



Virginia Department of Rail and Public Transportation

FFY 2022-2024 Disadvantaged Business Enterprise (DBE) Goal

June 14, 2021

INTRODUCTION

This document details the methodology used by the Virginia Department of Rail and Public Transportation (DRPT) to establish its Disadvantaged Business Enterprise (DBE) overall goal for Federal Transit Administration (FTA) assisted contracts. It applies to DRPT because the agency receives, distributes, and oversees the use of federal funds from the FTA.

DRPT established this goal in accordance with Part 26, Title 49 of the Code of Federal Regulations (49 CFR Part 26). As described below, DRPT evaluated the actual contracting opportunities to be offered using FTA funds, the ready, willing and able DBEs to participate in such opportunities, and other relevant evidence in order to determine its overall goal.

DRPT proposes a DBE goal of 7.8% for the three (3) year period, from October 1, 2021 through September 30, 2024 (FFY 2022-2024). DRPT expects to meet the full 7.8% with race-neutral measures.

EXEMPTED FTA FUNDS

While DRPT directly procures some services using FTA funds, most FTA funds are granted to transit providers in small urban and rural areas. DRPT anticipates this will continue during the next three year period.

DRPT subrecipients use FTA funds for operating, administration, and capital purchases. Subrecipients may contract for goods and services, creating indirect FTA-assisted contracting opportunities for DBE firms.

Of the total amount of FTA assistance DRPT receives from the FTA, DRPT estimates a large percentage of these funds do not represent viable contracting opportunities. Those funds are not included in the goal setting for one or more of the following reasons:

- The funds are used for purchases from transit vehicle manufacturers (TVMs)
- The funds are used for non-contracting operating expenses
- The funds are used for services provided by internal government offices

Purchases from TVMs are not considered contracting opportunities. TVM purchases are exempt since TVMs maintain their own DBE programs.

Operating expenses are excluded per FTA guidance. Operating expenses include rent, utilities, employee wages, employment taxes, fringe benefits, licenses, fees, taxes, conferences, other travel expenses, and insurance.

Additionally, DRPT has exempted expenditures made within government organizations for services. For example, a subrecipient might use the services of a mechanical shop that is part of a city government to maintain its buses. As such, these expenditures with a local government do not represent a viable contracting opportunity for DBE firms.

The FTA provides a significant and valuable financial contribution to support DRPT and its subrecipients. Yet, when exemptions are factored in, the potential for DBE contracting opportunities included in DRPT's overall goal is limited.

The following goal calculations are based on the contracting opportunities created by the remaining funds. The overall goal must be based on demonstrable evidence of the availability of ready, willing and able DBE firms relative to all businesses ready, willing, and able to participate on these FTA-assisted contracts (hereafter, the "relative availability of DBEs"). To derive the overall goal, DRPT uses the two step goal setting methodology specified in 49 CFR Section 26.45(c):

- Step 1: Develop a base figure for relative availability of DBEs
- Step 2: Adjust base figure, as needed, to arrive at an overall goal

STEP 1: DEVELOP A BASE FIGURE

Before beginning the base figure calculation, DRPT determined its local market area. As defined by the Department of Transportation's (DOT) goal setting tips, the local market area is the area in which the substantial majority of the contractors and subcontractors with which DRPT and its subrecipients do business and the area in which DRPT and its subrecipients spend the substantial majority of its contracting dollars. Grants awarded by DRPT were largely to small urban and rural transit providers located throughout the Commonwealth of Virginia. These subrecipients primarily use these funds for local purchases. Therefore, DRPT has determined that the local market area is the entire Commonwealth of Virginia.

Additionally, each contracting area was then correlated to its corresponding North American Industry Classification System (NAICS) code so that DRPT could determine the total firms and DBE firms by industry.

Total Firms

The total number of firms from Virginia within each industry was determined from the most recent 2018 U.S. Census Bureau business data.

DBE Firms

The number of available DBE firms within each industry was determined from Virginia's Department of Small Business and Supplier Diversity's (SBSD) Unified Certification Program (UCP) DBE directory. DRPT did not consider out of state DBE firms in order to ensure an "apples to apples" comparison of DBE firms to total number of firms for the specified NAICS codes.

Relative Availability

DRPT uses the approach suggested in 49 CFR 26.45(c)(1). The relative availability of DBEs is calculated as follows:

$$\text{Relative Availability} = (\text{DBE Firms} / \text{Total Firms})$$

Building Construction Example:

$$677 \text{ DBE Firms} / 13,151 \text{ Total Firms} (677 / 13,151) = 5.1\%$$

Forecast Weight

DRPT estimated the weight of each area of contracting based on common contracting opportunities and common areas of procurement, which include building construction, signage, office furniture, non-TVM vehicle purchases, transit vehicle supplies, office equipment, related office supplies, fuel, advertising, consulting services, facilities maintenance, vehicle services, and other miscellaneous expenses.

The forecast weight represents the percentage each anticipated contracting opportunity represents of the total estimated contracting opportunities.

The forecast weight is estimated based on sampling of reimbursement requests from past capital and operating projects.

Weighted Availability

Weighted availability is calculated as follows:

$$\text{Weighted Availability} = \text{Forecast Weight} * \text{Relative Availability}$$

Building Construction Example:

$$\text{Forecast Weight of 3.5\%} * \text{Relative Availability of 5.1\%} (3.5 * .051) = .178$$

Total Weighted Availability (Base Figure)

This figure represents the grand total of the Weighted Availability. The Total Weighted Availability (Base Figure) = **4.6%**.

DRPT utilized the FTA's worksheet to compute its base figure (see Appendix A). DRPT also created its own worksheet to ensure that larger projects are broken down to evaluate possible subcontracting opportunities (see Appendix B). Both worksheets agree on the DRPT base figure of **4.6%**.

STEP 2: ADJUST BASE FIGURE

After calculating the base figure, DRPT examined all of the evidence available in its jurisdiction to determine what adjustment, if any, is needed to the base figure to arrive at the overall goal. This evidence included an evaluation of the past participation of DBEs.

The DRPT DBE goal for FFY 2019-2021 was 4.6%. This year's methodology was similar to the methodology used in FFY 2019-2021 in that the largest contracting opportunities had little to no DBE availability.

As shown in Appendix B, a larger number of DBE firms provide products and services in the building construction, consulting services, and facilities maintenance industries. Many subrecipients choose to maintain their facilities, both janitorial and landscaping, with in-house staff.

