

**OVERALL & CONTRACT  
 DBE GOAL METHODOLOGY**

<b>Airport Sponsor</b>	<b>Baker City, Oregon</b>
<b>Airport Name</b>	<b>Baker City Municipal Airport</b>
<b>Goal Period</b>	<b>FY 2018-2020 10/01/17 to 9/30/20</b>
<b>Projects</b>	<b>AIP No. 3-41-0005-0015-XXX</b>
<b>Name of Preparer</b>	<b>Charles Schoenfelder, T-O Engineers</b>
<b>Overall DBE Goal:</b>	<b>1.4%</b>

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**PART 1: DBE GOAL METHODOLOGY**

The calculation of three-year and contract DBE Goals, based upon 49 CFR Part 26, is a multi-phase task. The intent of the program is to create a level playing field on which DBE firms are able to compete fairly without creating a disadvantage to non-DBE competitors. This is accomplished through a detailed approach to setting both three-year and contract DBE goals that realistically consider the relevant demographics of the professional services and construction industries in the Sponsor’s location as it relates to anticipated AIP eligible work in a given fiscal year.

**Name of Recipient:** Baker City Municipal Airport.

**Goal Period:** FY 2018/2019/2020.

<b>DOT-assisted contract amounts:</b>	<b><u>Total Amount</u></b>	<b><u>Federal Share</u></b>
FY2018	\$1,240,000.00	\$1,116,000.00
FY2019	\$20,000.00	\$18,000.00
FY2020	<u>\$368,889.00</u>	<u>\$332,000.00</u>
Total Amount	\$1,628,889.00	
Federal Share		\$1,466,000.00

**Overall Three-Year Goal:** 1.4%, to be accomplished through 0.0% RC and 1.4% RN. (Overall goal is weighted percentage.)

**Total dollar amount to be expended on DBE’s:** \$19,976.00 (Federal Share).

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

Contracts Fiscal Year FY2018.

Contract #1. Construction – Airfield Pavement Maintenance. Work to include: crack seal, pavement seal coat and pavement marking. Estimated Amount = \$20,000.00. Federal Share = \$18,000.00.

Contract #2. Professional Services (Engineering Design and Inspection) – Rehabilitate South Apron. Work to include: design, construction plans and specifications, surveying, drafting, bidding services, construction observation, quality assurance, and grant administration. Estimated Amount = \$185,000.00. Federal Share = \$166,500.00.

Contract #3. Construction – Rehabilitate South Apron.. Work to include: pavement removal, excavation, site preparation, grading, drainage, aggregate production and placement, bituminous

pavement, pavement marking, construction surveys, and materials testing. Estimated Amount = \$1,035,000.00. Federal Share = \$931,500.00.

Contracts Fiscal Year FY2019.

Contract #4. Procurement - Acquire Snow Plow Blade. Estimated Amount = \$20,000.00. Federal Share = \$18,000.00. The value of Contract #4 is included in the summary of DOT-assisted contracts, but is not included in DBE goal calculations.

Contracts Fiscal Year FY2020.

Contract #5. Professional Services – Master Plan. Work to Include: planning, design, grant administration, and preparation of project closeout documentation. Estimated Amount = \$368,889.00. Federal Share = \$332,000.00.

**Market Area:**

The market area is the area where a substantial majority of the airport's contractors and subcontractors come from and the area which the airports spend a substantial amount of their contracting dollars. The market area for construction contractors, suppliers, and professional services includes Baker, Grant, Malheur, Umatilla, Union and Wallowa Counties, Oregon.

**Step 1: DETERMINING A BASE FIGURE FOR THE OVERALL GOAL.**

The process begins with the estimated cost and scope of anticipated work associated with AIP funding during Federal FY 2018-2019-2020. The next step is listing the work elements of the project by North American Industry Classification System (NAICS) Code number and NAICS Code description.

In the market area the numbers of firms doing business with the same NAICS Code as project elements are counted. Information as to total available firms based on NAICS Code in a county is available from the United States Census Bureau, American Fact Finder (2015).

The process continues by listing the number of Certified (ready, willing and able) DBE firms based within the market area that perform the same type of work described by NAICS description. The DBE directory used to gather specific DBE firm information is from the Oregon Office for Business Inclusion and Diversity (COBID). The objective is to set the goal to reflect the market of contractors/consultants available to provide services during FY 2018-2019-2020 at the Baker Municipal Airport. The result is a database of the number of DBE firms potentially available in the market area, the types of work they perform and the share they represent of the area workforce.

