet a contract goal*
- *Written and signed confirmation from the DBE that it is participating in the contract as provided in the prime contractor's commitment, and*
- *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 consideration of the 9th 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:

- 1) *We will count only certified 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”](#)).*
- 2) *When a certified DBE participates in a contract, we will count toward DBE goals only the value of the work actually performed by the DBE.*
- 3) *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.*
- 4) *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.*
- 5) *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 certified 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 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 <https://omwbe.wa.gov/directory-certified-firms>

2. Certification Procedures

The Washington State Office of Minority and Women’s Business Enterprises performs all DBE 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 at <https://omwbe.wa.gov/directory-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 - technicalassistance@omwbe.wa.gov. Currently application for federal certification for DBE is \$25 and there is no cost for SBE’s.

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 party’s 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 may 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 \(SBE\)](#).

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 can 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"](#) page.

The magnitude of Intercity Transit's direct effort is limited by the fact that Intercity Transit is a large agency based in the Olympia-Lacey UZA. 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.

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 2028 for the 2029- 2031 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, 2026, 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 alert staff of potential DBE and/or SBE business partners.*
- 2. Intercity Transit Procurement Coordinators will utilize the resources of the Washington Electronic Business Solution (<https://fortress.wa.gov/ga/webs/>) and/or the Builders Exchange of Washington (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

- a. Whenever interacting with the vendor community, the DBELO and Procurement staff will, when applicable, continue to encourage vendors to pursue DBE/SBE certification through OMWBE.**
- b. 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.**
- c. Intercity Transit will include language on our website that is consistent with our DBE Program and promotes business diversity.**

<https://www.intercitytransit.com/business/disadvantaged-business-enterprise> which includes contact information for our DBELO and for OMWBE.

Intercity Transit commits to using minority, women, and disadvantaged businesses and small businesses (whether or not included in the minority, women, or disadvantaged categories) to the maximum extent possible, as outlined in our most current 2026- 2028 [Disadvantaged Business Enterprise plan](#) (in effect until September 30, 2028).

Our draft 2026- 2028 Disadvantaged Business Enterprise (DBE) plan is available for review here (<https://www.intercitytransit.com/business/disadvantaged-business-enterprise>). We will begin using our updated overall goal on October 1, 2025, at the start of the 3-year fiscal period. Intercity Transit's overall DBE goal for FFY 2026 - 2028 is 1.38 percent. For the purpose of this program, Intercity Transit will use the rounded, weighted base figure of 1.4% of the federal dollar amount Intercity Transit expends for DOT-assisted contracts [Pattison Base Expansion project- South Parcel, Smart Corridors Phase 4, USDOT SMART grant and 2 electric revenue vehicle chargers] excluding DOT funds used for the purchase of transit revenue vehicles and Intercity Transit staff time.

We remind interested firms to afford potential business partners an equal, non-discriminatory opportunity to compete for business as joint venture partners or subcontractors. We are interested in firms that demonstrate a commitment to equal employment opportunity and encourage firms to employ a workforce that reflects the region's diversity and adheres to its non-discrimination provisions. We encourage all such businesses to apply.

For more information on how to become certified as a disadvantaged business enterprise or small business enterprise, please contact the [Office of Minority and Women's Business Enterprises](#). Feel free to contact our [Disadvantaged Business Enterprise Liaison Officer](#) if you have any questions or comments.

If you feel that your business has been denied a business opportunity with Intercity Transit based on discrimination, please complete our [Discrimination Complaint Form](#).

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

Transit is committed to maximum utilization of minority, women and disadvantaged businesses, and small businesses. All businesses are encouraged to apply. Transit in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, Part 21, nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all Vendors that it will affirmatively ensure that in any Contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, national origin or sex in consideration for an award.

G. GOAL CALCULATION METHODOLOGY FOR Federal Fiscal Year 2026-2028

1. Amount of Goal

Intercity Transit's overall calculated DBE goal for FFY 2026-2028 is 1.38 percent. For the purpose of this program, Intercity Transit will use the rounded, weighted base figure of 1.4% of the federal dollar amount Intercity Transit expends for DOT-assisted contracts exclusive of DOT funds used for the purchase of transit revenue vehicles.

2. Applicable Anticipated Projects and DOT Support Level

Intercity Transit has programmed the following project with the indicated DOT funding for FFY 2026- 2028:

Pattison Maintenance Operations Administrative (MOA) Rehabilitation & Modernization Project

The Pattison MOA Rehabilitation & Modernization Project is divided into North Parcel construction and South Parcel construction. The North Parcel construction includes the construction of the new Administration/Operations (ADOPS) building and the Fuel Wash Facility (FWF). This work was completed in January 2023. The South Parcel work includes renovation of the existing Maintenance Building, demolition of the previous Administration Building, construction of a temporary maintenance facility, and expansion of the employee parking lot. Construction began in March 2023 and the demolition of the previous existing administration building, employee parking lot, and temporary maintenance facility are completed. Renovation of the existing Maintenance Building is ongoing and is expected to be completed in September 2026.

Total federal DOT funding IT anticipates for the South Parcel Work is \$6,800,487.

Smart Corridors Phase 4

Phase 4 of the Smart Corridors Signal Upgrade and Transit Signal Priority Project builds on the foundation of Phases 1–3, further refining data collection and optimization along the Pilot Corridor. This phase also expands the corridor to Capital Way and Pacific Avenue, adding 40 new intersections to the project. These enhancements lay the groundwork for future advancements, including AI-driven signal management and connected vehicle technology, ensuring a more efficient and responsive transit network.

Total federal DOT funding IT anticipates for the Smart Corridors Phase 4 work is \$1,139,320.

USDOT SMART grant

Intercity Transit was awarded a \$2 million SMART Grant to install smart sensors and implement an integrated data management dashboard in the City of Lacey near the Lacey Transit Center. The project will enhance safety and traffic management at ten key intersections, including five along Martin Way, a designated Smart Corridor. With a high density of pedestrian and vehicle conflicts, accounting for over 50% of crashes in the area, the grant will fund AI-driven analytics

to identify conflict points and adjust traffic signal management for improved safety, transit reliability, and performance. Findings from this demonstration will inform Smart Corridor strategies countywide.

Total federal DOT funding IT anticipates for the USDOT SMART grant is \$2,000,000.

Electric Battery Chargers

This project will install up to (2) Electric Battery Chargers to power up to (2) electric paratransit vehicles. This pilot project will allow side-by-side comparisons of propane and electric paratransit vehicles in all conditions.

Total federal DOT funding IT anticipates for the Electric Battery Chargers is \$800,000.

3. Methodology

Step One: Develop a Base Figure for the Relative Available DBEs

To calculate the DBE goal for FFY 2026- 2028, Intercity Transit used a methodology consistent with the guidance of DOT's Office of Small and Disadvantaged Business (OSDBU) <https://www.transportation.gov/osdbu> and consistent with relevant federal regulations contained in 49 CFR Part 26.

Intercity Transit needed to determine a base figure of potential DBEs to perform the types of work that Intercity Transit intends to award. This is the percentage of DBE firms as a proportion of all established firms for specific industries that are available to compete for contracts funded with DOT funds.

Intercity Transit used the U.S. Census Bureau's most recent 2020 County Business Pattern (CBP) database as the data source to establish the total number of established businesses in King, Pierce, and Thurston 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:

<https://data.census.gov/cedsci/>

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 came from the current State of Washington Office of Minority and Women's Business Enterprises Directory of Disadvantaged Business Enterprises (OMWBE Directory) that is available at:

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

Intercity Transit programmed the following projects for the DOT grant-funded procurement activity for FFY 2026- 2028:

- *Pattison Maintenance Operations Administrative (MOA) Rehabilitation & Modernization Project*
- *Smart Corridors Phase 4*
- *USDOT SMART grant*

- **Electric Battery Chargers**

The following applicable NAICS codes relate to the projects identified above:

NAICS CODE	DESCRIPTION
Pattison- South Parcel	
238110	<i>Poured Concrete Foundation and Structure Contractors</i>
238120	<i>Structural Steel and Precast Concrete Contractors</i>
238140	<i>Masonry Contractors</i>
238150	<i>Glass and Glazing Contractors</i>
238160	<i>Roofing Contractors</i>
238190	<i>Other Foundation, Structure, and Building Exterior Contractors</i>
238210	<i>Electrical Contractors and Other Wiring Installation Contractors</i>
238220	<i>Plumbing, Heating, and Air-Conditioning Contractors</i>
238290	<i>Other Building Equipment Contractors</i>
238310	<i>Drywall and Insulation Contractors</i>
238320	<i>Painting and Wall Covering Contractors</i>
238330	<i>Flooring Contractors</i>
238350	<i>Finish Carpentry Contractors</i>
238910	<i>Site Preparation Contractors</i>
238990	<i>All Other Specialty Trade Contractors</i>
561730	<i>Landscaping Services</i>
541310	<i>Architectural Services</i>
Smart Corridors Phase 4	
541690	<i>Other Scientific and Technical Consulting Services</i>
USDOT SMART grant	
541511	<i>Custom Computer Programming Services</i>
541614	<i>Process, Physical Distribution, and Logistics Consulting Services</i>
Electric battery chargers (2)	
335999	<i>All Other Miscellaneous Electrical Equipment and Component Manufacturing</i>

The CBP database for these services is King, Pierce, and Thurston Counties, which represents Intercity Transit’s typical market area for contractors. The data indicates a total number of 10,545 firms in these (21) NAICS codes for this geographical area (see attached “DBE Goal Calculations FFY 2023-2025.xlsx” workbook).

