

Arkansas State Highway and Transportation Department



Disadvantaged Business Enterprise (DBE) Participation Goal
On Federally-Assisted Transit Projects
for
Federal Fiscal Years 2015 - 2017

Prepared by:
Transportation Planning and Policy Division
and
EEO/DBE

In compliance with:
Title 49, Part 26 of the Code of Federal Regulations (49 CFR 26)

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INTRODUCTION

This report complies with the Disadvantaged Business Enterprise (DBE) rule in Title 49 Code of Federal Regulations Part 26 (49 CFR 26) and details the Arkansas State Highway and Transportation Department's process for setting the Federal Fiscal Years (FFYs) 2015 - 2017 overall goal for DBE participation in federally assisted transit projects.

49 CFR 26 requires that this goal be submitted for review by the Federal Transit Administration (FTA). This submission must include 1) A description of the methodology used to establish the goal, including the base figure and evidence with which it was calculated, and the evidence relied on for any adjustments; and 2) A projection of the portions of the overall goal expected to be met through race/gender-conscious measures, respectively; and should include 3) A summary listing of relevant available evidence of disparity and, where applicable, an explanation of why that evidence was not used to adjust the base figure.

For any questions or comments contact:

Mr. Emanuel Banks
DBE Liaison Officer
Deputy Director and Chief Engineer
P. O. Box 2261
Little Rock, Arkansas 72203-2261
Phone: (501) 569-2214

SUMMARY

Revised Proposed DBE Goal for Federal Fiscal Years 2015 - 2017

The Arkansas State Highway and Transportation Department (Department) proposes the following goal for participation by DBEs on federally assisted transit contracts for FFYs 2015- 2017:

Total DBE Goal	0.63%
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The data collected provides a detailed listing of contracting opportunities the Department's Public Transportation Programs (PTP) Section (consulting), Rural Transit Agencies and MPOs can seek reimbursement for from FTA in the base year. Sources expected to continue over the period are projected forward from the base year, while sources known to be expiring over the period are not. This results in a more accurate revised estimated award amount that is not a simple multiple of the base year number (\$4,705,917 base year) since all funding does not continue throughout the period.

The revised estimated dollar amount of FTA/DOT assisted contracts that the Department expects to award over FFY 2015-2017 is derived by reviewing base year budget expenditures and the types of contracting opportunities most available for utilization, assuming no growth (\$4,705,917 Base year, \$12,432,060 total-where funding decreases over the period).

Applying the percentage goal (.63%) to the total (\$12,432,060), the Department has set a dollar goal of expending \$78,300 with DBEs during FFY 2015-2017.

Public Participation Process

Prior to being made available for public comment, a preliminary version of this revised report was distributed to the DBE Advisory Committee for their review and comment. The DBE Advisory Committee consists of representatives from the AHTD, non-DBE contractors, and AHTD's certified DBE contractors. A DBE Advisory Committee meeting was held 8/18/2016 to discuss the revised goal and the methodology used to calculate the goal.

All 244 AHTD Certified DBEs have been notified that this report is available and will be provided a copy upon request.

This report was forwarded to minority interest groups with an offer to meet and discuss the proposed goal and rationale used to develop the goal.

The report informed the public that the proposed goal and its rationale is available for inspection for 30 days following the date of the posting on the Department's website (www.arkansashighways.com) or during normal business hours at the Department's Central Offices, and that written comments will be accepted for 30 days from the date of the posting. This report was posted on the Department's website.

DESCRIPTION OF METHODOLOGY

The methodology used to calculate the Department's FFYs 2015 - 2017 DBE Goal was based on the Department of Transportation's Office of Small and Disadvantaged Business Utilization's "Tips for Goal Setting in the DBE Program" (Appendix A) utilizing information obtained from the 2011 Economic Census and the Department's Certified Disadvantaged Business Enterprise Directory.