Tables 1 and 2 present market area data for the number of construction contractors, material suppliers, and professional services located in Baker, Grant, Malheur, Umatilla, Union and Wallowa Counties, Oregon.

**TABLE 1**  
**CONTRACTOR AVAILABILITY**

NAICS Description	NAICS Code	Total		DBE %	Counties Included:
		All	DBE		
Soil preparation and planting	115112	19	0	0.0%	<b>Baker, OR</b> <b>Grant, OR</b> <b>Malheur, OR</b> <b>Umatilla, OR</b> <b>Union, OR</b> <b>Wallowa, OR</b>
Water, sewer related construction	237110	14	1	7.1%	
Highway, street (runway) construction	237310	11	0	0.0%	
Concrete construction	238110	11	0	0.0%	
Electrical contractors	237110	43	0	0.0%	
Site preparation contractors	238910	42	1	2.4%	
Specialty trade contractors	238990	25	2	8.0%	
Dump trucking	484220	49	1	2.0%	
Construction surveys	541370	7	0	0.0%	
Construction materials testing	541380	5	0	0.0%	
Flagging, traffic control, other services	561990	8	2	25.0%	
Engineering	541330	16	0	0.0%	
Drafting	541340	0	0	0.0%	
Surveying	541370	9	0	0.0%	
Testing/geotechnical	541380	5	0	0.0%	

**TABLE 2**  
**MATERIAL SUPPLIER AVAILABILITY**

NAICS Description	NAICS Code	Total		DBE %	Counties Included:
		All	DBE		
Ready-mix concrete	327320	5	0	0.0%	<b>Baker, OR</b> <b>Grant, OR</b> <b>Malheur, OR</b> <b>Umatilla, OR</b> <b>Union, OR</b> <b>Wallowa, OR</b>
Concrete pipe	327332	1	0	0.0%	
Concrete precast	327390	0	0	0.0%	
Electrical supplies	423610	4	0	0.0%	
Petroleum terminals (asphalt)	424710	9	0	0.0%	

Computation of the overall goal is determined by weighting the portion each anticipated contract represents of the total estimated cost of work associated with AIP funding for Federal FY 2018-2019-2020. The result is the ‘Base Figure for the Overall FY 2018-2019-2020 DBE Goal.’

The first step in weighting the goal is to divide each prime contract into its major elements. Each element is evaluated for DBE firm contracting opportunities. The work scope evaluation is based on the estimated cost of Professional services scopes of work or the estimated construction costs. Note that Contract No. 4 Acquire Snow Plow Blade is not included in the DBE goal calculations.

Work tasks are assigned a distinct NAICS Code number. The dollar value of reasonable DBE participation by work task or contract element based on NAICS Code is calculated by multiplying the estimated dollar value total for each contract element by the ratio of DBEs available compared to the total number of firms. The dollar value of reasonable DBE participation by contract is the sum of the DBE participation by contract element. Only 60% of the value of supplies and materials purchased from a DBE supplier count toward the DBE goal. Contract amounts, work type element cost and DBE amounts shown are the Federal share. Table 3 shows the weighted goal calculation methodology for each contract.