In addition, there are little to no certified DBEs in several NAICS codes in industries such as signage, office furniture, non-TVM vehicle purchases, transit vehicle supplies, office equipment and related supplies, fuel, advertising, vehicle services, and drug testing. These industries present significant contracting opportunities for DRPT's subrecipients.

Collectively, the number of ready, willing, and able DBE firms in the building construction, consulting services, and facilities maintenance account for 1,050 of the total 1,085 certified DBE firms (97%), however, these trades only account for 13% of our expected contracting opportunities. This means contracting opportunities for which there are little to no certified DBE firms account for the remainder (87%) of our contracting opportunities.

Figure 1 lists DRPT's annual DBE participation for the past five federal fiscal years.

Figure 1 - Past DBE Participation

FFY	% Total to DBEs
FFY 2020	11%
FFY 2019	16%
FFY 2018	17%
FFY 2017	11%
FFY 2016	4%

The proposed base figure of 4.6% is at the low end of the DBE participation from FFY 2016-2020. Therefore, pursuant to DOT guidance, DRPT chose to use the median past participation percentage to adjust the base figure. DRPT first determined the median past participation percentage (11%) and averaged it with the base figure percentage (4.6%), resulting in a proposed DBE goal of 7.8%.

RACE-NEUTRAL VS. RACE-CONSCIOUS BREAKDOWN

DRPT estimates that, in meeting its overall goal of 7.8%, it will obtain all (7.8%) from race-neutral participation and zero percent through race-conscious measures.

CONSULTATION AND OUTREACH

49 CFR 26.45(g)(1) requires 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 DBE firms, and DRPT's efforts to establish a level playing field for the participation of DBE firms.

Outreach to the Virginia Department of Small Business and Supplier Diversity

DRPT utilizes the services of Virginia's Department of Small Business and Supplier Diversity (SBSD) to meet this requirement (<https://www.sbsd.virginia.gov/>).

The mission of the Virginia Department of SBSBD is to enhance growth opportunities for Virginia's small (and disadvantaged) businesses to prosper through increased revenue and job creation thereby raising the standard of living for all Virginians.

Figure 2 – Contact information for the Virginia Department of SBSBD

The screenshot displays the website for the Virginia Department of SBSBD. At the top left, the address is listed as 101 N. 14th Street, 11th Floor Richmond, VA 23219. The SBSBD logo is centered at the top, with the text 'VIRGINIA DEPARTMENT OF SBSBD' and 'smallbusinessandsupplierdiversity.com'. To the right, the operating hours are 'Mon-Fri: 9am - 5pm' and the phone number is '1(804) 786-6585'. Below the header is a navigation menu with links for 'About Us', '2020 Disparity Study', 'Certification Division', 'Business Development and Outreach', and 'Virginia Small Business Financing Authority'. A prominent banner for 'VACCINATE VIRGINIA' features a blue virus icon and the text '877-VAX-IN-VA', 'VACCINATE VIRGINIA', and 'vaccinate.virginia.gov'. Below the banner, there is text in English: 'Need vaccine? Learn how to get your shot at [Vaccinate.Virginia.gov](https://vaccinate.virginia.gov) or call 1-877-VAX-IN VA. Language translation and TTY services available' and text in Spanish: '¿Necesita vacunarse? Infórmese de cómo obtener su vacuna visitando [Vaccinate.Virginia.gov](https://vaccinate.virginia.gov) o llamando 1-877-829-4682. Servicios de traducción y teléfonos de texto (TTY) están disponibles.' At the bottom of the page, a banner reads 'Small Business fuels Virginia's Growth' above a photograph of a diverse group of smiling people.

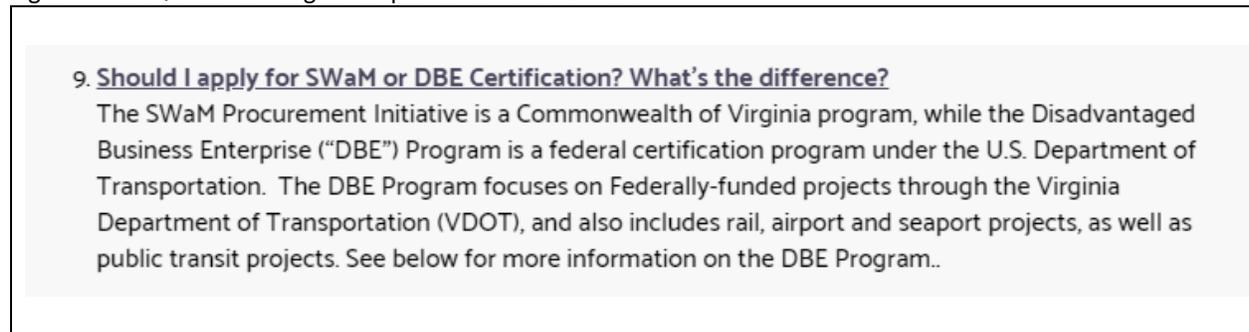
It is their charge to work with public and private entities to develop supplier diversity and inclusion strategies and thereby, creating contracting opportunities that promote fairness in the state's procurement process while advancing its Small Business Program and Small, Women, and Minority Owned (SWaM) and DBE initiatives.

Ultimately, the Virginia Department of SBSD seeks to increase the number of DBE and SWaM certified businesses that have the opportunity to compete in the Commonwealth of Virginia as well as expand the total contract dollars awarded to DBE and SWaM certified firms.

The Virginia Department of SBSD is geographically dispersed throughout Virginia and provides an array of valuable workshops, seminars, and classes on how to become a certified DBE and/or SWaM firm and disseminates information on contracting opportunities within the Commonwealth.

The Virginia Department of SBSD regularly holds outreach events throughout the Commonwealth (see Appendix C). Again, it is their charge to recruit prospective small businesses (including DBE firms) so that they may do business with the Commonwealth and share with them potential contracting opportunities.

Figure 3 – FAQ from the Virginia Department of SBSD's website



9. Should I apply for SWaM or DBE Certification? What's the difference?

The SWaM Procurement Initiative is a Commonwealth of Virginia program, while the Disadvantaged Business Enterprise ("DBE") Program is a federal certification program under the U.S. Department of Transportation. The DBE Program focuses on Federally-funded projects through the Virginia Department of Transportation (VDOT), and also includes rail, airport and seaport projects, as well as public transit projects. See below for more information on the DBE Program..

