

ATTACHMENT 5

Jefferson County International Airport (0S9)

Overall DBE Three-Year Goal Methodology**Name of Recipient:** The Port of Port Townsend, owner of Jefferson County International Airport**Goal Period:** FY-2024-2025-2026 – October 1, 2023, through September 30, 2026

DOT-assisted contract amount:	FY-2024	\$ 679,998
	FY-2025	\$ 499,999
	FY-2026	<u>\$ 299,999</u>
	Total	\$1,479,966

Overall Three-Year Goal: 5.91%, Race Conscious (RC)**Total dollar amount to be expended on DBEs:** $5.91\% \times \$1,479,966 = \$87,466$ **Describe the Number and Type of Contracts that the airport anticipates awarding:**

Contracts Fiscal Year #1

1. Airport Master Plan Update - \$299,999
2. Fuel System Improvements- PreDesign, Design & Construction - \$379,999

Contracts Fiscal Year #2

1. Rehabilitation; Crack/Slurry Seal GA Apron, East Taxilane, West Taxilane (1, 2 & 2A), and Taxiways A, B, and C - \$499,999

Contracts Fiscal Year #3

1. Environmental Assessment – Shift/Widen Parallel Taxiway A - \$299,999

Market Area: The Jefferson County International Airport, located in Jefferson County Washington, aligns with West Region in the 2021 Washington Statewide DBE Disparity Study. The West Region market area contains the following counties: Clallam, Grays Harbor, Jefferson, Lewis, Mason, Pacific, and San Juan.

Step 1. Actual relative availability of DBEs

The base figure for the relative availability was calculated as follows:

Method: Use of Disparity Study – Washington State Department of Transportation, Washington State Airports DBE Disparity Study, completed 2019, which analyzed FAA funded contracts from 2012 through 2016. DBE % figures were taken from table E-2, West Region figures.

Fiscal Year #1

For FY-2024, award of the following is anticipated.

Contract Name	Trade Description	NAICS Code	NAICS Description	Trade \$	DBE (%)	DBE \$
Airport Master Plan Update	Professional Services:					
	Engineering Services	541330	Engineering Services	\$ 45,000.00	5.60%	\$ 2,520.00
	Planning	541320	Landscape Architectural Services	\$ 209,999.00	9.60%	\$ 20,159.90
	Design Surveying & Mapping	541370	Survey & Mapping	\$ 45,000.00	2.30%	\$ 1,035.00
	Total Contract #1			\$ 299,999.00	7.90%	\$ 23,714.90
Contract Name	Trade Description	NAICS Code	NAICS Description	Trade \$	DBE (%)	DBE \$
Fuel System Improvements - PreDesign, Design & Construction	Professional Services:					
	Engineering Services	541330	Engineering Services	\$ 99,000.00	5.60%	\$ 5,544.00
	Construction Engineering & Admin Services	541330	Engineering Services	\$ 27,000.00	5.60%	\$ 1,512.00
	Environmental Consulting Services	541620	Environmental Consulting Services	\$ 18,000.00	16.00%	\$ 2,880.00
	Cultural/Archeological Research or Study	541720	Research & Development Social Sciences and Humanities	\$ 6,750.00	7.40%	\$ 499.50
	Testing Laboratories and Services (Includes Geotech Testing)	541380	Testing Laboratories and Services	\$ 13,500.00	27.30%	\$ 3,685.50
	Design Surveying & Mapping	541370	Survey & Mapping	\$ 13,500.00	2.30%	\$ 310.50
	Construction:					
	Signage Non-Electrical	237310	Highway & Street Construction	\$ 1,800.00	6.70%	\$ 120.60
	Paving, Asphalt, Concrete	237310	Highway & Street Construction	\$ 45,000.00	6.70%	\$ 3,015.00
	Concrete Work (foundations)	238110	Poured Concrete Foundation and Structure Contractors	\$ 16,200.00	4.00%	\$ 648.00
	Construction Survey & Stakeout	541370	Survey & Mapping	\$ 9,000.00	2.30%	\$ 207.00
	Electrical Contractors, Lighting, Conduit, Wind Cone, Control Systems	238210	Electrical Work	\$ 49,500.00	8.40%	\$ 4,158.00
	Excavation, Site Prep, Clearing, Grading, Compaction, Backfilling	238910	Site Preparation	\$ 22,500.00	6.50%	\$ 1,462.50
	Demolition	238910	Site Preparation	\$ 9,000.00	6.50%	\$ 585.00
	Drainage/Storm Sewer	237110	Water and Sewer Line and Related Structure Construction	\$ 49,249.00	7.70%	\$ 3,792.17
	Pumping Equipment Manufacturer	333914	Measuring, Dispensing and Other Pumping Equip Manufacturing	\$ -	0%	\$ -
	Traffic Control Barricades	532490	Traffic Control Barricades Equipment Merchant	\$ -	1.50%	\$ -
	Snow Removal Equipment (SRE)	423810	Wholesaler	\$ -	12.50%	\$ -
	Total Contract #2			\$ 379,999.00	7.48%	\$ 28,419.77
	Total FY-2024			\$ 679,998.00	7.67%	\$ 52,134.68