**TABLE 3**  
**CONTRACTS WORK ELEMENT BREAKDOWN**

Work Type Description	NAICS Description	NAICS Code	Work Type Element Cost	Number Firms Census	Number Firms DBE Directory	DBE %	DBE \$
Fiscal Year 2018 Contracts							
<b>Contract 1. Construction: Apron Pavement Maintenance</b>							
Crack fill, marking	Highway, street (runway) construction	237310	\$1,800	11	0	0.0%	\$0
Pavement/marketing removal	Site preparation contractors	238910	\$720	42	1	2.4%	\$17
Seal coat	Specialty trade contractors	238990	\$3,600	25	2	8.0%	\$288
Material hauling	Dump trucking	484220	\$900	49	1	2.0%	\$18
Survey	Construction surveys	541370	\$360	9	0	0.0%	\$0
Safety	Flagging, traffic control, other services	561990	\$720	8	2	25.0%	\$180
<b>Contract 1. Supplies: Apron Pavement Maintenance</b>							
Seal Coat	Petroleum terminals (asphalt)	424710	\$9,900 X 60%	9	0	0.0%	\$0
<b>TOTAL CONTRACT #1</b>			<b>\$18,000</b>			<b>2.8%</b>	<b>\$503</b>
<b>Contract 2. Professional Services (Engineering Design and Inspection): Rehabilitate South Apron</b>							
Engineering	Engineering services	541330	\$144,020	16	0	0.0%	\$0
Drafting	Drafting services	541340	\$6,990	0	0	0.0%	\$0
Surveying	Surveying and mapping	541370	\$6,330	9	0	0.0%	\$0
Geotech	Testing services	541380	\$9,160	5	0	0.0%	\$0
<b>TOTAL CONTRACT #2</b>			<b>\$166,500</b>			<b>0.0%</b>	<b>\$0</b>
<b>Contract 3. Construction: Rehabilitate South Apron</b>							
Seeding	Soil preparation and planting	115112	\$3,726	19	0	0.0%	\$0
Water, sewer and related construction	Water, sewer and related construction	237110	\$46,575	14	1	7.1%	\$3,327
Apron construction	Highway, street (runway) construction	237310	\$204,930	11	0	0.0%	\$0
Pavement removal, exc.	Site preparation contractors	238910	\$7,450	11	0	0.0%	\$0
Specialty trade contractors	Specialty trade contractors	238990	\$149,040	42	1	2.4%	\$3,549
Dump trucking	Dump trucking	484220	\$27,945	25	2	8.0%	\$2,236
Construction surveys	Construction surveys	541370	\$279,450	49	1	2.0%	\$5,703
Materials testing	Construction materials testing	541380	\$23,288	9	0	0.0%	\$0
Safety	Flagging, traffic control, other services	561990	\$13,973	5	0	0.0%	\$0
<b>Contract 3. Supplies: Rehabilitate South Apron</b>							
Concrete	Ready-mix concrete	327320	\$2,795 X 60%	5	0	0.0%	\$0
Concrete pipe	Concrete pipe	327332	\$13,973 X 60%	1	0	0.0%	\$0
Concrete precast	Concrete precast	327390	\$9,315 X 60%	0	0	0.0%	\$0
HMA paving	Petroleum terminals (asphalt)	424710	\$130,410 X 60%	9	0	0.0%	\$0
<b>TOTAL CONTRACT #3</b>			<b>\$931,500</b>			<b>2.1%</b>	<b>\$19,473</b>
<b>Total Fiscal Year 2018 Contracts</b>			<b>\$1,116,000</b>			<b>1.8%</b>	<b>\$19,473</b>

**TABLE 3, continued**  
**CONTRACTS WORK ELEMENT BREAKDOWN**

Work Type Description	NAICS Description	NAICS Code	Work Type Element Cost	Number Firms Census	Number Firms DBE Directory	DBE %	DBE \$
Fiscal Year 2020 Contracts							
<b>Contract 5. Professional Services: Master Plan</b>							
Engineering	Engineering services	541330	\$292,160	16	0	0.0%	\$0
Drafting	Drafting services	541340	\$39,840	0	0	0.0%	\$0
<b>TOTAL CONTRACT #5</b>			<b>\$332,000</b>			<b>0.0%</b>	<b>\$0</b>
<b>Total Fiscal Year 2020 Contracts</b>			<b>\$332,000</b>			<b>0.0%</b>	<b>\$0</b>

The calculation of the base figure for the overall FY 2018/2019/2020 DBE goal is the total DBE value for all contracts divided by the total contract value. This resultant value is the base figure for the determination of the overall FY 2018/2019/2020 DBE goal. Contract amounts and DBE amounts shown are the Federal share. Step 1 - Base Figure for the Overall FY 2018/2019/2020 DBE Goal is shown in the Table 4 below.

