

DRAFT



CAPE COD REGIONAL TRANSIT AUTHORITY

**Disadvantaged Business Enterprises
Goal Setting Methodology**

FFY2024 – FFY2026

DRAFT

Attachment F - Overall Goal Calculation - Section 26.45

Amount of Goal

CCRTA's overall goal for FY 2024 – FY 2026 is the following: 2.27% of the Federal Financial assistance. CCRTA will expend in DOT-assisted contracts *exclusive of FTA funds to be used for the purchase of transit vehicles*. (NOTE: CCRTA will revisit the Goal Calculation for applicability in FY 2025 and 2026 once the Capital Plan for those years is developed and approved by the Advisory Board. Barring unusual changes in the capital plans, the 2.27% calculation will remain unchanged for those fiscal years.)

Methodology used to Calculate Overall Goal

Step 1: 26.45(c)

CCRTA used a weighted base figure for the relative availability of DBEs.

The weighted base figure for the relative availability of DBE's was calculated as follows:

Project's Percentage of Total Budget x (RWA DBE's / All RWA Firms) = Weighted Base Figure

The data source used to derive the RWA DBE's was:

Computer search of Directory of Certified Businesses in the Massachusetts Operational Services Division (OSD) Supplier Diversity Office database for all categories of capital procurements planned by CCRTA for FY 2024 – FY 2026.

The data source used to derive the All RWA Firms was:

Computer search of American Fact Finder Database maintained by the US Census Bureau, for all categories of capital procurements planned by CCRTA for FY 2024 – FY 2026.

See Attachments F for calculations.

Using this methodology, CCRTA arrived at a weighted base figure for the overall goal and that number was 2.27%.

Step 2: 26.45(d)

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

Past Participation was considered but rejected as non-contributory. A significant portion of the previous three year goals were met by a single vendor performing a highly specialized task associated with CCRTA's bus overhaul program. Both the program and this particular contract have ended.

No other known evidence contributed evidence to support a change in the proposed goal.

In order to reflect as accurately as possible, the DBE participation CCRTA would expect in the absence of discrimination CCRTA has adjusted the base figure by 0 %.

From this data, CCRTA has adjusted the base figure to: No Change – adjusted figure is 2.27%