Fiscal Year #2

For FY-2025, award of the following is anticipated:

Contract Name	Trade Description	NAICS Code	NAICS Description	Trade \$	DBE (%)	DBE \$
Rehabilitation; Crack/Slurry Seal GA Apron, East Taxiway, West Taxiway (1, 2, & 2A), and Taxiways A, B and C.	Professional Services:					
	Engineering Services	541330	Engineering Services	\$ 108,000.00	5.60%	\$ 6,048.00
	Construction Engineering & Admin Services	541330	Engineering Services	\$ 72,000.00	5.60%	\$ 4,032.00
	Construction:					
	Airport Pavement, Milling, Surface Prep, Marking, Resurfacing	237310	Highway & Street Construction	\$ 36,000.00	6.70%	\$ 2,412.00
	Pavement Surface Treatment (such as sealing)	237310	Highway & Street Construction	\$ 261,000.00	6.70%	\$ 17,487.00
	Construction Survey & Stakeout	541370	Survey & Mapping	\$ 13,999.00	2.30%	\$ 321.98
	Flagging, Traffic Control, other services	561990	Other Construction Work	\$ 9,000.00	5.10%	\$ 459.00
	Total FY-2025			\$ 499,999.00	6.15%	\$ 30,759.98

Fiscal Year #3

For FY-2026, award of the following is anticipated:

Contract Name	Trade Description	NAICS Code	NAICS Description	Trade \$	DBE (%)	DBE \$
Environmental Assessment - Shift/Widen Parallel Taxiway A	Professional Services:					
	Engineering Services	541330	Engineering Services	\$ 79,499.00	5.60%	\$ 4,451.94
	Environmental Consulting Services	541620	Environmental Consulting Services	\$ 166,500.00	16.00%	\$ 26,640.00
	Testing Laboratories and Services (Includes Geotech Testing)	541380	Testing Laboratories and Services	\$ 22,500.00	27.30%	\$ 6,142.50
	Design Surveying & Mapping	541370	Survey & Mapping	\$ 31,500.00	2.30%	\$ 724.50
Total FY26:				\$ 299,999.00	12.65%	\$ 37,958.94
Total Jefferson County International Airport FY 2024-2026				\$ 1,479,996.00	8.17%	\$ 120,853.60

The base goal projection after weighting is as follows:

- Total Weighted DBE Availability: \$120,854
- Total for All Trades: \$1,479,996

Dividing the weighted DBE totals by the total estimate for all trades gives a base DBE availability figure for the projects anticipated during the goal-setting period. This figure is expressed as a percentage and serves as the basis for the three-year overall goal.

Base of DBE Goal: 8.17%

Step 2: Adjustments to Step 1 base figure

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

Past History Participation

To determine the adjustment to the base figure, historical DBE accomplishments for FY 2017 through FY 2022 were studied as the available past data.

Goal Period	DBE Goals			Accomplishments		
	RC	RN	Total	RC	RN	Total
FY 2017	0.00%	2.4%	2.4%	0.0%	6.3%	6.3%
FY 2018	0.00%	2.4%	2.4%	0.0%	4.3%	4.3%
FY 2019	0.00%	2.4%	2.4%	0.0%	3.0%	3.0%
FY 2020	0.00%	2.4%	2.4%	0.0%	0%	0%
FY 2021	0.00%	0%	0%	0.0%	0%	0%
FY 2022	0.00%	0%	0%	0.0%	11.1%	11.1%

Arranging this historical data from low to high, (0%, 0%, 3%, 4.3%, 6.3%, 11.1%) the median is 3.65%.