**TABLE 4**  
**BAKER CITY MUNICIPAL AIRPORT**  
**AIP RELATED CONTRACTS - FY 2018/2019/2020**  
**STEP 1 - BASE FIGURE FOR THE OVERALL FY 2018/2019/2020 DBE GOAL**

Contract	Contract Amount Federal Share	DBE Amount Federal Share	Weighted Base Figure Goal
Fiscal Year 2018 Contracts			
1. Construction: Airfield Pavement Maintenance	\$18,000	\$503	2.8%
2. Professional Services (Engineering Design and Inspection): Rehabilitate South Apron	\$165,500	\$0	0.0%
3. Construction: Rehabilitate South Apron	\$931,500	\$19,473	2.1%
Total Fiscal Year 2018 Contracts	\$1,116,000	\$19,976	1.8%
Fiscal Year 2020 Contracts			
5. Professional Services: Master Plan	\$332,000	\$0	0.0%
Total Fiscal Year 2020 Contracts	\$332,000	\$0	0.0%
<b>TOTAL ALL CONTRACTS</b>	<b>\$1,448,000</b>	<b>\$19,976</b>	<b>1.4%</b>

Note that Contract No. 4 Acquire Snow Plow Blade is a DOT-assisted contract, but is not included in DBE goal calculations.

This concludes Step 1 of the process of determining the overall DBE goal. The Step 1 result is the Base Figure for the Overall FY 2018-2019-2020 DBE Goal, calculated as 1.4%. The Base Figure is the weighted percentage for all contracts of the goal period.

**Step 2: ADJUSTING THE BASE FIGURE.**

After calculating a base figure of the relative availability of DBEs, evidence was examined to determine what adjustment (if any) was needed to the base figure in order to arrive at the overall goal.

The current capacity of DBEs to perform work, as measured by the volume of work DBEs have performed in recent years and evidence from disparity studies were considered.

**Past History Participation**

An analysis of past actual DBE participation can provide an indication of the capacity of the DBE firms available to perform the identified work items, as measured by the component of work DBE firms have provided in recent years. Past DBE participation at the Baker City Municipal Airport with DBE goals developed under the 49 CFR Part 26 DBE program is summarized in Table 5.

**TABLE 5  
PAST DBE GOALS AND PARTICIPATION LEVELS**

Project Number	Overall Approved Goal (Race-Neutral; Race-Conscious)	Overall Participation
AIP 010/011 FY 2011	4.8% (4.8%; 0.0%)	0.0%
AIP 012 FY 2012	4.8% (4.8%; 0.0%)	0.7%
FY2013	No Goal, No DOT-Assisted Contracts	Not Applicable
FY2014	No Goal, No DOT-Assisted Contracts	Not Applicable
AIP 013 FY2015	1.9% (1.9%; 0.0%)	0.0%*
AIP 014 FY2016	1.9% (1.9%; 0.0%)	0.0%**
AIP 014 FY2017	1.9% (1.9%; 0.0%)	Incomplete***

\*Less than \$250,000 in Federal funds, no participation reported.

\*\*FY2016 contracts carried over to FY2017 are incomplete; DBE participation has not been reported.

\*\*\*FY2017 contracts are incomplete and DBE participation has not been reported.

The most recent three-year history indicates no DBE participation. Because of the limited history no adjustment for past participation will be made.

The State of Oregon Department of Transportation Availability and Disparity Study was completed June 2016. The disparity study did not indicate a disparity in certified DBE participation in the market area which the airports spend a substantial amount of their contracting dollars. As a result, adjustments to the base figure were not made.

The available evidence does not suggest that an adjustment to the Base Goal is necessary. The Step 1 base figure of 1.4% will be used as the overall goal.

**Consultation**

The airport conducted a teleconference at 10:30 a.m., June 20, 2017 to solicit input from interested stakeholders concerning the availability of disadvantaged and non-disadvantaged businesses, the effects of discrimination on opportunities for DBEs, and efforts to establish a level playing field for the participation of DBEs. More than seventy invitations to participate in the teleconference were sent by email on June 7, 2017 to contractors, subcontractors, and minority, women, general contractor and small business development groups in the region. No information was received during the teleconference to revise the goal setting methodology so no subsequent adjustment of the goal was made.

Outreach efforts for increasing DBE participation that were discussed during the teleconference included: sending mass emails to contractors and subcontractors (both DBE and non-DBE) in the region informing them in advance of contracting and subconsulting opportunities, and matching prime contractors with subcontractors.

Future goals will include input from the same sources used to set the goal for this year and will include consultation with local minority, women or general contractor groups to obtain information concerning the availability of disadvantaged and non-disadvantaged businesses, the effects of discrimination on opportunities for DBEs, and efforts to establish a level playing field for the participation of DBEs.