The OMWBE Directory revealed a total number of 115 DBE firms for the same geographic area for these (21) NAICS codes.

The total estimated potential participation is \$11,682,952. The table below identifies the total DBE potential % participation and \$ participation for each of these NAICS code (see "DBE Goal Calculations FFY 2026-2028.xlsx" workbook).

SUPPLEMENTAL GOAL CALCULATION INFORMATION

Step One					
CONSTRUCTION					
Project - Contracting Opportunity	Budgeted Cost	NAICS Code	Number of DBEs NAICS Code	Number of Total Firms in NAICS Code	Percent DBE per Project
Pattison- South Parcel	\$ 505,000.00	238110	4	257	1.556%
	\$ 35,000.00	238120	3	46	6.522%
	\$ 5,000.00	238140	0	134	0.000%
	\$ 97,938.00	238150	3	92	3.261%
	\$ 64,962.00	238160	0	365	0.000%
	\$ 137,360.00	238190	2	56	3.571%
	\$ 1,905,093.00	238210	14	785	1.783%
	\$ 2,368,678.00	238220	7	783	0.894%
	\$ 446,601.00	238290	1	80	1.250%
	\$ 25,500.00	238310	2	288	0.694%
	\$ 242,000.00	238320	8	759	1.054%
	\$ 40,000.00	238330	4	365	1.096%
	\$ 26,841.00	238350	4	467	0.857%
	\$ 99,765.00	238910	12	410	2.927%
	\$ 710,749.00	238990	6	334	1.796%
\$ 90,000.00	561730	8	1236	0.647%	
Total number of DBE's/ Total Firms			78	6457	1.208%
Total Construction Contracts in 2026- 2028	\$ 6,800,487.00				
Number of DBE's in NAICS Codes	78				
Number of total firms in NAICS Code	6457				
% of Available DBE's to perform Construction Contracts	1.208%	Total DBE firms (78) divided by total firms in NAICS Code			
Total DBE \$	\$ 82,149.29	Total Budgeted Cost multiplied by Percentage of Available DBE's (\$6,800,487 * 1.208%)			
MATERIALS, SUPPLIES & EQUIPMENT					
Project - Contracting Opportunity	Budgeted Cost	NAICS Code	Number of DBEs NAICS Code	Number of Total Firms in NAICS Code	Percent DBE per Project
Smart Corridors Phase 4	\$437,965	541690	10	2386	0.419%
USDOT SMART grant	\$900,000	541511	10	1093	0.915%
Electric battery chargers (2)	\$800,000.00	335999	1	6	16.667%
Total number of DBE's/ Total Firms			21	3485	0.603%
Total Equipment Contracts in 2026- 2028	\$2,137,965				
Number of DBE's in NAICS Codes	21				
Number of total firms in NAICS Code	3485				
% of Available DBE's to perform Equipment Contracts	0.603%	Total DBE firms (21) divided by total firms in NAICS Codes			
Total DBE \$	\$12,883.00	Total Budgeted Cost multiplied by Percentage of Available DBE's (\$6,800,487 * 0.603%)			
PROFESSIONAL SERVICES					
Project - Contracting Opportunity	Budgeted Cost	NAICS Code	Number of DBEs NAICS Code	Number of Total Firms in NAICS Code	Percent DBE per Project
Smart Corridors- Phase 4	\$984,500	541690	10	2386	0.419%
USDOT SMART grant	\$1,100,000	541614	5	105	4.762%
Pattison - South Parcel	\$660,000	541310	11	498	2.209%
Total number of DBE's/ Total Firms			26	2989	7.390%
Total Professional Services Contracts in 2026- 2028	\$2,744,500				
Number of DBE's in NAICS Codes	26				
Number of total firms in NAICS Code	2989				
% of Available DBE's to perform Professional Services Contracts	0.870%	Total DBE firms (26) divided by total firms in NAICS Codes			
Total DBE \$	\$23,873.20	Total Budgeted Cost multiplied by Percentage of Available DBE's (\$6,800,487 * 0.870%)			
TOTAL CONTRACTING OPPORTUNITIES	\$ 11,682,952.00				

Step 1A- Calculate Weighted Percentage of Categories of Contracting Opportunities to Total Contracting Opportunities			
Weighted Percent of Construction Contracts to total Contracting Opportunities	result %	Total Construction Contracts divided by Total Contracting Opportunities	
	58.209%	(\$6,800,487 divided by \$11,682,952) = .58209	
Weighted Percent of Professional Services Contracts to total Contracting Opportunities	result %	Total Professional Services divided by Total Contracting Opportunities	
	18.300%	(\$2,744,500 divided by \$11,682,952) = .0183	
Weighted Percent of Materials, Supplies & Equipment Contracts	result %	Total Materials, Supplies & Equipment Contracts divided by Total Contracting Opportunities	
	23.491%	(\$2,137,965 divided by \$11,682,952)= .23491	
Total Number of DBE Contractors in NAICS Codes	125	Detail (78) in Construction (26) in Professional Svcs and (21) in Materials, Supplies & Equipment Contracts	
Total Number of Contractors in NAICS codes	12931	Detail (6,457) in Construction, (2,989) in Professional Svcs and (3,485) in Materials, Supplies & Equipment contracts	
Total DBE percent (of total firms)	0.9667%	Total DBE Contractors (125) divided by Total Number of Contractors (12,931)	
Total DBE \$	\$112,935.50	Total Contracting Opportunities for all Contracting Categories (\$11,682,952) multiplied by Total DBE Percentage of Firms (.9667)	
Step 1B Weighted Base Goal in Percentage and Dollars			
	%	dollars	
			% of available DBE's to perform Construction Contracts multiplied by the Weighted Percent of CN Contracts to total Contracting Opportunities
Construction DBE %	0.7032%	\$ 82,149.29	
			(1.208%*58.209% =\$82,149)
			% of available DBE's to perform Professional Services multiplied by the Weighted Percent of CN Contracts to total Contracting Opportunities
Professional Services DBE %	0.1592%	\$ 18,597.22	
			(.870 * 18.300%= \$18,597.22)
			% of available DBE's to perform Material/ Supplies multiplied by the Weighted Percent of CN Contracts to total Contracting Opportunities
Material/ Supplies DBE %	0.1416%	\$ 16,537.88	
			(.603% * 23.491% = \$16,537.88)
Weight DBE % and \$ amount	1.0039%	\$ 117,284.39	Total Contracts (\$11,682,952 * .0010039)
Step 2 Adjustment for Past Participation			
	%	dollars	
			Weighted DBE % + the median past participation divided by 2
2026- 2028 DBE Goal (weighted)	1.3869%	\$ 162,036.32	(1.0039% + 1.77%)/2
Rounded up	1.4000%	\$ 163,561.33	

1. Researched appropriate NAICS code for the project industry.

<https://data.census.gov/>

2. Searched for certified (DBE) companies within a NAICS using Thurston, Pierce, and King counties.

<https://omwbe.diversitycompliance.com/FrontEnd/SearchCertifiedDirectory.asp>

3. Searched for NAICS code using Thurston, Pierce, and King counties.

<https://data.census.gov/>

Total Potential DBE \$ ÷ Total Cost \$ = Weighted Average DBE Goal:

$$\text{\$163,561} \div \text{\$11,682,952} = 1.4\%$$

(Rounded, weighted base figure goal = 1.4%)

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 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.

Step Two: Adjustment of the Base Figure

Per 49 CFR 26.45(d), the second step in the process is to examine available evidence to determine what adjustment, if any, is needed to the base figure to make the DBE goals as precise as possible.

The North Parcel Construction began in August 2020 and was completed in January 2023. This portion of the campus-wide project provided a real-world comparable indicator for the market in Thurston County and serves a good predictor of what we can expect for the South Parcel construction which began in March 2023 and is expected to be completed in September 2026. There were 5 DBEs contracted to provide cleaning services, doors, installation support, construction services, signage drapery during different phases of the North Parcel construction as reflected in the Semiannual Reporting data in the table below.

Semiannual Reports	
4/1/2022 to 9/30/2022	\$180,257
10/1/2022 to 3/31/2023	\$546,947
4/1/2023 to 9/30/2023	\$0
10/1/2023 to 3/31/2024	\$0
4/1/2024 to 9/30/2024	\$0
10/1/2024 to 3/31/2025	\$0
Total FFY 2023-2025 DBE Expenditures	\$727,204
FFY 2023- 2025 \$ Goal	\$209,967

The FFY 2023- 2025 DBE Goal was based on the North Parcel new construction of a new Administration/Operations (ADOPS) building and a new Fuel Wash Facility (FWF). The FFY 2023-2025 goal was calculated to be 1.47% (rounded up to 1.5%) or \$209,967 based on \$14,307,905 in federal DOT funding.

