

FY 2019-2021

**DISADVANTAGED BUSINESS ENTERPRISE PROGRAM METHODOLOGY
for**



TALLAHASSEE
INTERNATIONAL AIRPORT

TALLAHASSEE INTERNATIONAL AIRPORT
TALLAHASSEE, FLORIDA

With Assistance From



Ken Weeden & Associates, Inc.

June 17, 2019

METHODOLOGY for Establishing the FY 2019 – FY 2021 Overall Disadvantaged Business Enterprise (DBE) Goal for:

Airport Sponsor: **City of Tallahassee**

Airport: **Tallahassee International Airport**

DBELO: Ms. LaTanya Raffington, Senior Coordinator

Tallahassee-Leon County Office of Economic Vitality
 Minority, Women, & Small Business Enterprise (MWSBE) Division
 315 S. Calhoun Street, Suite 450
 Tallahassee, Florida 32301
 (850) 891 – 6500
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I. Detailed Methodology: Specific Steps

A. Amount of Goal

The City of Tallahassee’s overall DBE goal for FY 2019-2021 for the federal financial assistance it will expend in USDOT-assisted contracts is the following:

Overall Goal:	15.39%
Race-Neutral:	0.00%
Race-Conscious:	15.39%

Given the amount of USDOT-assisted contracts that the City expects to let from FY 2019-2021, which is approximately **\$7,610,000**, this means that the City has set a goal of expending approximately **\$1,022,469** with DBEs during this period.

B. Determination of the Market Area

The normal market area was based on discussions with the City staff and an assessment of bidders from similar recent projects. Specifically, the market area is based on where the substantial majority of bidders, both successful and unsuccessful, are located and where the substantial majority of funding was spent as illustrated in **Table 1** below:

Table 1: Tallahassee International Airport Market Area

County	Bidders	Percent of bidders	Dollars	Percent of dollars
Gadsden	2	33.3%	\$5,588,000	43.6%
Leon	4	66.7%	\$7,222,550	56.4%
Market area total	6	100.0%	\$12,810,550	100%
Total	6	100.0%	\$12,810,550	100.0%

C. Determination of relevant North American Industry Classification System (NAICS) codes

Based on information provided by the City concerning the proposed projects for the goal period, a list of NAICS codes corresponding to these projects was developed and is shown below:

**Table 2: Tallahassee International Airport
FY 2019-FY 2021 Projects & Activities**

FY 2020 projects		
PROJECT	ACTIVITY	NAICS
International Passenger Processing Facility (Construction)	Building Construction	236220
	Land Subdivision	237210
	Concrete	238110
	Masonry Contractors	238140
	Other Foundation, Structure, and Building Exterior Contractors	238190
	Electrical	238210
	Plumbing, Heating, and Air Conditioning Contractors	238220
	Drywall and Insulation Contractors	238310
	Landscaping	561730
Airfield Maintenance Sweeper Truck ¹	Motor Vehicle Body Manufacturing	336211

FY 2021 projects		
PROJECT	ACTIVITY	NAICS
International Passenger Processing Facility (Construction)	Building Construction	236220
	Land Subdivision	237210
	Concrete	238110
	Masonry Contractors	238140
	Other Foundation, Structure, and Building Exterior Contractors	238190
	Electrical	238210
	Plumbing, Heating, and Air Conditioning Contractors	238220
	Drywall and Insulation Contractors	238310
	Landscaping	561730
Taxiway Rehabilitation (Design)	Engineering	541330
Airfield Emergency Power Improvements (Construction)	Electrical Contracting	238210

SOURCE: Tallahassee International Airport

¹ The maintenance sweeper truck will not be included in the DBE goal calculation because there are no DBE sweeper truck manufacturers.