Further, the Virginia Department of SBSD maintains an all-inclusive list of firms which have been certified by the Commonwealth of Virginia. The directory includes DBE and SWaM certified firms.

On Monday, June 14, 2021, DRPT's DBELO contacted the Virginia Department of SBSD's Director of Certification and Transportation Business Development, to let them know of the availability of FTA-assisted contracts within DRPT and its subrecipients and to share with them our proposed DBE participation goal of 7.8% for FFY 2022-2024. The Virginia Department of SBSD indicated they would review our draft DBE goal on behalf of their DBE constituents and offer comments / suggestions.

No comments or suggestions have been received.

The document in Appendix D was also shared with the Virginia Department of SBSD. It was shared in the hopes that this outreach will increase the visibility and participation between DRPT and the many DBE firms that may not be aware of the contracting opportunities with DRPT and its subrecipients.

Outreach to Chambers of Commerce in Virginia

On Monday, June 14, 2021, DRPT's DBELO emailed the Virginia Chamber of Commerce in Richmond, the Virginia Small Business Development Center Network in Fairfax, the Asian American Chamber of Commerce in Tysons Corner, the Virginia Asian Chamber of Commerce in Ashland, the Central Virginia African American Chamber of Commerce in Richmond, the Northern Virginia Black Chamber of Commerce in Alexandria, and the Virginia Hispanic Chamber of Commerce in Richmond to share with them our proposed DBE participation goal of 7.8% for FFY 2022-2024 and to let them know of the availability of FTA-assisted contracts with DRPT and its subrecipients (see Appendix E).

PUBLIC PARTICIPATION

DRPT placed our proposed DBE goal for FFY 2022-2024 on our website (<http://www.drpt.virginia.gov/>) for public comment from June 15, 2021 - July 14, 2021.

The screenshot shows the DRPT website with a navigation menu on the left and a main content area on the right. The navigation menu includes: About, Rail, Transit, Commuter Programs, Finance & Procurement, VPRA, TransAM, and OLGA. The main content area features a section titled "Disadvantaged Business Enterprise Program" with the following text:

The Virginia Department of Rail and Public Transportation (DRPT) has established a Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the United States Department of Transportation (DOT), 49 CFR Part 26.

DRPT has received federal financial assistance from the USDOT; and as a condition of receiving this assistance, DRPT has signed an assurance that it will comply with 49 CFR Part 26.

Click on the links below to learn more about the DBE program.

- [DRPT DBE Triennial Goal Document- Open for Public Comment](#)
- [DRPT DBE Program](#)
- [DRPT How to do Business with DRPT](#)

The Virginia Department of Rail and Public Transportation's (DRPT) Disadvantaged Business Enterprise (DBE) overall goal for the three-year period of Federal Fiscal Years 2022–2024 is 7.8% for Federal Transit Administration (FTA) assisted contracts.

Public Meeting

DRPT hosted a [virtual public meeting](#) on July 21, 2021, to consult with stakeholders, which include minority and women-owned business groups, community organizations, trade associations, and other officials or organizations that may have information concerning the availability of disadvantaged businesses and to accept comments on the DBE overall goal and goal methodology.

Send public comment to:

Mike Mucha
Transit Programs Manager
Title VI, DBE, and ADA Compliance Officer
(804)786.4400 or mike.mucha@drpt.virginia.gov

The following is the announcement that was shared with 1,689 interested parties and on social media. The announcement was shared via GovDelivery which is an e-mail subscription management system that provides access to information by proactively delivering new information through email and wireless alerts.



Virginia Department of Rail and Public Transportation



RAIL



TRANSIT



COMMUTER PROGRAMS

Public Notice: 30-Day Public Comment Period for DBE Proposed Goal

Virginia Department of Rail and Public Transportation sent this bulletin at 06/15/2021 11:25 AM EDT

PUBLIC NOTICE

The Virginia Department of Rail and Public Transportation (DRPT) hereby announces its fiscal years 2022, 2023, and 2024 goal of 7.8% for Disadvantaged Business Enterprise (DBE) contracts. The proposed goal and rationale are available for inspection between 9:00 am and 4:00 pm, Monday through Friday, at [600 East Main Street, Suite 2102, Richmond, VA 23219](#) for 30 days from the date of this publication.

The document is also available on our [website](#). Comments on the DBE goal will be accepted until July 15, 2021, and can be sent to the following:

Mike Mucha
Transit Programs Manager
Title VI, DBE, and ADA Compliance Officer
(804)786.4400 or mike.mucha@drpt.virginia.gov