The total North Parcel DBE expenditures reported during FFY 2023-2025 to date is \$727,204 or 5.083% which exceeds IT's 1.5% goal. This was a result of increased effort and outreach by Forma Construction to solicit additional DBE firms to apply for the current phase of the Pattison Maintenance building updates. FFY 2026-2028 is calculated to be 1.3869% (rounded up to 1.4%) or \$163,561 based on \$11,682,952 in federal DOT funding.

Even though the South Parcel is largely renovation work and not new construction work, IT still expects a reasonable level of DBE participation. However, due to the potential for increasing market turmoil and disruption in supply chains, Intercity Transit intends to rely on the data of the goal calculation methodology and maintain the 1.4% DBE goal for upcoming South Parcel renovation work and additional DOT funded projects.

Means to Meet Overall DBE Goal

Intercity Transit will use race/gender-neutral means to encourage DBE participation in its federally assisted contracts. In 2017, the Washington State Department of Transportation (WSDOT) retained Colette Holt & Associates to conduct a "disparity study" to assist in its implementation of the Federal DBE Program. Intercity Transit has reviewed the disparity study and chose not to use it based on its contracts and relevant geographic market areas. WSDOT operates across the entire state and tailored its DBE goal based on its contracts and relevant market area.

Intercity Transit anticipates meeting 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 promote DBE participation:

- 1. Ensuring Forma (Pattison Project GC/CM) implements its Diverse Business Inclusion Plan specific to the Pattison Project (see attached [FormaDiverseBusinessInclusionPlan.pdf](#))*
- 2. Ensuring contracting opportunities are advertised in minority focus media.*
- 3. Ensuring contracting opportunities are published via Washington State's Office of Minority and Women's Business Enterprises (OMWBE).*
- 4. Encouraging MBEs and WBEs to seek Federal DBE certification.*
- 5. Encouraging DBEs to attend pre-bid and pre-proposal conferences to advertise their interest in projects to potential prime contractors.*

Intercity Transit estimates that, in meeting our overall goal for FFY 2026- 2028 of 1.38 percent (or 1.4 % rounded, weighted base figure), we will obtain 1.4 % from race-neutral participation and 0.0 percent through race-conscious measures. This overall goal will be effective October 1, 2026, and remain in effect until September 30, 2028, 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.

Public Involvement in the Overall Goal Setting Process

*Because the Department of Enterprise Services (DES) is experienced and authorized in leading the General Contractor/Construction Manager (GC/CM) alternative procurement methodology, Intercity Transit entered into an Interagency Agreement (IAA) with DES to serve as our Project Manager who in turn competitively awarded the GC/CM contract with Forma Construction Company (Forma). As the GC/CM, Forma must competitively award all subcontracted work under the GC/CM contract in coordination with DES. DES requires an inclusion plan from the GC/CM and to better ensure success (see attached *FormaDiverseBusinessInclusionPlan.pdf*).*

FORMA includes a dedicated Outreach & Inclusion Manager, Marissa Woodard-Nave (360.754.5788) to better promote DBE participation for Intercity Transit as well as their other government clients and therefore has a good pulse on the DBE market in Thurston County.

As the South Parcel bid packages are finalized, Forma will be using the OMWBE website to directly invite DBE’s to participate in the South Parcel work just as they did for the North Parcel construction. FORMA also invites potential bidders to attend the pre-bid conference to further boost DBE participation. By law, the GC/CM can self-perform up to 30% of the work provided they competitively win the work and if so, the GC/CM may subcontract a portion of that work to a DBE to assist the agency in meeting their DBE goals. FORMA’s Outreach & Inclusion Manager also regularly participates in outreach events to include:

- | | |
|--|---|
| <p>Yearly Events:</p> <p><i>Regional Contracting Forum</i></p> <p><i>Alliance Northwest</i></p> <p><i>North Puget Sound Small Business Summit</i></p> | <p>Monthly Events:</p> <p><i>Construction Design</i></p> <p><i>Entrepreneurs (CDE)</i></p> <p><i>AWMB – Third Wednesday of every month</i></p> <p><i>NWMBA – Third Thursday of every month</i></p> <p><i>CPARB Committee Meetings</i></p> <p><i>Tabor 1000</i></p> <p><i>NAMC (National Association of Minority Contractors)</i></p> |
| <p>FORMA hosted Events:</p> <p><i>Quarterly Small Business Summits</i></p> <ul style="list-style-type: none"><i>• Highlighting how to work with FORMA</i><i>• Upcoming projects</i><i>• Job Order Contracting Projects</i><i>• Who to contact to get on JOC projects</i><i>• Building Partnerships Sessions</i> | <p>Project Specific Pre-Bid Events (GCCM and PDB)</p> <ul style="list-style-type: none"><i>• Highlighting the bid packages</i><i>• How to read the bid manual</i><i>• How to team up with bigger prime subcontractors</i> |

- *FORMA Connects Workshops*

Intercity Transit also consults with community organizations and certified DBEs although the OMWBE expressly prohibits use of their DBE contact information to make unsolicited contact with their DBEs. Intercity Transit has historically posted our proposed overall DBE goal and rationale on our website and have solicited comments although no feedback was received (see Intercity Transit website screenshots below). Intercity Transit shared information and consulted with the following organizations:

- *Washington State Office of Minority & Women's Business Enterprises*
- *Certified DBEs*
 - *Washington State Procurement Technical Assistance Center (PTAC)*
 - *Washington State Department of Transportation's Training Event "Tips and Tools for Understanding Disadvantaged Business Enterprise programs"*

Because no feedback was received, no changes were made to Intercity Transit's proposed DBE goal.

Intercity Transit’s Procurement webpage:

Home > Business and Partnerships > Procurement

Procurement

Transit Authority

Community Advisory Committee

Office Hours and Locations

Contact Us ▾

Intercity Transit Proposition 1

Business and Partnerships ▾

Procurement: Awards and Solicitations

Disadvantaged Business Enterprise

Interlocal Agreements

Plans, Publications, and Fact Sheets

Construction Projects

Geospatial Data

News and Alerts

Sustainability

Intercity Transit regularly procures a wide range of goods and services which are common to the public transportation industry, in a manner consistent with applicable procurement laws, regulations, policies and guidelines. Effective fulfillment of our mission requires contractual partnerships with conscientious suppliers that share our values and consistently deliver best value solutions. Intercity Transit values and encourages supplier participation in our procurements. Please review the information below or contact us directly for additional information.

Learn more about our needs:

- [Current Solicitations](#) - View the status of current solicitations and register to be contacted about specific RFPs or RFBs.
- [Recent Awards](#) - View list of recent awards.
- [Supplier Diversity](#) - Learn about our Disadvantage Business Enterprise (DBE) program and goals.
- [Sustainability Commitment](#) - Learn about our Environmental and Sustainability Management System (ESMS).

Procurement Team:

Name	Job Title	Phone #
Michael Maverick	Deputy Director Procurement & Capital Development	360-705-5877
Katie Cunningham	Project, Procurement and Project Materials Manager	360-705-5837
Jeff Peterson	Senior Procurement and Project Management Coordinator	360-705-5878
Brenden Houx	Senior Procurement and Project Management Coordinator	360-236-5073
Tammy Ferris	Construction Projects Coordinator	360-705-5818
Jonathon Martin	Construction Projects Coordinator	360-705-5833
Noelle Gordon	Procurement and Project Management Coordinator	360-705-5857
Jon Licht	Inventory Supervisor	360-705-5882
Courtney McLees	Inventory Specialist – Purchasing and Payables	360-357-1796
Brian Sutherby	Inventory Specialist – Purchasing and Warehouse	360-705-5876
Bailey Leiendecker	Inventory Specialist – Purchasing and Warehouse	360-705-5842
Kenny Revel	Inventory Specialist – Purchasing and Payables	360-705-5815

Intercity Transit DBE Program and FFY 2026- 2028 DBE Goal

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Intercity Transit’s Disadvantaged Business Enterprise webpage:

Home > Business and Partnerships > Disadvantaged Business Enterprise

Disadvantaged Business Enterprise

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Sustainability

October 1, 2022- July 1, 2024

Intercity Transit commits to using minority, women, disadvantaged and small businesses (whether or not included in the minority, women, or disadvantaged categories) to the maximum extent possible, as outlined in our most current [Disadvantaged Business Enterprise plan](#) and 2023- 2025 Goals (in effect until September 30, 2024).

Our final 2023- 2025 Disadvantaged Business Enterprise (DBE) plan and 2023- 2025 Goals are [available for review](#). We began using our updated overall goal on October 1, 2022, at the start of the 3-year fiscal period. Intercity Transit’s overall DBE goal for FFY 2023 - 2025 is 1.5%. For the purpose of this program, Intercity Transit will use the rounded, weighted base figure of 1.5% of the federal dollar amount Intercity Transit expends for DOT-assisted contracts [Pattison Base Modernization project] excluding DOT funds used for the purchase of transit revenue vehicles and Intercity Transit staff time.

We remind interested firms to afford potential business partners an equal, non-discriminatory opportunity to compete for business as joint venture partners or subcontractors. We are interested in firms that demonstrate a commitment to equal employment opportunity and encourage firms to employ a workforce that reflects the region’s diversity and adheres to its non-discrimination provisions. We encourage all such businesses to apply.

For more information on how to become certified as a disadvantaged business enterprise or small business enterprise, please contact the [Office of Minority and Women’s Business Enterprises](#). Feel free to contact our [Disadvantaged Business Enterprise Liaison Officer](#) if you have any questions or comments.