Background Information

The Department administers federally assisted transit programs in Arkansas, and does not operate a transit system or provide public transit services directly. Instead, the Department passes federal funds through to agencies which operate public transit or Metropolitan Planning Organizations, retaining funds sufficient to plan and administer its program consistent with federal and state requirements.

STEP ONE: DEVELOPMENT OF THE BASE GOAL

In Step One of the goal setting process, contractible items were identified and a weighted average figured for each item. Then the Base Goal was figured using the relative availability (percentage) of DBEs in Arkansas to perform contracts (both prime and subprime) scheduled for FFY 2015-2017. In simplest terms, these percentages, or base goals, can be calculated as follows:

**Table 1
2015 - 2017 Transit Programs**

	Description of Work	Amount	Percent of Total (Weight)
1	Accounting/Audit	\$20,125	0.43%
2	Advertising	\$55,252	1.17%
3	Architect	\$10,000	0.21%
4	Auto Repair & Maintenance	\$328,130	6.97%
5	Auto Parts, Accessories & Tires	\$278,925	5.93%
6	Building Material & Repair	\$282,450	6.00%
7	Clothing/Uniforms	\$31,615	0.67%
8	Computer, Communication & Office Machine Repairs	\$78,900	1.68%
9	Computers & Computer Peripheral Equip &Software	\$38,884	0.83%
10	Furniture Stores/Equipment	\$267	0.01%
11	Health Practitioners - Drug Screens/Physicals	\$45,150	0.96%
12	Insurance Agencies & Brokers	\$879,365	18.69%
13	Janitorial	\$9,570	0.20%
14	Landscaping Services	\$250	0.01%
15	Management Consulting Services	\$74,000	1.57%
16	Marketing Research & Public Opinion Polls	\$0	0.00%
17	Motor Vehicle Supplies & Parts (OVR Coach)	\$162,280	3.45%
18	Office Machinery & Equip Rental Leasing	\$800	0.02%
19	Office Supplies	\$88,050	1.87%
20	Other Chemical and Allied Products (Vehicle Care Chemicals)	\$0	0.00%
21	Paint and Wall Covering Contractor	\$0	0.00%
22	Pest Control	\$1,930	0.04%
23	Petroleum – Retail	\$1,241,240	26.38%
24	Petroleum - Wholesale	\$1,060,800	22.54%
25	Plumbing, Heating & AC	\$0	0.00%
26	Printing & Writing Paper Merchant Wholesaler	\$0	0.00%
27	Printing	\$3,134	0.07%
28	Professional Scientific & Technical Services	\$14,800	0.31%
29	Stationery & Office Supplies Merchant	\$0	0.00%
30	Temporary Help Services	\$0	0.00%
31	Translation & Interpretation	\$0	0.00%
32	Wired Telecommunications Carriers	\$0	0.00%
33	Wireless Telecommunications Carriers (exempt Satellite)	\$0	0.00%
	Totals-Base Year	\$4,705,917	100.00%

In Step One of the goal setting process, contractible items were identified and a weighted average figured for each item. Then the Base Goal was figured using the relative availability (percentage) of DBEs in Arkansas to perform contracts (both prime and sub) scheduled for FFYs 2015 - 2017.

In simplest terms, this percentage, or base goal, can be calculated as follows:

$$\text{Base Goal: } \frac{\text{Ready, Willing, and Able DBEs}}{\text{All Firms Ready, Willing, and Able (DBEs and non-DBEs)}} = \text{Relative Availability}$$

To further refine this percentage, weighting was applied using both the percentage of work to be done and the availability of DBEs to perform each work category. This data was obtained using the 2011 Economic Census – County Business Patterns for Arkansas Tables (Construction, Retail and Wholesale) and the Department’s UCP Disadvantaged Business Enterprise Directory. The weight of each category was determined by calculating the relative availability of DBEs in that category against the weight of the contracting funds for each category. See Appendices C and D for a detailed description of methods used to calculate the percentages used to weight the base goal.