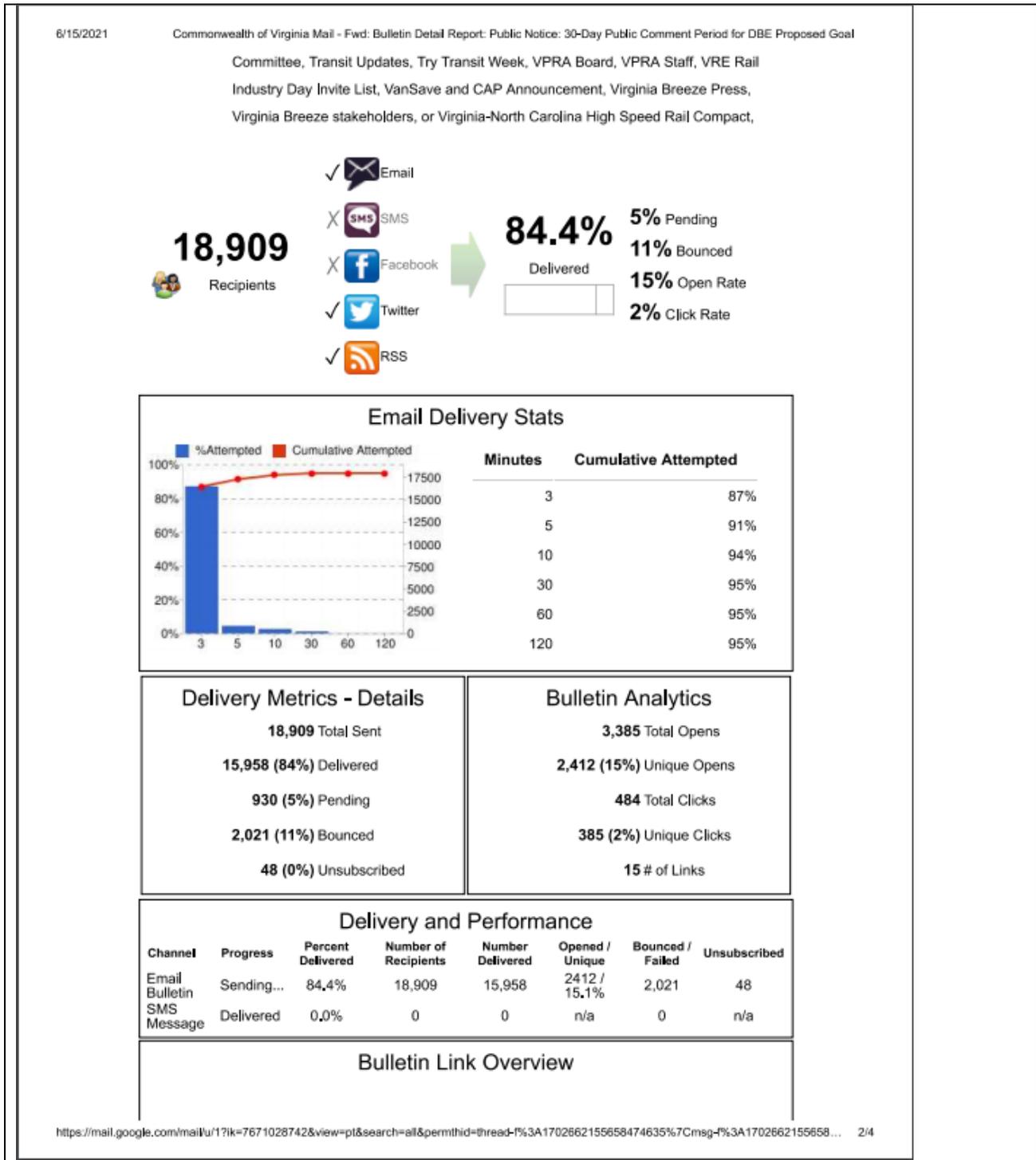
- [VDRPT DBE Overall Goal FY2022-2024.pdf](#)

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The following are the details of the distribution via GovDelivery:



One comment was received from the public and it is in Appendix F.

Public Consultation

On Wednesday, July 21, 2021, DRPT's DBELO conducted a scheduled, direct, interactive virtual exchange with stakeholders and members of the public where DRPT's proposed DBE goal for FFY 2022-2024 was presented. Afterwards, questions and comments from the public were fielded. The questions and comments included 1) why NAICS code 541330 was not included in the goal setting process and 2) a general discussion regarding DBE participation in projects and the Virginia SWAM program. The panelists for the public meeting included Haley Glynn as moderator, DRPT's DBELO Mike Mucha, and Joel Eisenfeld of the KFH Group, Inc. who consulted with DRPT on updating DRPT's DBE plan and goal. Ten members of the public participated. Appendix G contains the analytics of the public meeting and the list of participants.

APPENDIX A: RELATIVE AND WEIGHTED AVAILABILITY OF DBE FIRMS – FTA WORKSHEET

	NAICS Code	Description of Work	Amount of DOT funds on project:	% of total DOT funds (weight)
1)	236220	Building Construction	\$1,166,044.00	3.45%
2)	339950	Signage	\$5,600.00	0.02%
3)	337211	Office Furniture	\$65,150.00	0.19%
4)	423110	Non-TVM Vehicles	\$373,939.00	1.11%
5)	423120	Transit Vehicles Equipmer	\$1,190,415.00	3.52%
6)	423420	Office Equipment	\$533,796.00	1.58%
7)	424120	Office Supplies	\$3,383,693.30	10.00%
8)	424710	Fuel	\$10,151,079.90	30.00%
9)	511110	Advertising	\$1,015,107.99	3.00%
10)	541614	Consulting Services	\$1,120,000.00	3.31%
11)	561720	Facility Maintenance	\$2,030,215.98	6.00%
12)	811111	Vehicle Service	\$10,151,079.90	30.00%
13)	621511	Drug Testing/Other	\$2,649,431.85	7.83%
Total FTA-Assisted Contract			\$33,835,552.92	100.00%

The “Amount of DOT funds on project” (yellow) column represents the actual amount of FTA funding (less funding for revenue vehicles) over the three year period from FFY 2018-2020 where contracting opportunities exist broken down by NAICS code.

	NAICS Code	Description of Work	Number of DBE's available to perform this work	Number of all firms available (including DBEs)	Relative Availability
1)	236220	Building Construction	677	13,151	0.0515
2)	339950	Signage	5	123	0.0407
3)	337211	Office Furniture	3	298	0.0101
4)	423110	Non-TVM Vehicles	0	114	0.0000
5)	423120	Transit Vehicles	0	191	0.0000
6)	423420	Office Equipment	11	223	0.0493
7)	424120	Office Supplies	4	70	0.0571
8)	424710	Fuel	5	87	0.0575
9)	511110	Advertising	0	217	0.0000
10)	541614	Consulting Services	237	522	0.4540
11)	561720	Facility Maintenance	136	4,701	0.0289
12)	811111	Vehicle Service	6	2,986	0.0020
13)	621511	Drug Testing/Other	6	152	0.0395
Combined Totals			1,090	22,835	0.0477

The “Number of all firms available” (purple) column was determined from the most recent 2018 U.S. Census Bureau business data. The “Number of DBEs available to perform this work” (orange) column was determined from Virginia’s Department of Small Business and Supplier Diversity’s (SBSD) Unified Certification Program (UCP) DBE directory.

