

**Posted November 2,2023**  
**Overall Goal and Goal Setting Methodology for**  
**Federal Transit Administration Assisted Contracts FFY 2023-2025**  
**Tompkins County, NY/Tompkins Consolidated Area Transit, Inc.**

**Amount of Goal**

The overall DBE participation goal for FFY 2023 is 0% of the Federal Financial Assistance we will expend in FTA/USDOT assisted contracts, exclusive of FTA funds to be used for the purchase of transit vehicles.

The County expects \$6,631,364.00 in FTA / USDOT assisted contracts in FFYs 2023-2025.

**FFY 2023-2025 FTA funded Projects**

The County as the Prime recipient expects to let the following FTA/USDOT assisted projects in FFYs 2023-2025:

1. Roof rehab
2. Fuel for transit vehicles
3. Drug testing for 19A/FTA compliance
4. Facility Maintenance
  - a. Subcontracting opportunities: facilities cleaning, facilities extermination, rug cleaning, HVAC preventative maintenance, Fire alarm services, Concrete floor repairs, overhead door repairs, Facility Repairs-Drainage, Facility supplies, fire extinguisher service, electrical work, Janitorial supplies, key and security locks, plumbing, waste service.
5. Vehicle maintenance
  - a. subcontracting opportunity: preventative maintenance, parts, towing service
6. Security Camera/alarm system installation
  - a. Sub- contracting opportunity: Equipment installation and monitoring
7. Administrative:
  - a. Sub-contracting opportunities: Accounting services, advertising, audit services, cleaning services, Copier supplies and repairs, document shredding, grant consulting, uniforms and uniform cleaning, temp help, legal services, water for coolers.
8. Capital:
  - a. Opportunities: purchasing 3 auto vehicles.
  - b. Sub-contracting opportunities Mobile Ticketing device, installation, mobile app

device, ITS operations technology, scheduling software, Mobile generator and charging station.

9. Short term and long-term planning

10. Drivers Lounge Rehab/Construction

These Projects were determined to encompass the following:

**NAICS Codes:**

<b>NAICS Codes</b>	<b>Category</b>
541611	Administrative Management and General Management Consulting Services
485991	Special Needs Transportation
561790	Other Services to buildings and dwellings
621999	All other miscellaneous health care services
561621	Alarm Systems sales combined with installation, repair, or monitoring services
424720	other gasoline stations
334220	GPS Tracking
238990	Specialty trade contractors
334514	Fare Collection Equipment Manufacturing
441110	New Car Dealers

**Base Figure Calculation**

To calculate its base figure for DBE participation, The County /TCAT/Gadabout has used the NYS unified Certification Program (UCP) DBE Directory and Census Bureau County Business Patterns data to determine the number of “willing and able” DBEs in our market. The market was defined as the following counties: Broome, Cayuga, Chemung, Cortland, Onondaga, Tioga, and Tompkins.

In calculating the base figure, first all reasonably anticipated FTA assisted contracting opportunities were identified and quantified:

	<b>NAICS Code</b>	<b>Description of Work</b>	<b>Amount of DOT funds on project:</b>	<b>% of total DOT funds (weight)</b>
1)	441110	(3) Transit Cars - TCAT	\$90,801	0.0137
2)	336120	Electric Buses Infrastructure	\$1,992,480	0.3005

3)	236220	Drivers Lounge Remodel - TCAT	\$408,000	0.0615
4)	541519	Server Room Upgrades- TCAT	\$32,000	0.0048
5)	238990	Garage Floor Repairs- TCAT	\$680,000	0.1025
6)	334514	Farebox Project - TCAT	\$1,154,515	0.1741
7)	238290	(6) Exterior Door Replacement	\$24,292	0.0037
8)	337214	Cubicle Workspace Project - TCAT	\$18,562	0.0028
9)	485991	Paratransit Services	\$1,136,254	0.1713
10)	541211	Accounting Service	\$15,900	0.0024
11)	541810	Advertising	\$36,000	0.0054
12)	541211	Audit Service	\$40,000	0.0060
13)	561740	Bus cleaning service	\$72,000	0.0109
14)	424120	Copier supplies/repairs	\$16,000	0.0024
15)	561990	Document shredding	\$16,000	0.0024
16)	238210	Electrical work	\$40,000	0.0060
17)	621999	Employee drug testing	\$60,000	0.0090
18)	561621	Facility Fire Alarm Service	\$12,000	0.0018
19)	238220	Facility HVAC Maintenance	\$30,400	0.0046
20)	238290	Facility Repairs - Overhead Doors	\$16,000	0.0024
21)	453998	Facility Supplies	\$80,000	0.0121
22)	811310	Fire extinguisher service	\$4,800	0.0007
23)	541611	Bus Maintenance Consulting	\$32,000	0.0048
24)	423420	IT supplies	\$19,200	0.0029
25)	541519	IT support	\$26,400	0.0040
26)	453998	Janitorial supplies	\$74,400	0.0112