If you feel your business has been denied a business opportunity with Intercity Transit based on discrimination, please complete our [Discrimination Complaint Form](#).

Information for Minority Owned, Disadvantaged Business Enterprises, or Small Businesses

Intercity Transit maintains a 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.

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 non-discrimination provisions.

Submit Better Bids or Proposals

My firm would like to submit a bid or a proposal for one of your open solicitations. What do we need to do to make sure that our bid or proposal receives your consideration?

Request a copy of the bid or proposal package as soon as possible after it is released so you have ample time to develop a response. Thoroughly read the whole RFB or RFP and any accompanying documents. This explains the purpose of the project and all of the information that is required from interested vendors.

If you have questions about our solicitation, the correct format for your document, our selection process, or anything else, contact [Procurement](#) as early as possible in the process.

Most RFBs or RFPs have scheduled pre-bid or preproposal meetings so vendors can ask us questions or obtain clarifications about the solicitations. If possible, attend the meeting to learn as much as you can about the project. If you are unable to attend, a summary of the meeting plus any Addenda to the solicitation will be posted at [Builder's Exchange](#).

Carefully read these to see if any requirements have changed.

Specific bid selection criteria or proposal evaluation criteria will be described in the solicitation. Make sure you understand these criteria and the project requirements, so your response fully addresses what is requested. Complete or provide all additional forms, certifications or paperwork requested in the solicitation.

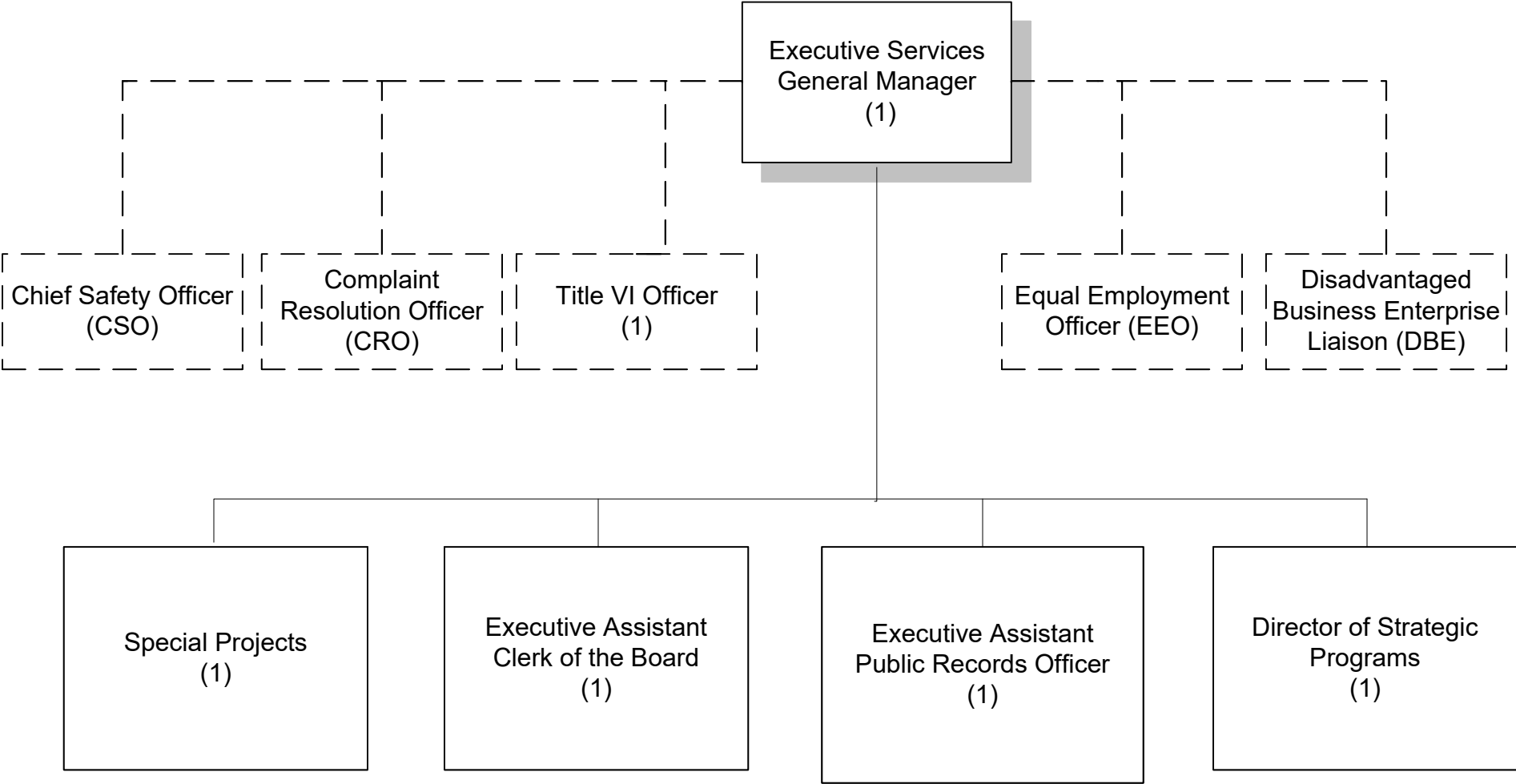
Every RFB or RFP lists a date and time as its submittal deadline. We must receive your bid or proposal in our [business office](#) before that date and time. We will not accept late bids or proposals and we will return them unopened, no exceptions. Whether you are using the regular mail, a delivery service or hand delivering your bid or proposal, it is your responsibility to ensure it meets the submittal deadline. We cannot accept faxed or electronic submittals.

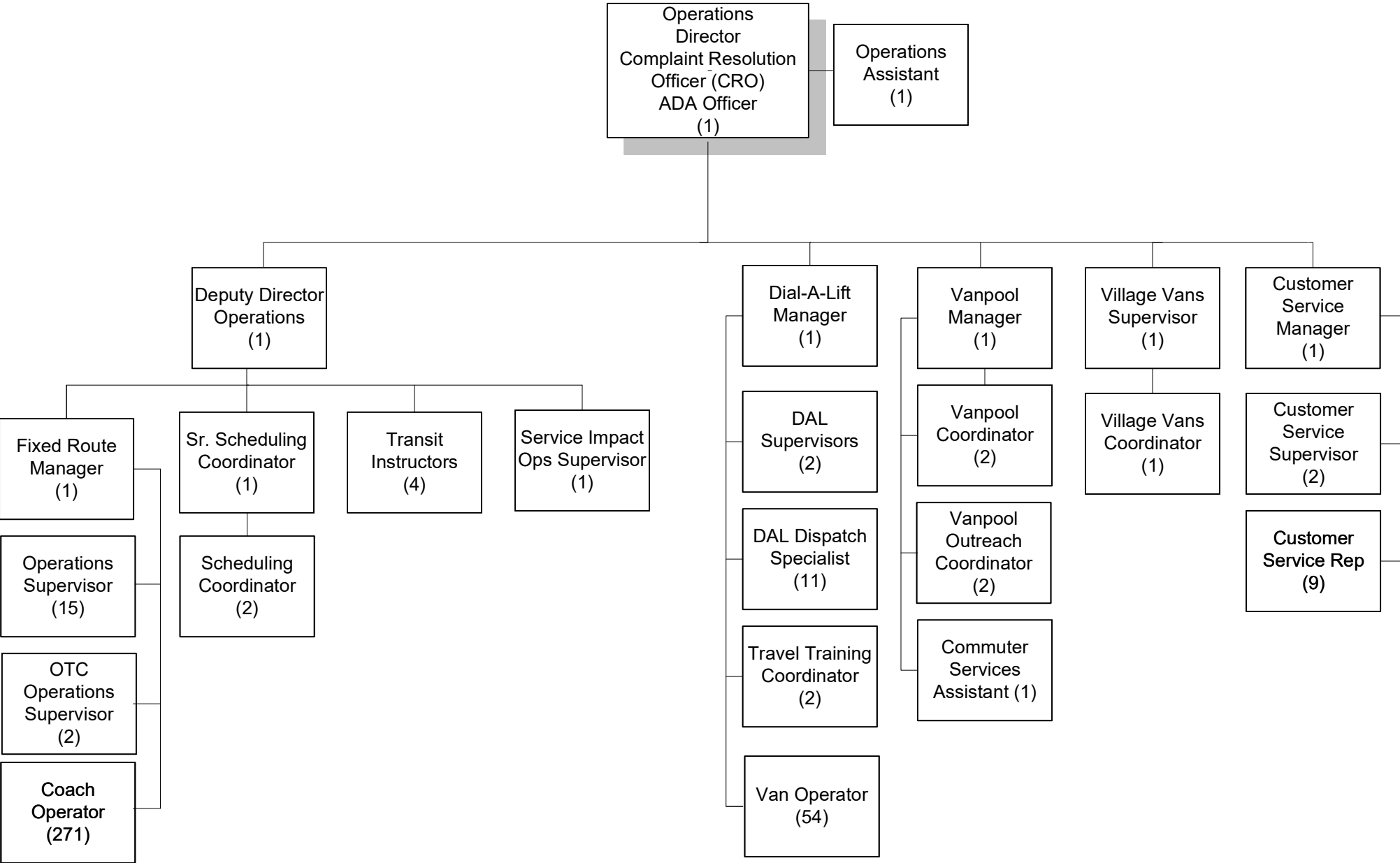
Intercity Transit selects vendors and awards contracts in an open, competitive process and according to established guidelines. Each solicitation describes the selection process that will apply. If you are not awarded a contract for your bid or proposal, please consider submitting a bid or proposal for the next opportunity. Each solicitation is a new competitive opportunity, and each contract award is made through an independent selection process.