D. Determination of Relative Availability of DBEs in Market Area, Compared to all Firms

**Table 3a: DBEs—Tallahassee International Airport
by Relevant NAICS Codes—FY 2020
International Passenger Processing Facility (Construction)**

Activity	NAICS Codes	DBE Firms	All Firms	% of DBE Firms Available	NAICS Dollars	DBE Dollars
Building Construction	236220	9	46	19.6%	\$1,117,825	\$218,705
Land Subdivision	237210	0	4	0.0%	\$241,692	\$0
Concrete	238110	1	20	5.0%	\$55,388	\$2,769
Masonry Contractors	238140	0	20	0.0%	\$78,046	\$0
Other Foundation, Structure, and Building Exterior Contractors	238190	0	6	0.0%	\$244,209	\$0
Electrical	238210	1	77	1.3%	\$229,104	\$2,975
Plumbing, Heating, and Air Conditioning Contractors	238220	0	114	0.0%	\$354,985	\$0
Drywall and Insulation Contractors	238310	1	32	3.1%	\$161,128	\$5,035
Landscaping	561730	11	119	9.2%	\$17,623	\$1,629
Total					\$2,500,000	\$231,114
WEIGHTED STEP 1 DBE BASE FIGURE =						9.2%

**Table 3b: DBES—Tallahassee International Airport
by Relevant NAICS Codes—FY 2021
International Passenger Processing Facility (Construction)**

Activity	NAICS Codes	DBE Firms	All Firms	% of DBE Firms Available	NAICS Dollars	DBE Dollars
Building Construction	236220	9	46	19.6%	\$1,117,825	\$218,705
Land Subdivision	237210	0	4	0.0%	\$241,692	\$0
Concrete	238110	1	20	5.0%	\$55,388	\$2,769
Masonry Contractors	238140	0	20	0.0%	\$78,046	\$0
Other Foundation, Structure, and Building Exterior Contractors	238190	0	6	0.0%	\$244,209	\$0
Electrical	238210	1	77	1.3%	\$229,104	\$2,975
Plumbing, Heating, and Air Conditioning Contractors	238220	0	114	0.0%	\$354,985	\$0
Drywall and Insulation Contractors	238310	1	32	3.1%	\$161,128	\$5,035
Landscaping	561730	11	119	9.2%	\$17,623	\$1,629
Total					\$2,500,000	\$231,114
WEIGHTED STEP 1 DBE BASE FIGURE =						9.2%

**Table 3c: DBES—Tallahassee International Airport
by Relevant NAICS Codes—FY 2021
Taxiway Rehabilitation (Design)**

Activity	NAICS Codes	DBE Firms	All Firms	% of DBE Firms Available	NAICS Dollars	DBE Dollars
Engineering; design	541330	9	100	9.0%	\$1,710,000	\$153,900
Total					\$1,710,000	\$153,900
WEIGHTED STEP 1 DBE BASE FIGURE =						9.0%

**Table 3d: DBES—Tallahassee International Airport
by Relevant NAICS Codes—FY 2021
Airport Emergency Power Improvements (Construction)**

Activity	NAICS Codes	DBE Firms	All Firms	% of DBE Firms Available	NAICS Dollars	DBE Dollars
Electrical contracting	238210	1	77	1.3%	\$675,000	\$8,766
Total					\$675,000	\$8,766
WEIGHTED STEP 1 DBE BASE FIGURE =						1.3%

SOURCES:

1. 2016 County Business Patterns, U.S. Census Bureau.
2. Florida UCP DBE Directory, October 2018.

NOTE: The County Business Patterns data were used as the source to determine the denominator, or the number of all firms in the market area. The DBE directories listed above were used to determine the numerator, or the number of DBE firms in the market area.

E. Determination of the “Weighted” DBE Base Figure

The Step 1 DBE Base Figure for each fiscal year was derived by multiplying the dollars for each activity by the percentage of relevant DBE firms to all relevant firms. The total DBE goal in dollars was divided by the total project costs to derive the step 1 goals.