	NAICS Code	Description of Work	Weight	Relative Availability	Weighted Base Figure
1)	236220	Building Construction	0.0345	0.0515	0.0018
2)	339950	Signage	0.0002	0.0407	0.0000
3)	337211	Office Furniture	0.0019	0.0101	0.0000
4)	423110	Non-TVM Vehicles	0.0111	0.0000	0.0000
5)	423120	Transit Vehicles	0.0352	0.0000	0.0000
6)	423420	Office Equipment	0.0158	0.0493	0.0008
7)	424120	Office Supplies	0.1000	0.0571	0.0057
8)	424710	Fuel	0.3000	0.0575	0.0172
9)	511110	Advertising	0.0300	0.0000	0.0000
10)	541614	Consulting Services	0.0331	0.4540	0.0150
11)	561720	Facility Maintenance	0.0600	0.0289	0.0017
12)	811111	Vehicle Service	0.3000	0.0020	0.0006
13)	621511	Drug Testing/Other	0.0783	0.0395	0.0031
Total					0.0460
Expressed as a % (*100)					4.60%
Rounded, Weighted Base Figure:					4.6%

APPENDIX B: RELATIVE AND WEIGHTED AVAILABILITY OF DBE FIRMS – DRPT WORKSHEET

NAICS Code	Description	Total Firms	DBE Firms	Relative Availability	Forecast Weight	Wei
236220	Commercial and Institutional Building Construction	1,023	95			
238110	Poured Concrete Foundation and Structure Contractors	460	45			
238120	Structural Steel and Precast Concrete Contractors	78	20			
238130	Framing Contractors	365	21			
238140	Masonry Contractors	589	25			
238150	Glass and Glazing Contractors	138	5			
238160	Roofing Contractors	488	31			
238170	Siding Contractors	301	15			
238190	Other Foundation, Structure, and Building Exterior Contractors	156	21			
238210	Electrical Contractors and Other Wiring Installation Contractors	1,691	64			
238220	Plumbing, Heating, and Air-Conditioning Contractors	2,643	23			
238290	Other Building Equipment Contractors	135	8			
238310	Drywall and Insulation Contractors	479	29			
238320	Painting and Wall Covering Contractors	986	48			
238330	Flooring Contractors	479	26			
238350	Finish Carpentry Contractors	720	24			
238390	Other Building Finishing Contractors	236	14			
238910	Site Preparation Contractors	902	96			
238990	All Other Specialty Trade Contractors	1,212	67			
812930	Parking lots and garages	70	0			
	Subtotal	13,151	677	5.1%	3.5%	
339950	Sign Manufacturing	123	5	4.1%	0.0%	
337211	Wood Office Furniture Manufacturing	6	1			
442110	Furniture Stores	292	2			
	Subtotal	298	3	1.0%	0.2%	
423110	Automobile and Other Motor Vehicle Merchant Wholesalers	114	0	0.0%	1.1%	
423120	Motor Vehicle Supplies and New Parts	163	0			
423130	Tire and Tube Merchant Wholesalers	28	0			
	Subtotal	191	0	0.0%	3.5%	
423420	Office Equipment Merchant Wholesalers	67	1			
423430	Computer, Peripheral Equipment and Software Merchant Wholesaler	156	10			
	Subtotal	223	11	4.9%	1.6%	

424120	Stationary and Office Supplies Merchant Wholesalers	70	4	5.7%	10.0%	
424710	Petroleum Bulk Stations and Terminals	51	0			
424720	Petroleum and Petroleum Products Merchant Wholesalers	36	5			
	Subtotal	87	5	5.7%	30.0%	
511110	Newspaper Publishers	96	0			
511120	Periodical Publishers	121	0			
	Subtotal	217	0	0.0%	3.0%	
541614	Process, Physical Distribution, Logistics Consulting Services	196	82			
541618	Other Management Consultant Services	326	155			
	Subtotal	522	237	45.4%	3.3%	
561720	Janitorial Services	1,961	67			
561730	Landscaping Services	2,740	69			
	Subtotal	4,701	136	2.9%	6.0%	
811111	General Automotive Repair	2,178	5			
811121	Automotive Body, Paint, and Interior Repair and Maintenance	700	1			
811122	Automotive Glass Replacement Shops	108	0			
	Subtotal	2,986	6	0.2%	30.0%	
621511	Medical Laboratories	70	2			
621999	Employee Drug Testing Services	82	4			
	Subtotal	152	6	3.9%	7.8%	
	Total Weighted Availability (Base Figure)	22,835	1,085	4.8%	100.0%	

APPENDIX C: SAMPLE OUTREACH EFFORTS FROM THE VIRGINIA DEPARTMENT OF SBSD

MEET SMALL BUSINESS COMMUNITY LEADERS

**HRBT Expansion Project:
DBE and SWaM**
One Year Later: Community Partner Forum
Wednesday, May 12, 2021 | 10:00 AM - 11:30 AM

 Queen Crittendon Hampton Roads District Civil Rights Manager, VDOT (Moderator)	 Malcolm Kates Compliance Manager Hampton Roads Connector Partners	 Kelsha Branch President, COMTO Hampton Roads Chapter	 Floyd E. Miller II, M. Ed. President & CEO, Metropolitan Business League	 Blair Durham Co-Founder/ President, Black BRAND	 Julie Perkosi, PE Immediate Past President, Women in Transportation Hampton Roads Chapter	 Tinh duc Phan Chairman, Virginia Asian Chamber of Commerce
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Your Network of Support

Join the HRBT Expansion Project Team for a unique virtual information session designed to provide small businesses—including Disadvantaged Business Enterprise (DBE) and Small, Women, and Minority (SWaM) firms—with valuable information on how state and local community initiatives continue to help them grow.

What You Will Learn:

- Connect with Small Business Community Leaders
- Learn about Upcoming Small Business Initiatives
- Hear about HRBT Expansion Progress and Opportunities
- Plan Your Next Steps for Growth

CLICK HERE TO REGISTER

FREE VIRTUAL INFORMATION SESSION

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**Virginia Department of Rail
and Public Transportation**

Disadvantaged Business Enterprise

How to do Business with DRPT

June 14, 2021

INTRODUCTION

The Virginia Department of Rail and Public Transportation (DRPT) has an established Disadvantaged Business Enterprise (DBE) program and overall goal per Federal Transit Administration (FTA) requirements on federally funded contracts.

It applies to DRPT because the agency receives, distributes, and oversees the use of federal funds from the FTA. DRPT established this goal in accordance with Part 26, Title 49 of the Code of Federal Regulations (49 CFR Part 26).

DRPT's DBE goal is 7.8% for the three (3) year period, from October 1, 2021 through September 30, 2024 (FFY 2021-2024). DRPT expects that 7.8% or more of the federal assistance it receives on federally funded contracts to be spent with qualified DBE firms.

CONTRACTING OPPORTUNITIES WITH DRPT

DRPT itself spends much of its federal funding on consulting services. These consulting services are public transit related and include services such as feasibility studies, transit development plan updates, statewide coordinated human service mobility plan updates, intelligent transportation system studies, Title VI plan updates, etc.