Table 2
 2011 Census County Business Patterns for Arkansas
 Relative Availability Chart

	Description of Work	Number of Certified DBEs	Number of Firms	Relative Availability	NAICs Codes
1	Accounting/Audit	3	270	0.01	541219
2	Advertising	2	100	0.02	541810
3	Architect	6	141	0.04	541310
4	Auto Repair & Maintenance	0	1,296	0.00	8111
5	Auto Part, Accessories & Tires	0	806	0.00	4413
6	Building Material & Repair	2	661	0.00	4441
7	Clothing/Uniforms	0	6	0.00	812331
8	Computer, Communication & Office Machine Repairs	1	18	0.06	811213
9	Computer & Computer Peripheral Equipment & Software	1	66	0.02	423430
10	Furniture Stores	0	269	0.00	44211
11	Health Practitioners - Drug Screens/Physicals	0	114	0.00	621399
12	Insurance Agencies & Brokers	2	1,443	0.00	524210
13	Janitorial	3	337	0.01	56172
14	Landscaping Services	44	607	0.07	56173
15	Management Consulting Services	18	721	0.02	54161
16	Marketing Research & Public Opinion Polling	2	21	0.10	541910
17	Motor Vehicles Supplies & Parts (OVR Coach)	1	86	0.01	423120
18	Office Machinery and Equip Rental and Leasing	0	1	0.00	532420
19	Office Supplies	0	62	0.00	45321
20	Other Chemical and Allied Products (Vehicles)	0	90	0.00	424690
21	Paint and Wall Covering Contractor	3	161	0.02	238320
22	Pest Control	0	149	0.00	56171
23	Petroleum – Retail	0	1,564	0.00	4471
24	Petroleum - Wholesale	4	105	0.04	4247
25	Plumbing, Heating & AC	4	923	0.00	238220
26	Printing and Writing Paper Merchant Wholesaler	0	76	0.00	4241
27	Printing	0	189	0.00	32311
28	Professional, Scientific & Technical Services	10	65	0.15	541990
29	Stationery & Office Supplies Merchant Wholesalers	2	34	0.06	424120
30	Temporary Help Services	5	219	0.02	561320
31	Translation & Interpretation	0	11	0.00	54193
32	Wired Telecommunications Carriers	2	328	0.01	517110
33	Wireless Telecommunications Carrier (except Satellite)	1	100	0.01	517210
	Combined Totals	116	11,039	0.67	

Table 3
Transit Programs DBE Goal Calculation

	Description of Work	Percent of 2015 Transit Program (A)	Relative Availability (B)	Step One Base Goal (AxB)
1	Accounting/Audit	0.43%	1.11%	0.00475%
2	Advertising	1.17%	2.00%	0.02348%
3	Architect	0.21%	4.26%	0.00904%
4	Auto Repair & Maintenance	6.97%	0.00%	0.00000%
5	Auto Part, Accessories & Tires	5.93%	0.00%	0.00000%
6	Building Material & Repair	6.00%	0.30%	0.01816%
7	Clothing/Uniforms	0.67%	0.00%	0.00000%
8	Computer, Communication & Office Machine Repairs	1.68%	5.56%	0.09315%
9	Computers & Computer Peripheral Equipment & Software	0.83%	1.52%	0.01252%
10	Furniture Stores	0.01%	0.00%	0.00000%
11	Health Practitioners - Drug Screens/Physicals	0.96%	0.00%	0.00000%
12	Insurance Agencies & Brokers	18.69%	0.14%	0.02590%
13	Janitorial	0.20%	0.89%	0.00181%
14	Landscaping Services	0.01%	7.25%	0.00039%
15	Management Consulting Services	1.57%	2.50%	0.03926%
16	Marketing Research & Public Opinion Polling	0.00%	9.52%	0.00000%
17	Motor Vehicles Supplies & Parts (OVR Coach)	3.45%	1.16%	0.04010%
18	Office Machinery & Equipment Rental & Leasing	0.02%	0.00%	0.00000%
19	Office Supplies	1.87%	0.00%	0.00000%
20	Other Chemical and Allied Products	0.00%	0.00%	0.00000%
21	Paint and Wall Covering Contractor	0.00%	1.86%	0.00000%
22	Pest Control	0.04%	0.00%	0.00000%
23	Petroleum – Retail	26.38%	0.00%	0.00000%
24	Petroleum - Wholesale	22.54%	3.81%	0.85874%
25	Plumbing, Heating & AC	0.00%	0.43%	0.00000%
26	Printing	0.00%	0.00%	0.00000%
27	Printing and Writing Paper Merchant	0.07%	0.00%	0.00000%
28	Professional Scientific & Technical Services	0.31%	15.38%	0.04838%
29	Stationery & Office Supplies Merchant Wholesalers	0.00%	5.88%	0.00000%
30	Temporary Help Services	0.00%	2.28%	0.00000%
31	Translation & Interpretation	0.00%	0.00%	0.00000%
32	Wired Telecommunications Carriers	0.00%	0.61%	0.00000%
33	Wireless Telecommunications Carriers (Except Satellite)	0.00%	1.00%	0.00000%
	Combined Totals	100.00%	67.47%	1.18%