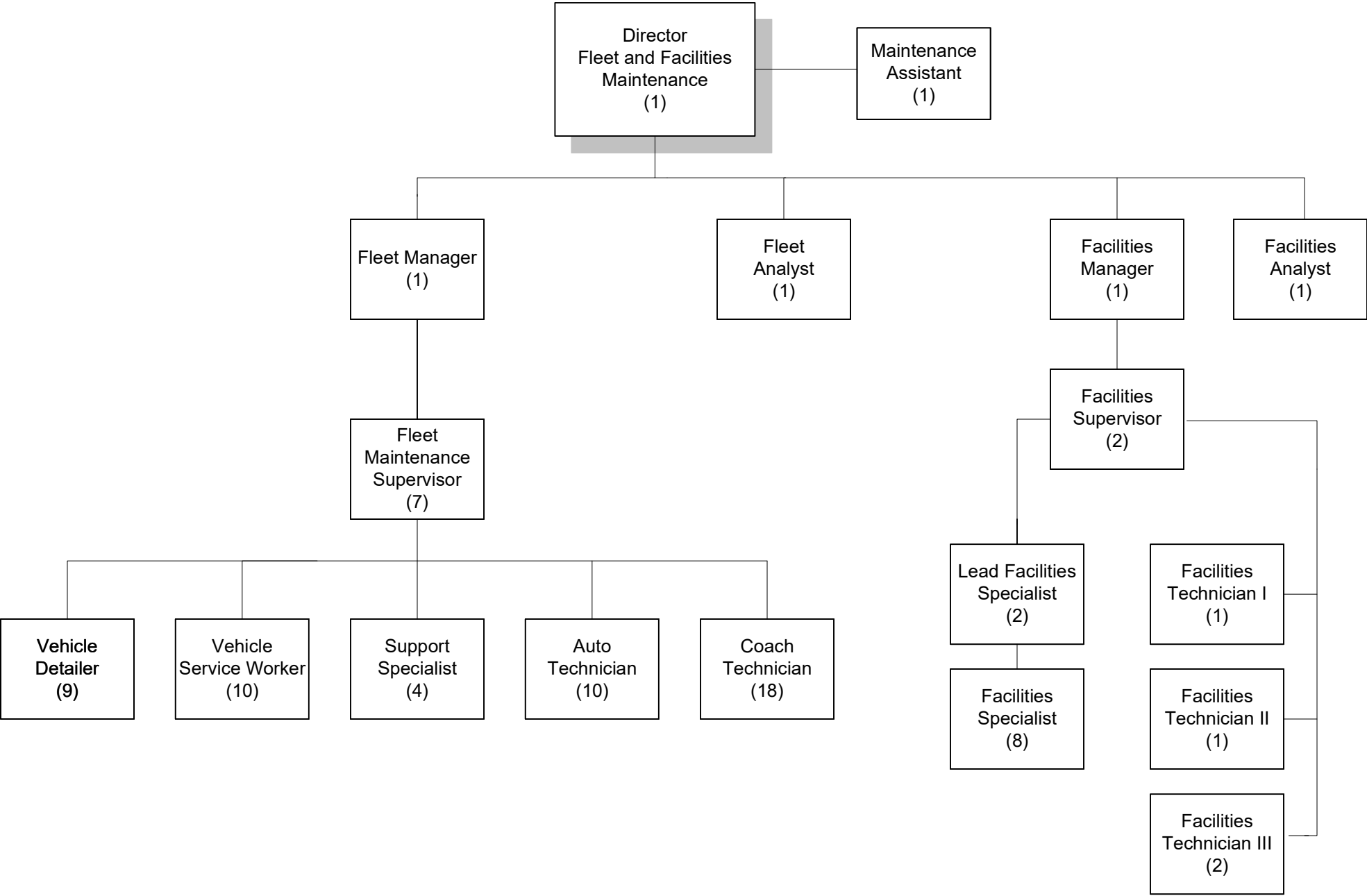
H. DBE SMALL BUSINESS-RELATED RESOURCES, REFERENCES, AND ATTACHMENTS

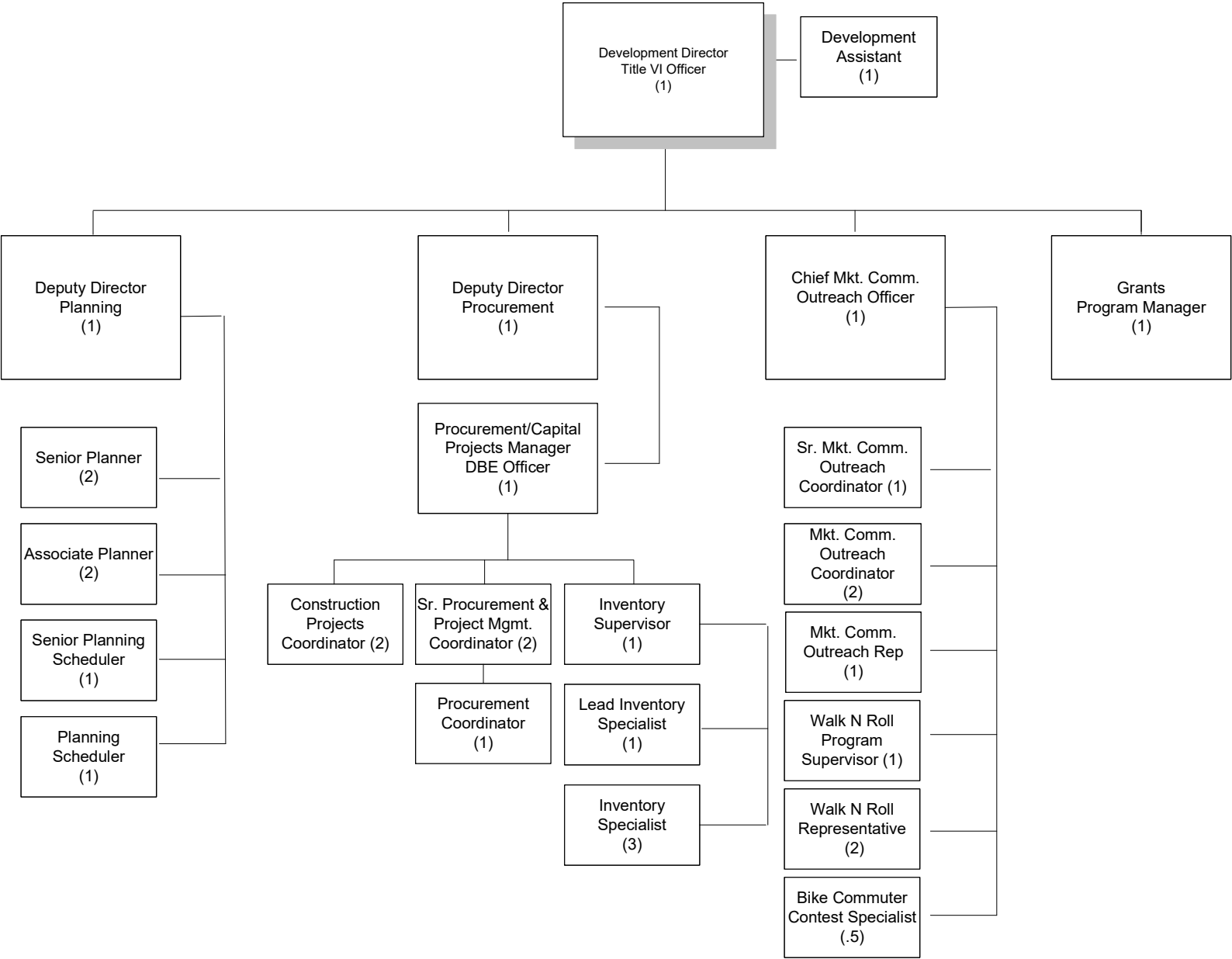
- A. *Attachment 1: Intercity Transit Organizational Chart.*
- B. *Attachment 2: Forma Diverse Business Inclusion Plan.*
- C. *Attachment 3: Step 2 calculations_2026- 2028*
- D. *Link to FTA DBE Resources:*
 - a. <https://www.transportation.gov/civil-rights/disadvantaged-business-enterprise/ready-apply>
- E. *Regulation 49 CFR Part 26 Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs:*
 - a. <https://www.ecfr.gov/current/title-49/subtitle-A/part-26?toc=1>
 - b. <https://www.transportation.gov/osdbu/disadvantaged-business-enterprise/49-cfr-part-26-sample-disadvantaged-business>
- F. *Intercity Transit Website – Procurement Page*
 - a. <https://www.intercitytransit.com/business/procurement>
- G. *Washington State Office of Minority, Women, and Disadvantaged Enterprises (OMWBE)*
 - a. <http://www.omwbe.wa.gov/> and specifically, for:
 - i. workshops that often feature small business development workshops: <https://omwbe.wa.gov/resources/calendar>
 - ii. Small Business Resources: <https://omwbe.wa.gov/small-business-guide>
- H. *OMWBE Directory*
 - a. <https://omwbe.wa.gov/directory-certified-businesses>
- I. *US DOT Office of Small and Disadvantaged Business Utilization*
 - a. <https://www.transportation.gov/osdbu>