To inquire about possible DBE contracting opportunities with DRPT, please contact our procurement officer at 804.786.4400 or by email at melissa.myers@drpt.virginia.gov.

CONTRACTING OPPORTUNITIES WITH OUR SUBRECIPIENTS

DRPT passes much of our federal funds through to our rural subrecipient public transit agencies. This represents many contracting opportunities for qualified DBE firms.

Our rural subrecipient public transit agencies routinely spend federal funds on signage, office furniture, motor vehicle supplies and new parts, tires, office equipment, computers, fuel, advertising, facility maintenance, vehicle servicing, and drug testing. Occasionally, they will spend federal funds on new building construction and renovations.

See the back page for a complete list of our rural subrecipient public transit agencies, their locations, and phone numbers. Please contact them directly to inquire about possible DBE contracting opportunities.

DRPT'S RURAL SUBRECIPIENT PUBLIC TRANSIT AGENCIES

Transit Agency	Location	Phone	Website
AASC / Four County Transit	Cedar Bluff, Virginia	276.964.7182	fourcountytransit.org
Bay Aging	Urbanna, Virginia	804.758.2386	baytransit.org
Danville Transit System	Danville, Virginia	434.799.5110	danville-va.gov/521/Route-Schedule-Information
District Three Public Transit	Marion, Virginia	276.783.8157	https://district-three.org/index.php/public-transit/
Farmville Area Bus	Farmville, Virginia	434.392.7433	farmvilleva.com/departments/farmville-area-bus
Greensville County	Emporia, Virginia	434.348.4205	greensvillecountyva.gov/index.php/departments/transportation
JAUNT, Inc.	Charlottesville, Virginia	434.296.3184	ridejaunt.org
Lake Country Area Agency on Aging	South Hill, Virginia	434.447.7661	lcaaa.org/transport.htm
Mountain Empire Older Citizens, Inc.	Big Stone Gap, Virginia	276.523.4202	https://meoc.org/transportation/
Pulaski Area Transit	Pulaski, Virginia	540.980.7780	pulaskitransit.org
RADAR Transit	Roanoke, Virginia	540.343.1721	radartransit.org
STAR Transit	Tasley, Virginia	757.787.8322	mystartransit.org
Town of Altavista	Altavista, Virginia	434.369.5001	altavistava.gov/departments/transportation.html
Town of Blackstone	Blackstone, Virginia	434.292.3025	blackstonebus.com
Town of Bluefield-Graham Transit	Bluefield, Virginia	276.322.4628	bluefieldva.org/transportation
Town of Chincoteague	Chincoteague, Virginia	757.336.6519	https://chincoteague-va.gov/wp-content/uploads/2020/02/Pony-Express-Brochure.2020.pdf
Virginia Regional Transit (VRT)	Purcellville, Virginia	540.338.1610	vatransit.org

APPENDIX E: OUTREACH TO CHAMBERS OF COMMERCE IN VIRGINIA



COMMONWEALTH of VIRGINIA

Jennifer L. Mitchell
Director

DEPARTMENT OF RAIL AND PUBLIC TRANSPORTATION
600 EAST MAIN STREET, SUITE 2102
RICHMOND, VA 23219-2416

(804) 786-4440
FAX (804) 225-3752
Virginia Relay Center
800-828-1120 (TDD)

June 14, 2021

To Whom It May Concern:

The Virginia Department of Rail and Public Transportation (DRPT) has an established Disadvantaged Business Enterprise (DBE) program and overall goal of 7.8% for Federal Fiscal Years 2022 - 2024.

DRPT's DBE goal is 7.8% for the three (3) year period from October 1, 2021 through September 30, 2024. This means that DRPT expects that 7.8% or more of the federal assistance it receives on federally funded contracts will be spent with certified DBE firms.

The DBE program applies to DRPT because our agency receives, distributes, and oversees the use of federal funds from the Federal Transit Administration (FTA). DRPT established this goal in accordance with Part 26, Title 49 of the Code of Federal Regulations (49 CFR Part 26).

DRPT itself spends much of its federal funding on professional services. These services are public transit related and include services such as feasibility studies, transit development plan updates, statewide coordinated human service mobility plan updates, intelligent transportation system studies, Title VI plan updates, etc.

To inquire about possible DBE contracting opportunities with DRPT, please contact us at 804.786.4440 or by email at mike.mucho@drpt.virginia.gov.

DRPT also passes much of our federal funding through to our rural subrecipient public transit agencies. This may also represent contracting opportunities for certified DBE firms.

Our rural subrecipient public transit agencies routinely spend federal funds on signage, office furniture, motor vehicle parts and supplies, tires, office equipment, computers, fuel, advertising, facility maintenance, vehicle servicing, and drug testing. Occasionally, they will spend federal funds on new building construction and renovations.

See below for a complete list of our rural subrecipient public transit agencies, their locations, and phone numbers. Please contact them directly to inquire about possible DBE contracting opportunities.

The Smartest Distance Between Two Points
www.drpt.virginia.gov

DRPT'S RURAL SUBRECIPIENT PUBLIC TRANSIT AGENCIES

Transit Agency	Location	Phone	Website
AASC / Four County Transit	Cedar Bluff, Virginia	276.964.7182	fourcountytransit.org
Bay Aging	Urbanna, Virginia	804.758.2386	baytransit.org
Danville Transit System	Danville, Virginia	434.799.5110	danville-va.gov/521/Route-Schedule-Information
District Three Public Transit	Marion, Virginia	276.783.8157	catchthelynx.org
Farmville Area Bus	Farmville, Virginia	434.392.7433	farmvilleva.com/departments/farmville-area-bus
Greensville County	Emporia, Virginia	434.348.4205	greensvillecountyva.gov/index.php/departments/transportation
JAUNT, Inc.	Charlottesville, Virginia	434.296.3184	ridejaunt.org
Lake Country Area Agency on Aging	South Hill, Virginia	434.447.7661	lcaaa.org/transport.htm
Mountain Empire Older Citizens, Inc.	Big Stone Gap, Virginia	276.523.4202	meoc.org/transportationmeoc.htm
Pulaski Area Transit	Pulaski, Virginia	540.980.7780	pulaskitransit.org
RADAR Transit	Roanoke, Virginia	540.343.1721	radartransit.org
STAR Transit	Parksley, Virginia	757.787.8322	mystartransit.org
Town of Altavista	Altavista, Virginia	434.369.5001	altavistava.gov/departments/transportation.html
Town of Blackstone	Blackstone, Virginia	434.292.3025	blackstonebus.com
Town of Bluefield-Graham Transit	Bluefield, Virginia	276.322.4628	bluefieldva.org/transportation
Town of Chincoteague	Chincoteague, Virginia	757.336.6519	chincoteague-va.gov/images/pdf/Trolley2017b.pdf
Virginia Regional Transit (VRT)	Purcellville, Virginia	540.338.1610	vatransit.org

For additional information on DRPT's nondiscrimination policies and procedures, please visit our website at www.drpt.virginia.gov or contact DRPT's Civil Rights Compliance Officer, Mike Mucha, at 600 East Main Street, Suite 2102, Richmond, VA 23219 or 804.786.4440 or mike.mucha@drpt.virginia.gov.