27)	561622	Keys and security locks	\$2,400	0.0004
28)	541110	Legal Services	\$208,000	0.0314
29)	423450	Medical supplies	\$28,800	0.0043
30)	561730	Mowing/Landscaping	\$3,360	0.0005
31)	453210	Office supplies	\$36,000	0.0054
32)	238220	Plumbing	\$2,400	0.0004
33)	323111	Printing services	\$24,000	0.0036
34)	441310	Shop supplies	\$8,000	0.0012
35)	513210	Software Maint contract	\$66,400	0.0100
36)	488410	Towing	\$28,800	0.0043
37)	424350	Uniforms	\$84,000	0.0127
38)	562998	Waste services	\$4,000	0.0006
39)	312112	Water for coolers	\$7,200	0.0011
<b>Total FTA-Assisted Contract Funds</b>			<b>\$6,631,364.00</b>	<b>1</b>

Next, DBE firms belonging to the above mentioned NAICS codes were identified through the NYS Unified Certification Program Directory for all counties in the New York Metropolitan Transportation Council (NYMTC) region. Then the total number of firms belonging to the above-mentioned NAICS codes in those counties, as found in the Census Bureau's City Business Patterns, were identified. The number of "willing and able" DBEs in our market was then divided by total number of businesses in the market. This gave us the relative availability of DBE firms in our market by NAICS code:

	NAICS Code	Description of Work	Number of DBEs available to perform this work	Number of all firms available (including DBEs)	Relative Availability
1)	441110	(3) Transit Cars - TCAT	0	93	0.0000
2)	336120	Electric Buses Infrastructure	0	0	0.0000
3)	236220	Drivers Lounge Remodel - TCAT	0	153	0.0000
4)	541519	Server Room Upgrades- TCAT	0	11	0.0000

5)	238990	Garage Floor Repairs-TCAT	0	127	0.0000
6)	334514	Farebox Project -TCAT	0	0	0.0000
7)	238290	(6) Exterior Door Replacement	0	0	0.0000
8)	236220	Cubicle Workspace Project - TCAT	0	153	0.0000
9)	485991	Paratransit Services	0	12	0.0000
10)	541211	Accounting Service	0	115	0.0000
11)	541810	Advertising	0	31	0.0000
12)	541211	Audit Service	0	115	0.0000
13)	561740	Bus cleaning service	0	18	0.0000
14)	424120	Copier supplies/repairs	0	10	0.0000
15)	561990	Document shredding	0	40	0.0000
16)	238210	Electrical work	0	132	0.0000
17)	621999	Employee drug testing	0	17	0.0000
18)	561621	Facility Fire Alarm Service	0	22	0.0000
19)	238220	Facility HVAC Maintenance	0	273	0.0000
20)	238290	Facility Repairs - Overhead Doors	0	156	0.0000
21)	453998	Facility Supplies	0	64	0.0000
22)	811310	Fire extinguisher service	0	345	0.0000
23)	541611	Bus Maintenance Consulting	0	18	0.0000
24)	423420	IT supplies	0	28	0.0000
25)	541519	IT support	0	12	0.0000
26)	453998	Janitorial supplies	0	171	0.0000
27)	561622	Keys and security locks	0	11	0.0000
28)	541110	Legal Services	0	476	0.0000
29)	423450	Medical supplies	0	21	0.0000
30)	561730	Mowing/Landscaping	3	324	0.0093
31)	453210	Office supplies	0	16	0.0000
32)	238220	Plumbing	1	273	0.0037
33)	323111	Printing services	0	901	0.0000