The Step 1 DBE Base Figures for the Airport are as follows:

FY 2020

International Passenger Process Facility (Construction) – **9.2%**

FY2021

International Passenger Process Facility (Construction) – **9.2%**

Taxiway Rehabilitation (Design) – **9.0%**

Airfield Emergency Power Improvements (Construction) – **1.3%**

II. Adjustments to the DBE Base Figure

After the DBE Base Figure has been developed, the regulations (49 CFR Part 26) require that:

"...additional evidence in the sponsor's jurisdiction be considered to determine what adjustment, if any, is needed to the base figure in order to arrive at your overall goal" (26:45(d)).

A. Adjustment Factors to Consider

The regulations further state that there are several types of evidence that must be considered when adjusting the base figure. These include:

"(i) The current capacity of DBEs to perform work in your USDOT-assisted contracting program, as measured by the volume of work DBEs have performed in recent years.

The historical overall DBE goals accomplished at the Airports in recent years were examined relative to the above consideration. Notice the annual DBE percent accomplishment indicated in Table 4 below:

**Table 4: Tallahassee International Airport
DBE Accomplishment**

Report Period	DBE Goal	Total DBE Percent Achieved	Achieved Over/Under
FY 2015	25.47%	11.80%	-13.67%
FY 2016	25.46%	32.90%	7.44%
FY 2017	25.47%	39.30%	13.83%
FY 2018	25.47%	9.93%	-15.54%
MEDIAN		22.35%	-3.12%

The median DBE accomplishment for the periods as shown above for the City is 22.35%.

B. Consultations

The City held a public meeting on Monday, November 19, 2018. The purpose of the meeting was to solicit information from interested stakeholders about the draft goal, as well as the availability of potential DBEs, the effects of discrimination on opportunities for DBEs, and the City's effort to increase DBE participation. **(Please see Appendix A-1, and A-2, for a summary of the meeting, the attendee list, copies of notices and notifications, and any consultation comments.)**

C. Adjustment to Step 1 DBE Base Figures: Tallahassee International Airport, FY 2019-FY 2021

With the adjustment factors considered to this point, the City will adjust the Step 1 base figures as calculated above by adding the median accomplishment factor derived in Table 4 above (**22.35%**) to the base figure for each federal fiscal year as noted, and averaging the total, for an adjusted overall DBE goal. This is presented in Table 5, which follows:

**Table 5: Tallahassee International Airport
FY 2019 – FY 2021 Overall Goal**

Fiscal Year	Project	Step1	Step 2 adjustment	Overall Goal	Total project costs	DBE Goal (dollars)
FY 2020	International Passenger Processing Facility (Construction)	9.20%	22.35%	15.78%	\$2,500,000	\$394,375
FY 2020 Total				15.78%	\$2,500,000	\$394,375
FY 2021	International Passenger Processing Facility (Construction)	9.20%	22.35%	15.78%	\$2,500,000	\$394,375
	Taxiway Rehabilitation (Design)	9.00%	22.35%	15.68%	\$1,710,000	\$268,043
	Airfield Emergency Power Improvements	1.30%	22.35%	11.83%	\$675,000	\$79,819
FY 2021				15.19%	\$4,885,000	\$742,236
Total 3-year goal				15.39%	\$7,385,000	\$1,136,611

The total DBE goal in dollars was divided by the total project costs to derive the overall DBE goal of **15.39%** for FY 2019-FY 2021.

III. Process

The City will normally submit its overall goal to the FAA on August 1 of each year that a DBE goal is due.

Before establishing the overall goal this year, the City consulted with minority, women's and general contractor groups, community organizations, and other officials or organizations to obtain information concerning the availability of disadvantaged and non-disadvantaged businesses, the effects of discrimination on opportunities for DBEs, and the City's efforts to establish a level playing field for the participation of DBEs.

Following this consultation, the City published a notice on its website of the proposed overall goal informing the public that the proposed goal and its rationale were available for review and comment during normal business hours at the City's administrative office for 30 days following the date of the notice. The notice included addresses (including offices) to which comments could be sent and addresses where the proposal could be reviewed. This process was used to establish the goals for FY 2019 to FY 2021.