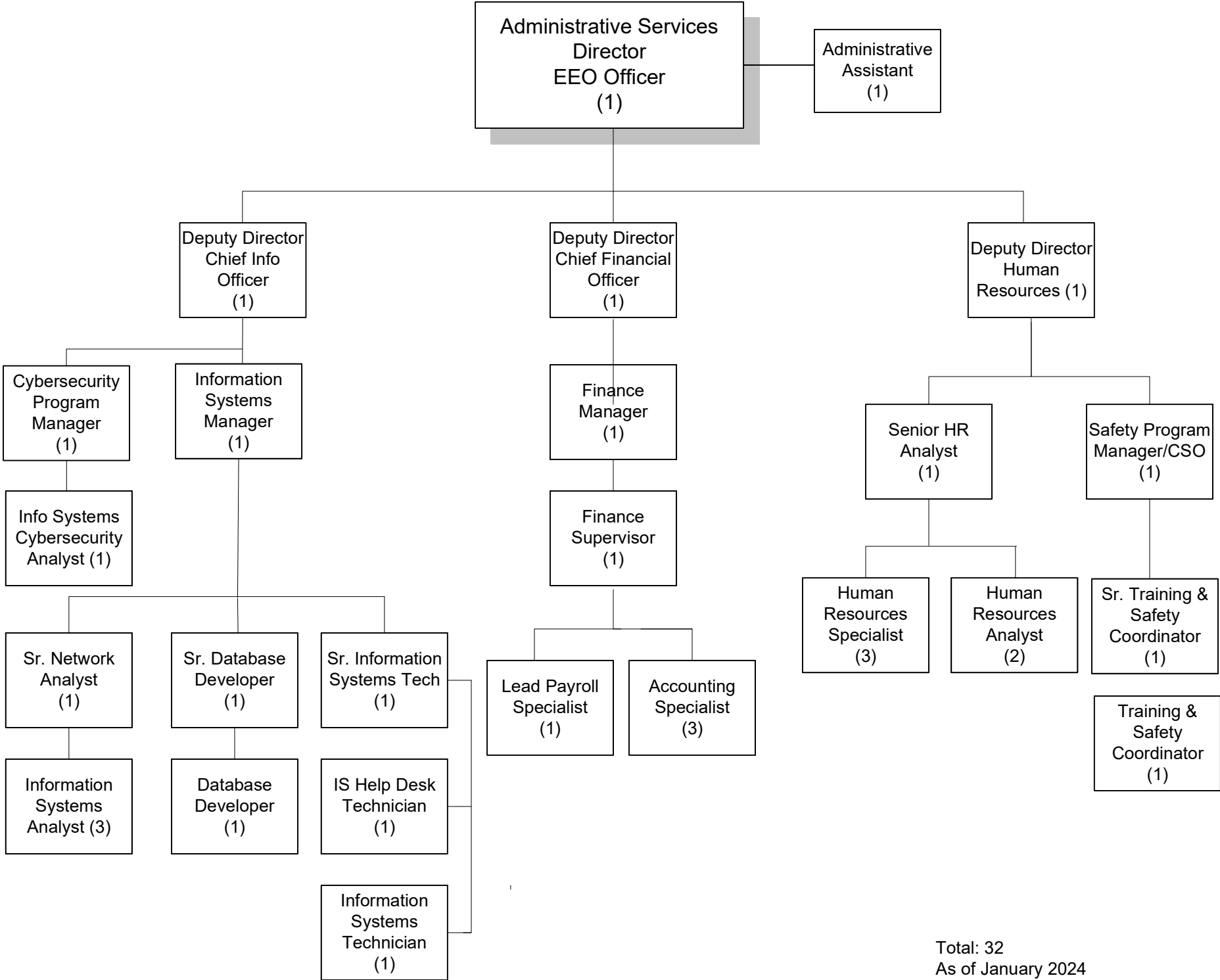




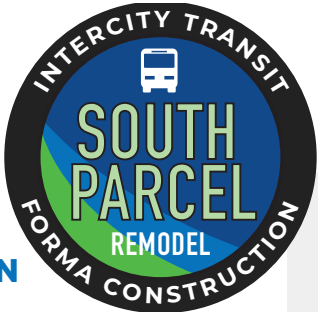








Total: 32
As of January 2024



INTERCITY TRANSIT
SOUTH PARCEL EXPANSION

FORMA CONSTRUCTION
SUBCONTRACTOR
OUTREACH &
INCLUSION PLAN

OVERVIEW

PROJECT SCOPE

The Intercity Transit South Parcel Expansion Project will maintain 24-hour campus operations throughout construction. The project site will be isolated for construction teams while accommodating ongoing transit operations, requiring careful logistical planning. Phase 1 involves underground electrical and mechanical infrastructure installation. Phase 2 includes demolishing the administration building to create employee parking, installing two infiltration galleries, and constructing a gravity retaining wall. Phase 3 focuses on building the final infiltration gallery, erecting a metal storage structure, and renovating the east bus tarmac. In Phase 4, once maintenance operations relocate to the new storage structure, the existing maintenance building will undergo selective demo and comprehensive remodeling, including MEP and structural upgrades, while also replacing surrounding hardscape and landscaping.

INCLUSION PLAN

In partnership with Intercity Transit, FORMA is committed to meeting or exceeding the following utilization goals on this contract:

PROJECT GOALS:

4.95% DIVERSE BUSINESS ENTERPRISES

OPPORTUNITIES

Increasing subcontractor engagement and bid participation benefits both the project and the industry. Through early engagement in the GC/CM contract, we aim to boost project participation and build long-term industry relationships. A key focus is on small, minority, and woman-owned businesses (MWSBEs), which bring new ideas and grow the subcontracting pool.

OUTREACH & ENGAGEMENT

- **Outreach Forums:** FORMA organizes regular events to familiarize subcontractors with our projects' bidding requirements, timelines, and opportunities:

Building Partnerships is our quarterly online outreach event where we introduce key FORMA contacts and upcoming bidding opportunities across all projects, pursuits, and contracting methods. FORMA team members answer questions, request market feedback, and share links and resources to engage, support, and empower small and disadvantaged businesses.

FORMA Connects are project-specific informational events hosted to dive deeper into the subcontracting details of an upcoming FORMA project with our team.
- **Direct Solicitation:** FORMA reaches out to subcontractors directly via phone and email to discuss opportunities at the South Parcel Expansion. These conversations focus on optimal composition of scopes and bid packages, as well as providing guidance on bonding resources and scheduling requirements. Subcontractors are identified from our extensive outreach list and newly generated contacts.
- **Reducing Barriers:** FORMA's Outreach & Inclusion plan will be developed to provide subcontracting opportunities in alignment with market preferences. Our experience shows incorporating feedback from all subcontractors leads to increased participation from new, smaller, and disadvantaged subcontractors.

REPORTING & ACCOUNTABILITY

Monthly reporting is a contractual requirement and an opportunity to compare project progress with goals.



FORMA's Outreach + Inclusion Manager Marissa Woodard-Nave (left), recently hosted an introductory meeting with the Hughes Group, a certified Small, Minority, and Service Disabled Veteran owned business new to FORMA that is interested in bidding on upcoming projects

BUILDING THE BASE: SUBCONTRACTOR ENGAGEMENT

FORMA is uniquely positioned in Washington State public works by actively engaging in all project delivery methods, including Alternative Delivery (JOC, GC/CM, PDB), traditional Design-Bid-Build, and Small Works roster methods. Our expertise across these methods enables us to conduct effective, project-specific outreach, breaking down barriers and mentoring subcontractors for successful participation. This approach benefits our projects and promotes subcontractor growth by opening pathways to more opportunities. Aligned with our project goals and company values, this work focuses on supporting historically disadvantaged businesses across the region.

BUILDING A NETWORK OF SUBCONTRACTORS

FORMA Construction is committed to fostering and growing the number and quality of partners to support the Intercity Transit South Parcel Expansion project. We actively build and maintain a comprehensive database of partners, with the goal that any interested and qualified business will participate. Our approach involves continuous outreach, relationship building, and strategic data management to keep this network dynamic and responsive to the project's needs. We never lose sight of the fact that increasing subcontractor participation benefits the project value and participation goals.