DRAFT

DBE Goal Setting Expenditures by Year 2024 - 2026

						Ready, Willing, Able DBE's (not unique)	Massachusetts	Alabama	Percent - RWA Vendors	Percentage of spending	Weighted Percentage
		Qty	Unit Price	Total Cost	NAICS Code						
FY24	New vessel Modifications and Retrofits*	1	\$39,072	\$39,072	339						
FY25	New vessel Modifications and Retrofits	1	\$26,048	\$26,048	339	\$65,120	0	0	252	0.00%	0.07%
FY24	New vessel Modifications and Retrofits*	1	\$104,407	\$104,407	562						
FY25	New vessel Modifications and Retrofits*	1	\$69,605	\$69,605	562	\$174,012	23	0	274	8.39%	0.18%
FY24	New vessel Modifications and Retrofits*	1	\$69,953	\$69,953	8112						
FY25	New vessel Modifications and Retrofits*	1	\$46,635	\$46,635	8112	\$116,588	6	0	162	3.70%	0.12%
FY24	New vessel Modifications and Retrofits*	1	\$382,634	\$382,634	23822						
FY25	New vessel Modifications and Retrofits*	1	\$255,090	\$255,090	23822	\$637,724	23	0	1435	1.60%	0.66%
FY24	Renovate Bus Stations*	1	\$135,500	\$135,500	236220						
FY24	Replace - Bus Shelters	1	\$12,000	\$12,000	236220						
FY25	Rehab/Renovate - Bus Terminal*	1	\$2,396,400	\$2,396,400	236220						
FY25	Replace - Bus Shelters	1	\$20,000	\$20,000	236220						
FY25	Construct Security Building	1	\$80,000	\$80,000	236220						
FY26	Rehab/Renovate Maintenance Facility	1	\$33,000	\$33,000	236220						
FY26	Renovate - Bus Terminal*	1	\$122,500	\$122,500	236220						
FY26	Replace - Bus Shelters	1	\$30,000	\$30,000	236220						
FY26	Rehab/Renovate Maintenance Facility	1	\$760,500	\$760,500	236220	\$3,589,900	29	740	0	3.92%	3.70%
FY24	New vessel Modifications and Retrofits*	1	\$746,560	\$746,560	236220						
FY25	New vessel Modifications and Retrofits*	1	\$497,706	\$497,706	236220	\$1,244,266	58	0	602	9.63%	1.28%
FY24	Construction of EV Infrastructure	1	\$389,000	\$389,000	237130						
FY25	Construction of EV Infrastructure	1	\$1,856,939	\$1,856,939	237130						
FY26	Construction of EV Infrastructure	1	\$645,000	\$645,000	237130	\$2,890,939	3	89	0	3.37%	2.98%
FY24	Nantucket Transfer Bridge	1	\$800,000	\$800,000	237990						
FY24	Vineyard Haven Dock Repairs	1	\$800,000	\$800,000	237990						
FY24	Vineyard Haven Transfer Bridge	1	\$800,000	\$800,000	237990						
FY25	Vineyard Haven Dock Repairs	1	\$2,240,000	\$2,240,000	237990						
FY26	Vineyard Haven Dock Repairs	1	\$200,000	\$200,000	237990	\$4,840,000	37	166	0	22.29%	4.99%
FY24	New vessel Modifications and Retrofits*	1	\$554,774	\$554,774	238210						
FY25	New vessel Modifications and Retrofits*	1	\$369,850	\$369,850	238210	\$924,624	42	0	873	4.81%	0.95%
FY24	Annual Vessel Drydocks and Repairs	1	\$242,714	\$242,714	238220						
FY25	Annual vessel drydocks and repairs	1	\$281,869	\$281,869	238220						
FY26	Annual vessel drydocks and repairs	1	\$242,714	\$242,714	238220	\$767,297	19	597	0	3.18%	0.79%
FY24	New vessel Modifications and Retrofits*	1	\$535,314	\$535,314	238220						
FY25	New vessel Modifications and Retrofits*	1	\$356,876	\$356,876	238220	\$892,190	25	0	1435	1.74%	0.92%