The City's overall goal submission to the FAA will include a summary of information and comments received during this public participation process and our responses.

The City will begin using the overall goal on October 1 of each year, unless the City has received other instructions from DOT/FAA (or, if the goal is established on a project basis) by the time of the first solicitation for a DOT/FAA-assisted contract for the projects.

IV. Breakout of Estimated Race-Conscious/Race-Neutral Participation

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

1. Arranging solicitations, times for the presentation of bids, quantities, specifications, and delivery schedules in ways that facilitate DBE, and other small businesses participation (e.g., unbundling large contracts to make them more accessible to small businesses, encouraging prime contractors to subcontract portions of work that they might otherwise perform with their own forces);
2. Disseminating information communications on contracting procedures and specific contract opportunities (e.g., ensuring the inclusion of DBEs, and other small businesses, on recipient mailing lists for bidders, ensuring the dissemination to bidders on prime contracts of lists of potential subcontractors).

The City proposes to meet its goal of 15.39% using race-conscious means. The reason for this breakout is that the projects from the previous year(s) show that the median amount by which the past DBE goal(s) were over-achieved is **-3.12%** (see [Table 4](#)).

The City will adjust the estimated breakout of race-neutral and race-conscious participation as needed to reflect actual DBE participation (26.51(f)) and it 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 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.

V. Contract Goals

The City will use contract goals to meet any portion of the overall goal that the City does not project being able to meet using race-neutral means. Contract goals are established so that, over the period to which the overall goal applies, they will cumulatively result in meeting any portion of our overall goal that is not projected to be met through the use of race-neutral means.

The City will establish contract goals only on those DOT-assisted contracts that have subcontracting possibilities. The City need not establish a contract goal on every such contract, and the size of contract goals will be adapted to the circumstances of each such contract (e.g., type and location of work, availability of DBEs to perform the particular type of work).

The City will express its contract goals as a percentage of the federal share of a DOT-assisted contract.

Resources: The Tallahassee International Airport FY 2019-2021 Disadvantaged Business Enterprise Program Methodology

1. Florida UCP DBE Directory, October 2018.
2. 2016 County Business Patterns, U.S. Census Bureau.
3. Uniform Report of DBE Commitments/Awards and Payments

APPENDIX A-1: Tallahassee International Airport – OVERALL THREE-YEAR FEDERAL DBE GOAL – FY 2019-2021 Public Participation and Stakeholder Input Process



Meeting: Tallahassee International Airport **DBE Stakeholder Outreach Meeting**
Date: Monday, November 19, 2018
Time: 10:00 a.m. – 11:30 a.m. (EST)
Facilitator: Ken Weeden and Associates, Inc. – Independent Consultant

In Attendance

Announcements concerning the meeting was emailed to various community stakeholder organizations such as local chambers of commerce, the City of Tallahassee's MBE Office, the Florida Department of Transportation, various trade associations, as well as, certified DBE and ACDBE firms in the Tallahassee area.

Approximately **16** persons attended the DBE Stakeholder meeting. A list of meeting attendees is attached.

Purpose of the Meeting

In compliance with the Federal Aviation Regulation, 49 CFR Parts 23 & 26, Tallahassee International Airport is in the process of developing its 3-year goals for FY 2019-2021. Accordingly, the purpose of this meeting was to provide updates regarding the Airport's 3-year DBE and ACDBE Goals.

Summary of Meeting Agenda

The meeting was called to order at 10:09 a.m. by the Tallahassee International Airport (TLH) Interim Director, Mr. David Pollard. Mr. Pollard provided a brief explanation of the purpose of the meeting and invited each attendee to introduce themselves and their respective affiliations. He then introduced Mr. Ken Weeden, President of Weeden and Associates, Inc., an independent consultant leading the development of the Airport's Compliance Plan to provide more detail regarding the purpose of the meeting, and an explanation of the Overall DBE Goal for Federal Fiscal Year 2019-2021.