The airport contacted the Oregon Office for Business Inclusion and Diversity (COBID) for the most recent list of certified DBE firms and obtained from the U.S. Census Bureau's web page the most recent County Business Patterns Data. From the information obtained for the market area in which the airport spends a substantial amount of their contracting dollars, the certified DBE businesses were identified and the number of non-DBE businesses was determined.

### **Public Notice**

A notice announcing the proposed overall goal and the availability of the goal-setting methodology for review was published on the Airport's website. No comments have been received.

**Baker City Municipal Airport, FY 2018/2019/2020, Overall DBE Goal: 1.4%**

### **Section 26.51: Breakout of Estimated Race-Neutral & Race Conscious Participation**

Baker City Municipal Airport will meet the maximum feasible portion of its overall goal by using race-neutral means of facilitating DBE participation. Baker City Municipal Airport uses the following race-neutral means to increase DBE participation.

1. Quantities, specifications, and delivery schedules are arranged to facilitate DBE and other small business participation. Large contracts are divided into multiple bid schedules and bid items to make it easier to define portions of the work to subcontract.
2. Project plans are available for review at no charge at area planrooms, the Office of the Airport Manager and the project Engineer. The location where plans may be reviewed is stated in the Bid Advertisement.
3. DBE Supplemental Information is provided at the Pre-Bid Conference and distributed to everyone on the Bidders' List. The DBE requirements contained in the Bid Documents are summarized at the Pre-Bid Conference and in the Supplemental Information. In addition, questions about the DBE requirements are encouraged at the Pre-Bid Conference. The Engineer responds to questions concerning DBE participation.
4. A list of DBE subcontractors that have worked on past projects is made available to prime contractors.
5. A mass email will be sent to contractors and subcontractors (both DBE and non-DBE) in the region informing them in advance of contracting and subconsulting opportunities.

We estimate that, in meeting our overall goal of **1.4%**, we will obtain **1.4%** from race-neutral participation and **0.0%** through race-conscious measures. Baker City Municipal Airport does not have sufficient evidence of discrimination or its effects from which to set race-conscious goals.

The State of Oregon Department of Transportation Availability and Disparity Study was completed June 2016. The disparity study did not indicate a disparity in certified DBE participation in the market area which the airports spend a substantial amount of their contracting dollars.

We will track and report race-neutral and race-conscious participation separately. For reporting purposes, race-neutral DBE participation includes, but is not necessarily limited to, the following: DBE participation through a prime contract a DBE obtains through customary competitive procurement procedures; DBE participation through a subcontract on a prime contract that does not carry DBE goal; DBE participation on a prime contract exceeding a contract goal; and DBE participation through a subcontract from a prime contractor that did not consider a firm’s DBE status in making the award.

Because of the lack of sufficient evidence of discrimination or its effects, advertised contract goals (race-conscious) will not be used. All DBE goals for the period FY 2018-2019-2020 are summarized in Table 6 below.

**TABLE 6**  
**BAKER CITY MUNICIPAL AIRPORT**  
**AIP RELATED CONTRACTS - FY 2018-2019-2020**  
**DBE GOALS**

<b>Contract</b>	<b>Base Goal</b>	<b>Past Participation Adjustment</b>	<b>Adjusted Base Goal</b>	<b>Race-Neutral Goal</b>	<b>Advertised Goal (Contract Goals)</b>
Fiscal Year 2018 Contracts					
1. Construction: Airfield Pavement Maintenance	2.8%	Not Applicable	2.8%	2.8%	Not Applicable
2. Professional Services (Engineering Design and Inspection): Rehabilitate South Apron	0.0%	Not Applicable	0.0%	0.0%	Not Applicable
3. Construction: Rehabilitate South Apron	2.1%	Not Applicable	2.1%	2.1%	Not Applicable
Fiscal Year 2020 Contracts					
5. Professional Services: Master Plan	0.0%	Not Applicable	0.0%	0.0%	Not Applicable
<b>TOTAL ALL CONTRACTS</b>	<b>1.4%</b>	Not Applicable	<b>1.4%</b>	<b>1.4%</b>	Not Applicable

Note that Contract No. 4 Acquire Snow Plow Blade is a DOT-assisted contract, but is not included in DBE goal calculations.