Step 1 Base averaged with historical median: $(8.17\% + 3.65\%)/2 = \underline{5.91\%}$

To arrive at an overall goal, the Step 1 base figure was added to the Step 2 adjustment figure and the total was averaged, arriving at an overall goal of 5.91%. Jefferson County International Airport believes this adjusted goal accurately reflects DBE participation that can be achieved for the type(s) of work being awarded during this three-year period.

Final DBE Goal for FY 2024-FY 2026 = 5.91%

Breakout of Estimated “Race and Gender Neutral” (RN) and “Race and Gender Conscious” (RC) Participation.

Port of Port Townsend, owner of Jefferson County International Airport will meet the maximum feasible portion of the overall goal by using RN means of facilitating DBE participation.

1. Arranging solicitations, times for the presentation of bids, quantities, specifications, and delivery schedules in ways that facilitates DBE, and other small businesses, participation;
2. Carrying out information and communications programs on contracting procedures and specific contract opportunities;
3. Referring DBE's and other small businesses to supportive services program to develop and improve immediate and long-term business management, record keeping, and financial and accounting capability for DBEs and other small businesses;
4. Referring DBE's to services to help DBEs and other small businesses improve long-term development, increase opportunities to participate in a variety of kinds of work, handle increasingly significant projects, and achieve eventual self-sufficiency;
5. Ensuring distribution of DBE directory, through print and electronic means, to the widest feasible universe of potential prime contractors;
6. Consider unbundling large contracts to make them more accessible to small businesses when possible.
7. Provide instructions and clarification on bid specifications, general bidding requirements, and procurement policies and procedures; and
8. Discuss the DBE goal and DBE requirements at Pre-bid meetings to encourage prime contractors to solicit DBE firms in subcontracting opportunities.

Jefferson County International Airport estimates that in meeting the established overall goal of 5.91% it will obtain 0% from RN participation and 5.91% through RC measures.

This breakout is based on:

The Recipient does not have a history of DBE participation or over-achievement of goals to reference and expects to obtain its DBE participation through the use of DBE contract goals or a conscious effort to obtain DBE participation. Therefore, the entire goal of 5.91% is to be obtained through race-conscious participation.

Jefferson County International Airport will adjust the estimated breakout of RN and RC DBE participation as needed to reflect actual DBE participation [see §26.51(f)] and track and report RN and RC participation separately. For reporting purposes, RN DBE participation includes, but is not necessarily limited to the following: DBE participation through a prime contract obtained through customary competitive procurement procedures; DBE participation through a subcontract on a prime contract that does not carry a 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.

PUBLIC PARTICIPATION

Consultation:

In establishing the overall goal, Port of Port Townsend, owner of Jefferson County International Airport provided for consultation and publication. This process included consultation with minority, women's, and general contractor groups, community organizations, and other officials or organizations which could be expected to have information concerning the availability of disadvantaged and non-disadvantaged businesses, the effects of discrimination on opportunities for DBEs, and the Airport's efforts to establish a level playing field for the participation of DBEs. The consultation included a scheduled, direct, interactive exchange with as many interested stakeholders as possible focused on obtaining information relevant to the goal setting process, and was conducted before the goal methodology was submitted to the operating administration for review. Details of the consultation are as follows.

A virtual consultation meeting was held at 2:00 P.M. on March 11, 2024, via Microsoft Teams. The following people were in attendance;

- Matt Klontz, Capital Project Dir. and Port Engineer, Jefferson County International Airport
- Geoff Vaughn, Project Manager, Precision Approach Engineering
- Kelley Brouwer, Project Admin Asst., Precision Approach Engineering

Topics discussed and comments received at the meeting included;

- Program Plan document and it's parts
- Discussion about the intent of DBE goals and contract goal
- Goal methodology and use of disparity study
- Pre-Bid meeting agenda to include DBE contract goal and compliance requirements
- Publication and public comment period

Following the consultation, the following public notice was published on the Airport's official website, informing the public of the proposed goal and its rationale. Any comments received after submittal of this document to FAA will be forwarded to FAA and kept as part of our DBE records.

PUBLIC NOTICE

Jefferson County International Airport hereby announces its proposed Disadvantaged Business Enterprise (DBE) participation goal of 5.91% for federally-funded contracts/agreements. The proposed goal pertains to federal fiscal years 2024 through 2026.

Comments on the DBE goal will be accepted for 30 days from the date of this publication and can be sent to the following:

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