Mr. Weeden introduced himself, his company and extensive background working within the aviation field. He then presented the methodology and approach, emphasizing a two-step process, used to establish a realistic goal for the Airport's DBE participation plan for FY 2019-2021. Step one is the detailed methodology including a look at demographics and market area factors, availability of DBE firms by relevant NAICS codes, current capacity of DBE firms, and determination of the weighted DBE Base Figures.

The second step in the process entails adjusting the DBE Base Figures as necessary. The discussion further included sample outcomes and key factors in considering a race-conscious versus a race-neutral participation approach in contracting. References that were used to gather information as part of the goal methodology determination includes

census data and economic indicators published by the U.S. Census Bureau within the U.S. Department of Commerce.

The participants received pertinent information pertaining to FAA requirements for public participation. An upcoming public notice will be published through select local media outlets and will provide a thirty-day timeframe for the public to review the goals and methodology and submit comments to the Airport.

Questions & Answers (Q&A)

Mr. Weeden concluded the presentation of the goals and methodology and then led the group's discussions, questions and comments regarding the proposed DBE goal methodology. There were several questions from the audience concerning the Airport's DBE program and the information presented.

Specifically, one attendee noticed that one of the slides showed examples of specific categories of work and asked if those are the only categories of work that have been anticipated.

The attendee further sought clarification and asked if it would be fair to conclude that the design work has already been completed for the projects mentioned.

Although there were no additional questions from attendees, there was discussion regarding what work had begun, teaming arrangements underway, the opportunities forthcoming in early 2019 including the international processing facility, design work, and an opportunity for a construction manager and construction administrator. The Airport's opportunities are posted on [Bid Sync](#).

Announcements

- Alisha Wetherell stated that attendees could contact her if they have any other DBE related questions. She provided her contact information.
- Mr. Weeden reminded the attendees that the Airport will issue a public notice which will be published through select local media outlets. There will be a thirty-day timeframe for the public to review the goals and methodology and submit comments to the Airport.

The meeting was adjourned at approximately 11:40 a.m.

Tallahassee International Airport Disadvantaged Business Enterprise Stakeholder Seminar (DBE)

Monday, November 19, 2018

Boeing Conference Room

10:00 a.m.– 11:30 a.m.

Attendee Roster

Name	Company/Business Name	Phone	Email Address
Adriene B. Wright	Abelita LLC	202.431.1187	adriene@abelita.co
Kenneth Weeden	Ken Weeden & Associates, Inc.	910.547.8047	kenneth-weeden@kwaplanning.com
Alisha Wetherell	Tallahassee International Airport	904.891.7873	alisha.wetherell@talgov.com
Stephen K. Beasley	Beasley Associates	850.556.2911	mlkfoundation@comcast.net
Krista Kleman	Harvest Print	813.498.8883	kristakleman@harvestpress.com
Trey Gardner	GM Hill Engineering	850.545.8619	trey.gardner@gmhillengineering.com
Victoria Maleszewski	Tallahassee International Airport	850.891.7821	victoria.maleszewski@talgov.com
Dana Dudley	ESP Media	850.222.0361	dara@espmmedia.net
Chris Lewis	VIA	904.477.0999	clewis@via-cs.com
Sharon Holmes	H2CH2, Inc.	850.264.1165	sharon.holmes@hch2inc.com
Elva Peppers	FL Environmental	850.385.6255	elvapeppers@felsi.org
LaTanya Raffington	OEV-MWSBE/DBE	850.300.7566	lraffington@oevrforbusiness.org
Heather Weigel	Tallahassee International Airport	850.891.7868	heather.weigel@talgov.com
Princess Ousley	Elite Business Group	850.320.6108	princess.ousley@ebsleaders.com
David Pollard	Tallahassee International Airport	850.891.7815	david.pollard@talgov.com
Bill Proctor	Board of County Commissioners	850.322.9671	proctorb@leoncountyfl.gov