Sincerely,

Mike Mucha
 Transit Programs Manager
 Virginia Department of Rail and Public Transportation

The Smartest Distance Between Two Points
www.drpt.virginia.gov

APPENDIX F: PUBLIC COMMENT RECEIVED

7/22/2021 Commonwealth of Virginia Mail - Re: DRPT DBE Triennial Goal Document - Public Comment

Mucha, Michael <mike.mucha@drpt.virginia.gov>

Re: DRPT DBE Triennial Goal Document - Public Comment
1 message

Keith Foxx <kfoxx@foxxstem.com> Tue, Jul 6, 2021 at 3:43 PM
To: "Mucha, Michael" <mike.mucha@drpt.virginia.gov>
Cc: Neil Sherman <neil.sherman@drpt.virginia.gov>, Calvin Thweatt <calvin.thweatt@sbsd.virginia.gov>, Joel Eisenfeld <jeisenfeld@kfhgroup.com>

Mike-

Thanks for the feedback and follow up answers to my questions. We are happy to pass on our personal challenges when trying to develop a new line of business. I feel like we have been heard. Hopefully we can meet in the future and/or we are able to work on a DRPT project in the future.

I personally performed civil engineering design work on the DC Streetcar project as well as utility coordination on the MD Purple Line project. My structural engineer is the Engineer of Record for several of the Purple Line stations.

Lastly, thanks again for the invite to the interactive DBE goal setting event.

Keith Foxx
202-270-3699

From: Mucha, Michael <mike.mucha@drpt.virginia.gov>
Sent: Tuesday, July 6, 2021, 9:10 AM
To: Keith Foxx
Cc: Neil Sherman; Calvin Thweatt; Joel Eisenfeld
Subject: Re: DRPT DBE Triennial Goal Document - Public Comment

Hi Keith,

Thanks for the feedback! Let me address your concerns:

- 1) VDOT is a sister agency to DRPT. VDOT receives FHWA funds and works in the highway realm, DRPT receives FTA funds and works in the public transit and rail realms (and yes, you are correct, both also utilize state funds). VDOT and DRPT both perform very different types of work and utilize vastly different sets of contractors so we did not consider VDOT when setting our agency's goal. FTA regulations require us to set a "narrowly tailored" goal, therefore, we have not included VDOT work / contractors in our goal.
- 2) None of our contracts contain a specific DBE goal. We aim to achieve our overall annual goal 100% by race-neutral means. We require all our rural subrecipient transit agencies (per FTA regulations) to search / reach out to DBE firms to meet our statewide goal. Our DBE goal only applies to rural transit agencies. Urban transit agencies develop their own goals as they report directly to the FTA, not DRPT.
- 3) Your comments have been reviewed by myself and our contractors who assisted DRPT in setting our new DBE goal and will be incorporated into our DBE plan.

We will be having an interactive DBE goal setting session which will be advertised on our website. I will personally invite you to attend (virtually) so you may share your concerns. We've discovered over time that there are not a lot of ready, willing, and able DBE firms willing to perform transit type work in the rural areas of the Commonwealth so we feel the 7.8% goal is realistic at this time. It is up from 4.6% in FY 2018 - 2021 so I think we are trending in the right direction.

Again, thanks for taking the time to contact DRPT.

Mike

<https://mail.google.com/mail/u/1?ik=7671028742&view=pt&search=all&permthid=thread-f%3A1703909419542807354%7Cmsg-f%3A1704565758197...> 1/3

7/22/2021

Commonwealth of Virginia Mail - Re: DRPT DBE Triennial Goal Document - Public Comment

On Tue, Jun 29, 2021 at 9:50 AM Keith Foxx <kfoxx@foxxstem.com> wrote:

Mike-

Thank you for the opportunity to review the DRPT DBE Triennial Goal Document. While we were not excited about the 7.8% overall DBE goal, we understood the methodology. We do have a recommendation and also want to share a challenge that we have.

We recommend that you also include VDOT's DBE firms in your sample. While we realize that this is a state agency and your funds are federal, this is just a formality. What you really want is the total number of qualified businesses that are "ready, willing, and able to participate on these FTA-assisted contracts. This is a viable way of getting better data using an additional source.

Our second comment is the grouping of DBE goals. Let me give you a specific example. We are a civil engineering firm. If a civil engineering solicitation is released and the goal is 7.8%, the prime firm will hire a DBE surveyor and a DBE public engagement firm to meet the goal. They will generally keep the remaining 90+% work in-house. How does this DBE goal benefit a qualified professional civil engineering firm like mine? In this case, I think the DBE goal must be a minimum of 30% in order to allow a DBE firm to take on enough work that they can do competently and enable them to grow.

I have been fortunate to have worked as a civil engineer for a DBE consultant for the first 7 years of my career. I then worked as a project manager for 4 years for a government agency where we selected consultants for civil engineering projects. I then returned to that same DBE for 5 years as a manager that teamed with prime civil engineering consultants. I then went back to the government for 5 years in a senior Program Manager position where we awarded contracts to civil engineering firms. Then I went to work for a large prime civil engineering firm where I led their efforts to team with DBE firms. My point is I'm in a very unique position to understand and explain challenges, best practices and new ideas that can have a substantial impact of the sustained growth of our business as well as others. .

Lastly, what happens to these comments? Are they published? Or are they just used theoretically to refine the initial report? Thanks for your partnership.

KEITH FOXX, P.E., PMP, CCM

Principal

1400 16th Street, NW, Suite B-120, Washington, DC 20036

m: 202-270-3699, o: 202-773-0070

foxxstem.com



Please note that I will be on vacation from **July 3 through July 16** with limited access to email. If you need immediate assistance, please contact Darnishia Pace at dpace@foxxstem.com in my absence.