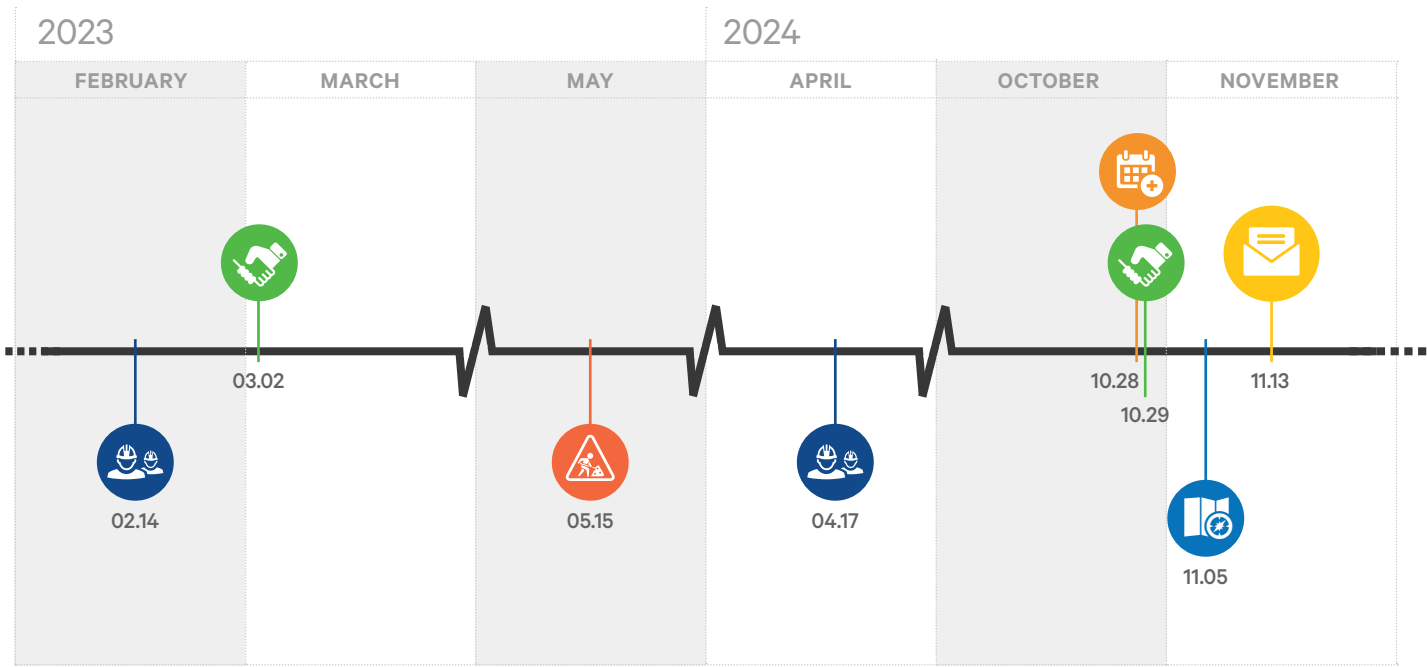
PERSONALIZED ONE-ON-ONE MEETINGS

FORMA regularly connects with trusted and potential new partners to strengthen relationships and ensure alignment with company and project goals. These personalized sessions allow us to understand our partners' unique strengths, challenges, and aspirations. During these meetings, we will discuss upcoming opportunities, provide guidance on navigating public works requirements, and identify areas where additional support or resources may be needed.

MENTORSHIP PROGRAMS FOR CAPACITY BUILDING

Our Small Business Accelerator Program is central to our commitment in the growth and development of new subcontracting partners. By engaging in active projects, businesses gain hands-on experience, build their knowledge in navigating public works projects, and develop the skills necessary to thrive in the industry. We aim to provide practical, impactful mentorship, measuring success by the number of quality subcontracting partners who return to participate in our projects repeatedly.

OUTREACH EVENT SCHEDULE



BUILDING PARTNERSHIPS

A standing quarterly outreach event to introduce subcontractors to FORMA's upcoming opportunities. The South Parcel Expansion is highlighted during the dates below. See page 4 for more information.

Dates: 02.14.23 // 04.17.24
Advertised: OMWBE // FORMA social media // APEX Accelerator



FORMA CONNECTS

South Parcel Expansion project-specific informational event. See page 5 for more details.

Dates: 03.02.23 (virtual) // 10.29.24 (virtual)
Advertised: OMWBE // FORMA social media



PROJECT SITE WALK

When: 11.05.24
Where: Project site adjacent to Pattison St. & Martin Way
Advertised: Local paper // DJC // OMWBE // FORMA social media // APEX Accelerator



PROJECT BID SCHEDULE

First advertised: 10.28.24
Advertised: Local paper // DJC // OMWBE
// FORMA social media // APEX Accelerator



BID DAY

When: 11.13.24
Where: FORMA Construction, Olympia Office
Advertised: Local paper // DJC // OMWBE
// FORMA social media // APEX Accelerator



NTP

When: 05.15.23
Where: The new Intercity Transit South Parcel Expansion

BUILDING PARTNERSHIPS: QUARTERLY OUTREACH EVENTS

OBJECTIVE

Building Partnerships events are designed to introduce subcontractors to FORMA Construction and our Small Business Accelerator Program, which supports all FORMA projects and pursuits across every form of contract delivery—including GC/CM, Design-Build, Design-Bid-Build, and Job Order Contracting. These events are designed to guide growing subcontractors through public works projects with various agencies and provide them access to real opportunities. Through these sessions, we introduce new subcontractors to the public works sector and empower them with the tools and knowledge needed to succeed.

TARGET AUDIENCE

Broad outreach to subcontractors and local stakeholders interested in public works projects and the opportunities provided by FORMA Construction's Small Business Accelerator Program.

LOCATION

To ensure broad participation from across the region, this is a virtual event.

KEY MESSAGES

FORMA develops new relationships with our Small Business Accelerator Program, a tool designed to introduce new and growing subcontractors to our Job Order Contracting, alternative delivery, and small works projects.

Public Works Contracting requires specific knowledge of processes and requirements to succeed. We transfer the knowledge of our many years of experience in the public sector to new partners.

Access to opportunities means working with new and growing subcontractors to set them up for success by tailoring project requirements for inclusion, providing mentoring, and listening for how to make their jobs easier.

AGENDA

- **Introduction by FORMA Leadership:** Welcome and overview of FORMA's role in the public sector and commitment to new subcontractor development.
- **Small Business Accelerator Program Overview:** Detailed explanation of the program, including access to JOC contracts, opportunities within alternative delivery methods, and the benefits available to MWSBEs.
- **Navigating Public Works:** Step-by-step guidance on how new and growing subcontractors can work effectively with different agencies and maximize their potential on public projects.
- **Opportunities and Timelines:** Discussion of our upcoming projects and pursuits with details on specific bid packages and a schedule of our future outreach events.
- **Interactive Q&A Session:** An open forum for questions and discussions.
- **Networking:** Opportunities for subcontractors to connect with FORMA's project team and other key stakeholders.

FORMA CONNECTS: PROJECT-SPECIFIC OUTREACH EVENTS

OBJECTIVE

FORMA Connects events focus on one project, in this case, Intercity Transit's South Parcel Expansion. We'll discuss opportunities and challenges unique to the project, such as GC/CM contracting style, unique scopes, and the situation within the broader Olympia community. We encourage Intercity Transit and Stantec to participate, creating a connection between potential subcontractors and team members. We provide information on the specifics of the upcoming bid packages and how to navigate the GC/CM delivery process. We listen for opportunities to align subcontractor capabilities with the unique demands of public works projects. Our goal is to ensure that every trade partner, regardless of size or experience, has an opportunity to grow within, collaborate on, and contribute to the success of the South Parcel Expansion project.

TARGET AUDIENCE

All subcontractors and local subcontractors interested in Intercity Transit's South Parcel Expansion project.

LOCATION

FORMA Connects events are facilitated through both virtual and in person forums. Reducing barriers and allowing interested subcontracting partners to learn about the bid opportunities through whichever venue they prefer.

KEY MESSAGES

FORMA values the collaborative GC/CM process and uses the unique opportunities within GC/CM contracting to increase subcontractor participation.

GC/CM contracting presents multiple bid opportunities. Understanding the differences between prime and second-/third-tier packages is key to subcontractor success.

Prime bid packages can be adjusted to maximize subcontractor participation. Feedback from trusted and new trade partners is key to maximizing participation.

Teaming with prime subcontractors can enhance subcontractor bidding potential and increase involvement in the project.

FORMA's aspirational inclusion goals create opportunities for diverse businesses. Subcontractors can benefit and contribute to these initiatives.

AGENDA

- **Introduction by Leadership:** FORMA, Intercity Transit, and Stantec discuss their goals and our commitment to community engagement and inclusion.
- **GC/CM Process Overview:** Detailed presentation on FORMA's GC/CM methodology, emphasizing the integration of diverse trade partners into the project.
- **Bid Package Breakdown:** Project overview with bid package details, including key timelines, submittal requirements, and tips for preparing a successful bid.
- **Tailoring Work Scopes:** Feedback from participants on how FORMA can tailor project scopes to match subcontractor capabilities.
- **Strategic Partnering with Primes:** Guidance on forming strategic alliances with prime subcontractors to maximize bidding success and project involvement.
- **Interactive Q&A Session:** An open forum for questions and discussions.
- **Networking Opportunity:** How to connect with FORMA's project team, prime subcontractors, and fellow trade partners.

COMMUNICATION PLAN

FORMA uses all available forms of communication to reach potential subcontractors and suppliers in order to invite them to Outreach Events and bid on our projects. Communication and advertising is constantly evolving and we find the following methods achieve the most successful returns.