APPENDIX A-2: Tallahassee International Airport: OVERALL THREE-YEAR FEDERAL DBE GOAL- FY 2019-2021-Public Participation and Stakeholder

Copies of Notices and Notifications:

**Stakeholder Notice, DBE:
Airport Concessions Disadvantaged Business Enterprise and
Disadvantaged Business Enterprise 3-Year Goal Consultation Seminars**

In compliance with the Federal Aviation Administration (FAA) Regulation 49 CFR Parts 23 & 26,



Tallahassee International Airport (TLH) is in the process of developing 3-year goals for FY 2019-2021. Accordingly, TLH is conducting public consultation seminars to provide updates regarding the Airport's 3-year Disadvantaged Business Enterprise (DBE) and Airport Concessions Disadvantaged Business Enterprise (ACDBE) Goals. Please Join us! We will conduct two separate seminars.

Date: November 19, 2018

**Location: Tallahassee International Airport Boeing Conference Room
3300 Capital Cir SW Tallahassee, FL 32310**

During these seminars we will provide presentations and answer any questions you may have pertaining to the proposed goals. We will also discuss opportunities that may be available for DBE's on Airport projects and/or concessions, and the Airport's strategies to increase DBE/ACDBE participation. We sincerely hope that you or your representative will attend one or both of these seminars to obtain a better understanding of Airport projects and identify the benefit of participation in the DBE and ACDBE Programs.

DBE Stakeholder Seminar 10:00 a.m. - 11:30 a.m.

Primary Interest: Airport Development projects and goods and services purchased by or conducted by the Airport. Including: Construction and construction-related services and supplies; architectural, engineering, planning, and other design-related professional services; general services (janitorial, cleaning, etc.); minority and women business and/or professional organizations and associations.

ACDBE Stakeholder Seminar 1:00 p.m. - 2:30 p.m.

Primary Interest: "Concessions", i.e. businesses engaged in the sale of consumer goods and services to the traveling public, located on airport premises, including food/beverages, retail items, news/gifts, travelers services, and car rentals and related services. Note: This seminar will be split into two parts; the first half for non-car rental, and the second for car rental concessions.

REGISTER NOW!

**If you have any questions or need additional information, please do not hesitate to contact:
Adriene Wright at support@abelita.co**

REGISTER NOW!

1. **NEED:** Screen shot of City Website Notice of DBE Goal availability, **or** weblink address for posted notice.
2. **NEED:** Copy of Ad, and Affidavit of publication for DBE Goal Availability (DBE ONLY, not necessary for ACDBE) Draft below, to be replaced with the "real" notices.

(for both City/Airport's website, and "optional" for Newspaper-30 day availability)

NOTICE TO THE PUBLIC:

FY 2019-2021 DISADVANTAGED BUSINESS ENTERPRISE (DBE) GOAL

June 18, 2019

The City of Tallahassee and Tallahassee International Airport :

The City of Tallahassee and Tallahassee International Airport hereby publish a proposed overall goal for its Federal Aviation Administration (FAA) Disadvantaged Business Enterprise (DBE) Program, for the Airport. The proposed overall goal for FAA-AIP funded projects in FY 2019 through FY 2021 is **15.39%**.

The methodology document used in developing this goal is available for inspection during normal business hours, until **July 18, 2019** at the following locations:

Tallahassee International Airport, Capital Projects Office, 3300 Capital Circle SW, Tallahassee, FL, 32310. The City and the Airport will receive and consider public comments on the proposed goal until **July 18, 2019**. Comments may be **delivered** to the above address. For additional information and questions, please contact Alisha Wetherell at (850) 891-7873.

Comments may also be mailed to the following address:

**Alisha Wetherell, Airport Engineer
Tallahassee International Airport
3300 Capital Circle SW
Tallahassee, FL, 32310**

Or emailed to, Alisha.Wetherell@talgv.com All comments must be received by 4:30 p.m. on July 18, 2019.