FY24	Miscellaneous Equipment	1	\$436,450	\$436,450	238290						
FY25	Miscellaneous Equipment	1	\$189,000	\$189,000	238290						
FY26	Misc Support Equipment	1	\$664,500	\$664,500	238290	\$1,289,950	2	160	0	1.25%	1.33%
FY24	New vessel Modifications and Retrofits*	1	\$265,391	\$265,391	238290						
FY25	New vessel Modifications and Retrofits*	1	\$176,927	\$176,927	238290	\$442,318	10	0	104	9.62%	0.46%
FY24	Annual Vessel Drydocks and Repairs	1	\$804,274	\$804,274	238320						
FY25	Annual vessel drydocks and repairs	1	\$743,842	\$743,842	238320						
FY26	Annual vessel drydocks and repairs	1	\$804,274	\$804,274	238320	\$2,352,390	63	1744	0	3.61%	2.43%
FY24	Annual Vessel Drydocks and Repairs	1	\$935,240	\$935,240	332710						
FY25	Annual vessel drydocks and repairs	1	\$932,818	\$932,818	332710						
FY26	Annual vessel drydocks and repairs	1	\$935,240	\$935,240	332710	\$2,803,298	6	358	0	1.68%	2.89%
FY24	Acquire - ADP Hardware	1	\$43,200	\$43,200	334111						
FY24	Acquire - ADP Software	1	\$80,000	\$80,000	334111						
FY25	Acquire - ADP Software	1	\$115,000	\$115,000	334111	\$238,200	0	16	0	0.00%	0.25%
FY24	Annual Vessel Drydocks and Repairs	1	\$1,953,907	\$1,953,907	336611						
FY25	Annual vessel drydocks and repairs	1	\$2,004,467	\$2,004,467	336611						
FY26	Annual vessel drydocks and repairs	1	\$1,953,907	\$1,953,907	336611	\$5,912,281	0	11	0	0.00%	6.10%
FY24	New vessel Modifications and Retrofits*	1	\$13,492,060	\$13,492,060	336611						
FY25	New vessel Modifications and Retrofits*	1	\$8,994,706	\$8,994,706	336611	\$22,486,766	0	0	21	0.00%	23.20%
FY24	Buy Replacement <30-ft Bus	1	\$1,513,408	\$1,513,408	4231202						
FY25	Buy Replacement <30-ft Bus	1	\$4,632,500	\$4,632,500	4231202						
FY26	Buy Replacement <30-ft Bus	1	\$1,260,000	\$1,260,000	4231202	\$7,405,908	2	116	0	1.72%	7.64%
FY25	Acquisition Support Vehicles	1	\$40,000	\$40,000	441110						
FY26	Acquisition Support Vehicles	1	\$40,000	\$40,000	441110	\$80,000	0	35	0	0.00%	0.08%
FY24	Acquire 30-ft Buses - Gillig	1	\$1,467,497	\$1,467,497	485113						
FY25	Acquire 30-ft Buses - Gillig	1	\$20,544,955	\$20,544,955	485113						
FY26	Acquire 30-ft Buses - Gillig	1	\$4,891,656	\$4,891,656	485113	\$26,904,108	0	0	0	0.00%	27.76%
FY24	Training Electric Bus	1	\$10,000	\$10,000	611519						
FY25	Training Electric Bus	1	\$20,000	\$20,000	611519						
FY26	Training Electric Bus	1	\$20,000	\$20,000	611519	\$50,000	0	107	0	0.00%	0.05%
FY24	Annual Vessel Drydocks and Repairs	1	\$63,864	\$63,864	811310						
FY25	Annual vessel drydocks and repairs	1	\$37,004	\$37,004	811310						
FY26	Annual vessel drydocks and repairs	1	\$63,864	\$63,864	811310	\$164,732	1	230	0	0.43%	0.17%
FY24	New vessel Modifications and Retrofits	1	\$129,527	\$129,527	811310						
FY25	New vessel Modifications and Retrofits	1	\$86,351	\$86,351	811310	\$215,878	3	0	352	0.85%	0.22%
FY25	Acquire Land	1	\$1,200,000	\$1,200,000	N/A	\$1,200,000	0	0	0	0.00%	1.24%