PHONE & EMAIL CAMPAIGNS

Targeted Outreach: FORMA project team members phone and write as many individual emails as possible to subcontractors, community members, and trade organizations. The relationships that our project and estimating teams have with subcontractors are invaluable in reaching the people who make decisions and can commit to both participating in our outreach events and bidding on our projects.

Topics Covered include:

- A brief introduction to the project highlighting key details, dates, and milestones.
- Essential details about upcoming events and milestones; including date, time, location, and how to register.
- The benefits of attending our outreach events—such as networking opportunities and insights into upcoming bid packages.

Schedule: Calls and emails will be strategically timed, starting three weeks before our outreach event with followup reminders sent one week prior and a final reminder the day before, ensuring strong attendance and engagement. Calls and emails will also be strategically scheduled according to the unique bid details of our projects, with plenty of time allotted for subs and suppliers to review documents, ask questions, and prepare accurate bids.

SOCIAL MEDIA CAMPAIGNS

Platforms: A robust social media campaign will build anticipation and drive participation by leveraging FORMA's established presence on LinkedIn, Facebook, and Instagram.

Pre-Event: Engaging teaser posts, countdowns, and key highlights to build excitement about what participants can expect.

Live Updates: Real-time updates during the event will keep followers informed and engaged, especially those who cannot attend in person.

Post-Event: Recap posts featuring event highlights, photos, and key takeaways will encourage continued engagement, reinforce FORMA's role as a community leader, and provide reminders about important upcoming project milestones, such as site walks and bid dates.

Hashtags: Targeted hashtags such as #FORMAConstruction, #IntercityTransitSouthParcelExpansion, #DBEInclusion, and #CommunityEngagement will broaden the reach and visibility of posts.

LOCAL MEDIA & COMMUNITY CHANNELS

Press Releases: Compelling press releases will announce each outreach event, highlighting their importance to the local economy and FORMA's dedication to new and MWSBE inclusion. These will be distributed to local newspapers, radio stations, and online news platforms, ensuring wide coverage.

Bid Advertisements: FORMA project teams will formally advertise upcoming bid dates in the Daily Journal of Commerce and on FORMA's Bid Schedule, updated and posted weekly on the Subcontracting Opportunities page of our website (<https://formacc.com/subcontracting-opportunities/>), along with other resources for industry businesses. Additionally, FORMA projects bidding may also be advertised in local newspapers, and on web platforms such as Builders Exchange, ARC, OMWBE, Washington Apex Accelerator, and others.

Community Partnerships: Collaborations with local organizations and community leaders will amplify the message through trusted channels such as newsletters, bulletin boards, and word-of-mouth, ensuring that outreach efforts resonate throughout the community.

SUPPLEMENTAL GOAL CALCULATION INFORMATION

Step One					
CONSTRUCTION					
Project - Contracting Opportunity	Budgeted Cost	NAICS Code	Number of DBEs NAICS Code	Number of Total Firms in NAICS Code	Percent DBE per Project
Pattison- South Parcel	\$ 505,000.00	238110	4	257	1.556%
	\$ 35,000.00	238120	3	46	6.522%
	\$ 5,000.00	238140	0	134	0.000%
	\$ 97,938.00	238150	3	92	3.261%
	\$ 64,962.00	238160	0	365	0.000%
	\$ 137,360.00	238190	2	56	3.571%
	\$ 1,905,093.00	238210	14	785	1.783%
	\$ 2,368,678.00	238220	7	783	0.894%
	\$ 446,601.00	238290	1	80	1.250%
	\$ 25,500.00	238310	2	288	0.694%
	\$ 242,000.00	238320	8	759	1.054%
	\$ 40,000.00	238330	4	365	1.096%
	\$ 26,841.00	238350	4	467	0.857%
	\$ 99,765.00	238910	12	410	2.927%
	\$ 710,749.00	238990	6	334	1.796%
\$ 90,000.00	561730	8	1236	0.647%	
Total number of DBE's/ Total Firms			78	6457	1.208%
Total Construction Contracts in 2026- 2028	\$ 6,800,487.00				
Number of DBE's in NAICS Codes	78				
Number of total firms in NAICS Code	6457				
% of Available DBE's to perform Construction Contracts	1.208%	Total DBE firms (78) divided by total firms in NAICS Code			
Total DBE \$	\$ 82,149.29	Total Budgeted Cost multiplied by Percentage of Available DBE's (\$6,800,487 * 1.208%)			
MATERIALS, SUPPLIES & EQUIPMENT					
Project - Contracting Opportunity	Budgeted Cost	NAICS Code	Number of DBEs NAICS Code	Number of Total Firms in NAICS Code	Percent DBE per Project
Smart Corridors Phase 4	\$437,965	541690	10	2386	0.419%
USDOT SMART grant	\$900,000	541511	10	1093	0.915%
Electric battery chargers (2)	\$800,000.00	335999	1	6	16.667%
Total number of DBE's/ Total Firms			21	3485	0.603%
Total Equipment Contracts in 2026- 2028	\$2,137,965				
Number of DBE's in NAICS Codes	21				
Number of total firms in NAICS Code	3485				
% of Available DBE's to perform Equipment Contracts	0.603%	Total DBE firms (21) divided by total firms in NAICS Codes			
Total DBE \$	\$12,883.00	Total Budgeted Cost multiplied by Percentage of Available DBE's (\$6,800,487 * 0.603%)			
PROFESSIONAL SERVICES					
Project - Contracting Opportunity	Budgeted Cost	NAICS Code	Number of DBEs NAICS Code	Number of Total Firms in NAICS Code	Percent DBE per Project
Smart Corridors- Phase 4	\$984,500	541690	10	2386	0.419%
USDOT SMART grant	\$1,100,000	541614	5	105	4.762%
Pattison - South Parcel	\$660,000	541310	11	498	2.209%
Total number of DBE's/ Total Firms			26	2989	7.390%
Total Professional Services Contracts in 2026- 2028	\$2,744,500				
Number of DBE's in NAICS Codes	26				
Number of total firms in NAICS Code	2989				
% of Available DBE's to perform Professional Services Contracts	0.870%	Total DBE firms (26) divided by total firms in NAICS Codes			
Total DBE \$	\$23,873.20	Total Budgeted Cost multiplied by Percentage of Available DBE's (\$6,800,487 * 0.870%)			
TOTAL CONTRACTING OPPORTUNITIES	\$ 11,682,952.00				

Step 1A- Calculate Weighted Percentage of Categories of Contracting Opportunities to Total Contracting Opportunities			
Weighted Percent of Construction Contracts to total Contracting Opportunities	result %	Total Construction Contracts divided by Total Contracting Opportunities	
	58.209%	(\$6,800,487 divided by \$11,682,952) = .58209	
Weighted Percent of Professional Services Contracts to total Contracting Opportunities	result %	Total Professional Services divided by Total Contracting Opportunities	
	18.300%	(\$2,744,500 divided by \$11,682,952) = .0183	
Weighted Percent of Materials, Supplies & Equipment Contracts	result %	Total Materials, Supplies & Equipment Contracts divided by Total Contracting Opportunities	
	23.491%	(\$2,137,965 divided by \$11,682,952)= .23491	
Total Number of DBE Contractors in NAICS Codes	125	Detail (78) in Construction (26) in Professional Svcs and (21) in Materials, Supplies & Equipment Contracts	
Total Number of Contractors in NAICS codes	12931	Detail (6,457) in Construction, (2,989) in Professional Svcs and (3,485) in Materials, Supplies & Equipment contracts	
Total DBE percent (of total firms)	0.9667%	Total DBE Contractors (125) divided by Total Number of Contractors (12,931)	
Total DBE \$	\$112,935.50	Total Contracting Opportunities for all Contracting Categories (\$11,682,952) multiplied by Total DBE Percentage of Firms (.9667)	
Step 1B Weighted Base Goal in Percentage and Dollars			
	%	dollars	
Construction DBE %	0.7032%	\$ 82,149.29	% of available DBE's to perform Construction Contracts multiplied by the Weighted Percent of CN Contracts to total Contracting Opportunities
			(1.208%*58.209% =\$82,149)
Professional Services DBE %	0.1592%	\$ 18,597.22	% of available DBE's to perform Professional Services multiplied by the Weighted Percent of CN Contracts to total Contracting Opportunities
			(.870 * 18.300% = \$18,597.22)
Material/ Supplies DBE %	0.1416%	\$ 16,537.88	% of available DBE's to perform Material/ Supplies multiplied by the Weighted Percent of CN Contracts to total Contracting Opportunities
			(.603% * 23.491% = \$16,537.88)
Weight DBE % and \$ amount	1.0039%	\$ 117,284.39	Total Contracts (\$11,682,952 * .0010039)
Step 2 Adjustment for Past Participation			
	%	dollars	
2026- 2028 DBE Goal (weighted)	1.3869%	\$ 162,036.32	Weighted DBE % + the median past participation divided by 2
Rounded up	1.4000%	\$ 163,561.33	(1.0039% + 1.77%)/2

1. Researched appropriate NAICS code for the project industry.
<https://data.census.gov/>
2. Searched for certified (DBE) companies within a NAICS using Thurston, Pierce, and King counties.
<https://omwbe.diversitycompliance.com/FrontEnd/SearchCertifiedDirectory.asp>
3. Searched for NAICS code using Thurston, Pierce, and King counties.
<https://data.census.gov/>