STEP TWO: ADJUSTMENTS

Past Participation:

Table 4
DBE Median Participation (FFYs 2013 – 2015)

FFY	DBE CONTRACT GOALS	ACTUAL ANNUAL PARTICIPATION
2013	1.33%	0.04%
2014	1.33%	0.08%
2015	0.57%	0.36%
MEDIAN		0.08%

Median Participation:

The median participation FFYs 2013 - 2015 and Step One Base Goal is:

DBE MEDIAN PARTICIPATION (2013 – 2015)	0.08%
STEP ONE BASE GOAL	<u>1.18%</u>
Total	1.26%
	<u>÷ 2</u>
GOAL-----	0.63%

DISPARITY STUDIES AND OTHER EVIDENCE OF DISCRIMINATION

There were no available disparity studies performed within the market area.

RACE/GENDER-NEUTRAL AND RACE/GENDER CONSCIOUS DETERMINATION

The next step is to forecast the race/gender-neutral and race/gender-conscious portion of the Step Two Adjusted Goal. As stated in 49 CFR Section 26.51, the maximum feasible portion of the overall goal must be met by using race/gender-neutral means of facilitating DBE participation. Race/gender-neutral participation includes: 1) DBEs who win prime contracts through customary competitive procurement procedures; 2) DBEs who are awarded subcontracts on prime contracts that do not carry a DBE goal; and 3) DBEs who are awarded subcontracts in excess of the stated project goal.

The following considerations were made when determining the race/gender-neutral and race/gender-conscious component of the goal setting process.

Past Race/Gender-Neutral Participation by DBEs on Transit Projects

The Department does not operate a transit system or MPO as a direct recipient, but instead passes federal funds through to public and private non-profit transit providers and MPOs. These agencies employ approved procurement processes in contracting for services and equipment and in pursuing other contractible opportunities.

The Department consults with the United States Department of Transportation (USDOT), Office of Small and Disadvantaged Business Utilization's (OSDBU) Small Business Transportation Resource Center (SBTRC) to secure technical assistance to increase capacity and availability of DBE providers.

The Department works to encourage and support subrecipients in increasing DBE participation, sharing lists of approved DBEs and encouraging subrecipients to consider DBEs whenever there are contractible opportunities.

The agencies receiving pass-through funds only occasionally include construction projects in their budgets. Construction projects offer increased opportunities for DBE participation and the Department has met or exceeded its FTA DBE goals in years when construction opportunities were available. FTA DBE goal achievement has suffered in the absence of those opportunities.

The Department does not have any data upon which to base a conclusion that there will be any DBEs participating in any of the projects that will qualify as race-conscious according to the description of "race-conscious participation" found in 49 CFR Part 26.

Therefore, the Department will employ race neutral methods in achieving its goals; with the understanding that construction projects will include race/gender-conscious goals to increase participation as those opportunities present themselves.