* Projects with asterisks have identified subcontract opportunities

math check

From the Operating Budget		ANNUAL	
Contracted Services (Printing)	3	\$16,500	\$49,500
Tires	3	\$9,166	\$27,498
Fuel/Lubricants	3	\$1,423,627	\$4,270,881
Misc Automotive Parts/Supplies	3	\$159,161	\$477,483
Misc Office Supplies	3	\$120,257	\$360,771
Insurance	3	\$1,122,589	\$3,367,767
Contracted Services (IT Contracted)	3	\$48,000	\$144,000
Contracted Services (Security)	3	\$180,000	\$540,000
			\$9,237,900
			\$96,926,389

15	395	0	3.80%	0.05%	0.001%
0	27	0	0.00%	0.03%	0.000%
4	37	0	10.81%	4.41%	0.291%
1	290	0	0.34%	0.49%	0.009%
0	42	0	0.00%	0.37%	0.006%
0	66	0	0.00%	3.47%	0.008%
86	1011	0	8.51%	0.15%	0.010%
5	109	0	4.59%	0.56%	0.010%

463	6346	5510	3.91%	100.00%	2.27%
-----	------	------	-------	---------	-------

Massachusetts Vendor Data gathered from US Census 2020 Data at: <https://data.census.gov/all?q=massachusetts+businesses>
 NAICS Code Data gathered from US Census 2022 Data at: <https://www.census.gov/naics/>

DRAFT

Attachment G - Section 26.51: Breakout of Estimated Race-Neutral & Race Conscious Participation

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

Increase public awareness of all contracting opportunities, especially Federal contracts, to ensure the widest participation possible on contract bids. Publishes its DBE goal on the CCRTA website, all social media, and in the newspaper; speaks to the Cape Cod Chamber of Commerce and encourages the distribution of CCRTA contract opportunities; distributes the DBE goal and contract opportunities to the Board of Directors who represent all the towns in the CCRTA service area.

CCRTA extracts the list of all registered DBE's from the Directory of Certified Businesses in the Massachusetts Operational Services Division (OSD) Supplier Diversity Office whenever an RFP is posted that contains opportunities for DBE participation and directly invites by email, all listed DBE's that provide service in the NAICS code matching the requested service.

CCRTA estimates that, in meeting the overall goal of 2.27 percent, CCRTA will obtain 2.27 percent from race-neutral participation and zero percent through race-conscious measures.

The following is a summary of the basis of the estimated breakout of race-neutral and race-conscious DBE participation:

For the past five years CCRTA has met or exceeded its DBE goal through race-neutral methods on an annual basis, even when CCRTA has fallen short on a semiannual basis. CCRTA proactively seeks out DBE companies as Prime contractors and through discussions with Prime contractors who are not DBE's CCRTA encourages them to make use of subcontractors who are DBE's. CCRTA advertises the DBE goal on all printed materials having to do with procurements; all outreach materials, and all printed publications including the CCRTA website.

In order to ensure that the DBE program will be narrowly tailored to overcome the effects of discrimination, if CCRTA uses contract goals CCRTA will adjust the estimated breakout of race-neutral and race-conscious participation as needed to reflect actual DBE participation (see Section 26.51(f)) and CCRTA 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.

DRAFT

Attachment H - CCRTA Goal Setting Calculations

CCRTA started by identifying the capital projects and operating expenses which we expect to incur for FY 2024 – FY 2026.

Capital projects are those that have been programmed on the Massachusetts Statewide Transportation Improvement Program. The CCRTA along with its subrecipient, expects to spend \$96,926,389 on capital projects for FY 2024 - 2026. We expect to spend those funds in the following categories:

NAICS Code	Ready, Willing, Able DBE's	Massachusetts Vendor Pool	Alabama Vendor Pool (SSA)	Dollar Value
339	0		252	\$ 65,120
562	23		274	\$ 174,012
8112	6		162	\$ 116,588
23822	23		1,435	\$ 637,724
236220	29	740		\$ 3,589,900
236220	58		602	\$ 1,244,266
237130	3	89		\$ 2,890,939
237990	37	166		\$ 4,840,000
238210	42		873	\$ 924,624
238220	19	597		\$ 767,297
238220	25		1,435	\$ 892,190
238290	2	160		\$ 1,289,950
238290	10		104	\$ 442,318
238320	63	1,744		\$ 2,352,390
323111	15	395		\$ 49,500
332710	6	358		\$ 2,803,298
334111	0	16		\$ 238,200
336611	0	11		\$ 5,912,281
336611	0		21	\$ 22,486,766
4231202	2	116		\$ 7,405,908
423130	0	27		\$ 27,498
424720	4	37		\$ 4,270,881
441110	0	35		\$ 80,000
441310	1	290		\$ 477,483
453210	0	42		\$ 360,771
485113	0	42		\$ 26,904,108
524126	0	66		\$ 3,367,767
541512	86	1,011		\$ 144,000
561612	5	190		\$ 540,000
611519	0	107		\$ 50,000
811310	1	230		\$ 164,732
811310	3		352	\$ 215,878
N/A				\$ 1,200,000
TOTAL	463	6,469	5,510	\$ 96,926,389
			11,979	