<b>34)</b>	441310	Shop supplies	0	107	0.0000
<b>35)</b>	541519	Software Maintenance contract	0	11	0.0000
<b>36)</b>	488410	Towing	0	23	0.0000
<b>37)</b>	424350	Uniforms	0	3	0.0000
<b>38)</b>	562998	Waste services	0	5	0.0000
<b>39)</b>	312112	Water for coolers	0	3	0.0000
<b>Combined Totals</b>			<b>4</b>	<b>4290</b>	<b>0.0009</b>

Finally, a weighted base figure was determined, considering the overall portion of funds and the availability of DBEs represented by each NAICS code:

<b>NAICS Code</b>	<b>Description of Work</b>	<b>Weight</b>	<b>x</b>	<b>Availability of DBEs</b>	<b>Weighted Base Figure</b>
561730	Mowing/Landscaping	0.00078	x	0.00926	0.0000
238220	Plumbing	0.00055	x	0.00366	0.0000
				<b>Total</b>	<b>0.0000</b>
				Expressed as a % (*100)	0.00%

### **Adjustment of Base Figure**

The second step in calculating the overall DBE goal is to adjust the base figure, taking into consideration relevant and reliable data in order to make the goal as precise as possible. The overall DBE goal does not require an adjustment. Estimated Race-Neutral and Race-Conscious Participation.

During the past three-year period, we did have a DBE prime or subcontract award utilizing race-neutral measures.

We will employ a number of race neutral measures to facilitate DBE participation moving forward, including:

- Arranging solicitations, times for the presentation of bids, quantities, specifications, and delivery schedules in ways that facilitate participation by DBEs and other small businesses and by making contracts more accessible to small businesses.
- Providing technical assistance and other services.
- 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.
- Ensuring distribution of the DBE directory, through print and electronic means, to the widest feasible universe of potential prime contractors.
- Identifying subcontracting opportunities in bid documents and aiding prime contractors in finding suitable DBE subcontractors.

Utilizing these race neutral methods, it is projected that 0% of DBE participation will be met through race-neutral measures.

Contract goals will be used to meet any portion of the overall goal that TCAT 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.

Contract goals shall only be established on those USDOT/FTA-assisted contracts having subcontracting possibilities. A contract goal need not be established on every such contract, and where established, 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). Such contract goals shall be expressed as a percentage of the total amount of the USDOT/FTA- assisted contract. Once the DBE goal of 0% is met, we will discontinue establishing a DBE goal on federally funded or federally assisted procurements for the remainder of that federal fiscal year.

### **Public Participation Process**

Prior to submitting the goal to the FTA, TCAT conducted an outreach effort inviting minority, women-owned and general contractor groups and community organizations to provide information concerning the availability of disadvantaged and non-disadvantaged businesses, the effects of discrimination on opportunities for DBEs, and the TCAT's efforts to establish a level playing field for the participation of DBEs.

On Monday, November 20, 2023 at 12:00 Noon and 4:30pm public meeting sessions concerning the FFY 2023-25 DBE goal were held at the TCAT Office; 737 Willow Avenue, Ithaca NY, respectively. Notices for this meeting were posted on Tompkins County and TCAT's website on November 2, 2023. An online public comment period was made available for 30 days, with the deadline of December 2, 2023. Direct emails were

sent to DBE firms listed on the NYS UCP who belong to the NAICS codes of projects to be let by City of Ithaca in the 2023-2025 time period. The emails invited the firms to the public meetings and a copy of the proposed DBE goal and methodology was attached. Firms were invited to provide input on the goal by email to Julie Ellis-Grove email: [jegrove@tcatmail.com](mailto:jegrove@tcatmail.com) or phone (607) 277-9388 x530 if they were unable to attend the meetings, as well as find out more information as to how they can participate in the federally funded procurements.

The proposed goal will remain on Tompkins County and TCAT website for the duration of the triennial period after it has been reviewed and concurred by the FTA.

## **Resources**

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

**[NAICS & SIC Identification Tools | NAICS Association](#)**

**[Everything SIC | NAICS Association](#)**

**[NYSUCP DBE Directory and Application Portal  
\(\[newnycontracts.com\]\(http://newnycontracts.com\)\)](#)**