<https://mail.google.com/mail/u/1?ik=7671028742&view=pt&search=all&permthid=thread-f%3A1703909419542807354%7Cmsg-f%3A1704565758197...> 2/3

7/22/2021

Commonwealth of Virginia Mail - Re: DRPT DBE Triennial Goal Document - Public Comment

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Mike Mucha | Transit Programs Manager

Title VI, ADA, DBE Compliance Officer

Virginia Department of Rail and Public Transportation

600 E. Main Street | Suite 2101 | Richmond, VA 23219

Work: (804) 786-6794

Cell: (804) 516-2654

Email: mike.mucha@drpt.virginia.gov

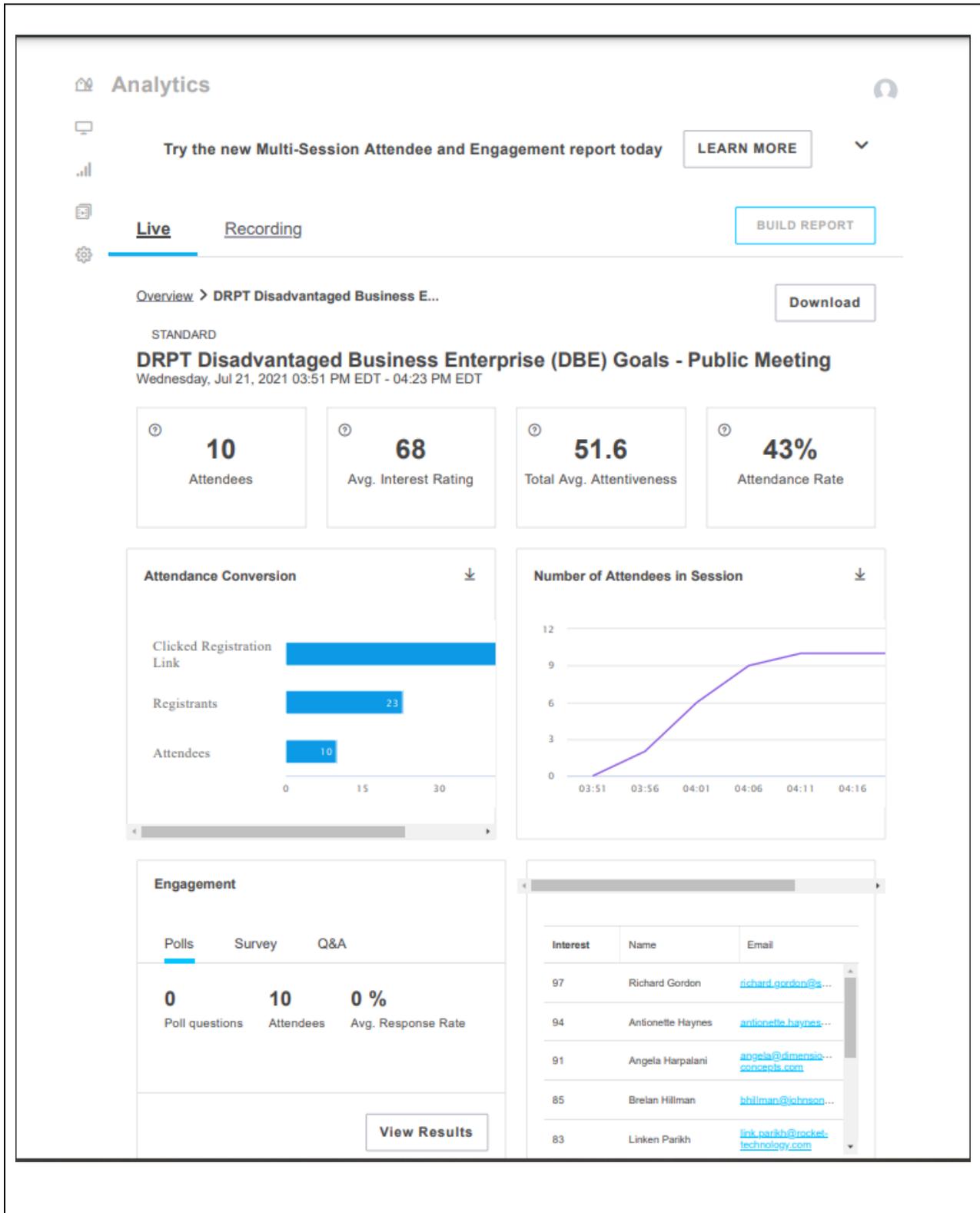


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APPENDIX G: PUBLIC MEETING - ANALYTICS AND PARTICIPANTS



Attendee Report:		DRPT Disadvantaged Business Enterprise (DBE) Goals - Public Meeting				
Report Generated:						
07/23/2021 08:25 AM EDT						
Webinar ID	Actual Start Date/Time	Duration	# Registered	# Attended	Clicked Registration Link	
494-808-963	07/21/2021 03:51 PM EDT	32 minutes	23	10	56	
Attendee Details						
Attended	Interest Rating	Last Name	First Name	Email Address	Registration Date/Time	
Yes	46	Barile	Kerri	kbarile@dovetailcrg.com	07/16/2021 08:04 AM EDT	
Yes	67	Foxx	Keith	kfoxx@foxxstem.com	07/19/2021 07:11 PM EDT	
Yes	97	Gordon	Richard	richard.gordon@sbsd.virginia.gov	07/16/2021 08:55 AM EDT	
Yes	42	Hamilton	Patricia	hamiltonp@hamilton-csc.com	07/16/2021 08:09 AM EDT	
Yes	91	Harpalani	Angela	angela@dimensional-concepts.com	07/21/2021 11:15 AM EDT	
Yes	94	Haynes	Antionette	antionette.haynes@ridegrtc.com	07/16/2021 08:27 AM EDT	
Yes	85	Hillman	Brelan	bhillman@johnsonmarketing.com	07/16/2021 09:31 AM EDT	
Yes	36	Ozoemena	Leonard	ozoemena@compasscentral.com	07/16/2021 04:43 PM EDT	
Yes	41	Pagats	Janell	janell.pagats@arup.com	07/21/2021 11:23 AM EDT	
Yes	83	Parikh	Linken	link.parikh@rocket-technology.com	07/16/2021 08:55 AM EDT	