In these categories, we have identified 463 vendors that are ready, willing and able to perform the services out of a pool of 11,979 vendors. The pool of ready, willing and able was determined by use of the Supplier Diversity Office vendor listing of qualified businesses in Massachusetts and the Alabama Department of Transportation Unified Certification Program. The pool of “all available” businesses in was determined from the U.S. Census Bureau’s American Fact Finder database of businesses. See attached spreadsheet for breakdown.

DRAFT

The **Step One Base Figure** (unweighted) for DBE effort for the CCRTA for CAPITAL projects is 3.56%. See attached spreadsheet for actual calculations.

Operating expenses have been taken from the budget for 2024 and extrapolated into categories of spending. All non-salaried expenses have been further broken down into percentages of the overall amount and NAICS codes assigned. The resulting computations were evaluated the same as the methodology used for the Capital projects above. See attached spreadsheet for breakdown.

Finally, the two lists were merged, using a weighted evaluation which considers the individual project's percentage of the total budget, given that a large percentage of spending is concentrated in one large project. With this adjustment, the weighted base figure is 2.27%.

Step two: Base Figure Adjustment

The base figure itself is an approximation of the general availability of DBEs and potential DBEs. Federal regulations allow the CCRTA to adjust the base figure to refine, and better reflect the actual availability of DBEs and prospective DBEs that are ready, willing, and able to perform work on FTA-funded contracts made available through the CCRTA. Under USDOT regulations, while an adjustment is not mandated, the CCRTA can consider all evidence available to determine whether such an adjustment is warranted. In order to determine whether such an adjustment is appropriate, CCRTA considered several relevant factors. None of the available options for adjustment recognized by the FTA were relevant or significantly documented to justify modifying the base figure. Given the lack of adjustment, CCRTA is committed to spending 1.28 percent (1.28%) of the FFY23 non-payroll Federal spending with DBE's.

Step three: "Race/Gender-Neutral and Race/Gender-Conscious Split"

CCRTA expects to meet the maximum feasible portion of our overall goal with 100% race/gender neutral means. All procurements of products and services that CCRTA distributes during any year includes a direct appeal to all DBE's registered with the Commonwealth of Massachusetts with an invitation to bid (see example email). Further, with rare exceptions, CCRTA does not require Bid Bonds to encourage more DBE's to submit proposals. This lowers the cost of responding to a bid for all bidders but DBE's welcome the lighter requirements. It is worth noting that CCRTA has met with mixed results seeking participation from DBE's. Many have declined because of the geographic remoteness of Cape Cod and others have been too busy when we needed their services. Nevertheless, CCRTA remains committed to meeting our goal by race neutral means.

DRAFT

Attachment J – Legal Notice Verbiage

CAPE COD REGIONAL TRANSIT AUTHORITY NOTICE OF PROPOSED DBE GOAL FOR FFY 2024 - FFY 2026

The Cape Cod Regional Transit Authority (CCRTA) proposed overall DBE goal for the federal fiscal year beginning 10/01/2024 is 2.27% of DOT assisted contracts. This goal and its rationale have been developed in accordance with the Federal Transit Administration's DBE program under the guidelines of 49 CFR Part 26 e-CFR. The goal and rationale are available for review for 30 calendar days from the date of this notice.

Comments will be accepted for 45 calendar days from the same date. Comments, requests to review or for copies of the proposed goal and its rationale, should be addressed to Debra Shores, DBE Liaison Officer, CCRTA, PO Box 1988, Hyannis, MA 02601, telephone (508) 775-8504, or by e-mail at: dshores@capecodrta.org

Thomas S. Cahir
Administrator
Cape Cod Regional Transit Authority
January 31, 2024