APPENDICES

- A - U.S. Dept. of Transportation's Tips for Goal-Setting in the DBE Program
- B - Local Market Area and Data Sources
- C - Work Category Percentages in the 2014-2016 Federal-aid Const Program
- D - Ready, Willing and Able Contractors
- E - Written Comments Received and Actions Taken

Appendix A - Tips for Goal-Setting in the Disadvantaged Business Enterprise (DBE) Program

The following guidance was provided by USDOT on December 22, 2014 with the following note: The General Counsel of the Department of Transportation has reviewed this document and has approved it as consistent with the language and intent of 49 C.F.R. part 26. This document should always be used in conjunction with the rule itself and other relevant, previously issued guidance such as the Questions and Answers About 49 CFR Part 26, found at <http://osdbu.dot.gov>. The document can be downloaded at <http://www.osdbu.dot.gov/dbeprogram/tips.cfm>

INTRODUCTION:

A number of DOT recipients have requested that (USDOT) develop additional written guidance on goal-setting and on how to determine what portion of their goal should be race/gender-neutral and what portion should be race/gender-conscious. This document is intended as a response to these requests. It incorporates the experience and best practices culled by DOT officials and recipients over the first year of implementation of the goal-setting portions of the new DBE rule (49 CFR Part 26). This is not intended to represent an exhaustive list of techniques for goal-setting. As always, one hallmark of the new DBE rule is flexibility and therefore we will, and you should, continue to be on the lookout for new and innovative goal-setting processes. Nor is this an exhaustive explication of all of the subjects related to goal-setting covered in the rule. This document is intended only to provide you with some additional guidance as you set goals. It should always be used in conjunction with the rule itself and other relevant, previously issued guidance such as the Questions and Answers About 49 CFR Part 26, found at <http://osdbu.dot.gov>.

I. IN GENERAL:

As we have stressed before, it is extremely important to include all of your calculations and assumptions in your submission. In other words, you must "show your work." When you submit your overall goals (and the race/gender-neutral and race/gender-conscious portions of your goals), it is important that we can follow your thinking process. Set out explicitly what your data sources were, what assumptions you made, how you calculated each step of the process, etc. Along these lines, you should make sure that your goal submission contains a clear description of your public participation process, a good summary of the comments received during that process and a summary of what if any changes were made based on those comments. Without this information, it is difficult for anyone to evaluate the actual goal you have selected. Goal submissions that are not accompanied by a written explanation of how the goal was derived will be sent back for additional explanation.

II. STEP ONE:

The most important thing to remember about Step One of the goal setting process is that you are attempting to come up with a measurement of the actual relative availability of DBEs to perform the types of contracts (both prime and sub) that you intend to let. To say this another way, you are

trying to determine what percentage DBEs (or firms that could be certified as DBEs) represent of all firms that are ready, willing, and able to compete for DOT-assisted contracting. This percentage is calculated by dividing the number of DBEs ready, willing, and able to bid for the types of work you will fund this year, by the number of all firms (DBEs and non-DBEs) ready, willing, and able to bid for the types of work you will fund this year. That is, the number of DBEs will be in the numerator, and the number of all firms (DBEs and non-DBEs) will be in the denominator. This is true regardless of the type of data you are employing to measure the relative availability (e.g., bidders list, census data and DBE directory, disparity study, alternate method, etc.) In other words, whatever data is used, the ratio would be:

$$\text{Step One Base Figure} = \frac{\text{Ready, willing, and able DBEs}}{\text{All firms ready, willing, and able (including DBEs and non-DBEs)}}$$

To give a more specific example, if your work for the year involves both heavy construction and trucking, then: where there are 44 DBEs in heavy construction and 14 in trucking, and 300 firms (DBEs and non-DBEs together) in heavy construction and 150 firms (DBEs and non-DBEs together) in trucking, the ratio would look like this:

$$\frac{44 \text{ DBEs in heavy construction} + 14 \text{ DBEs in trucking}}{300 \text{ firms in heavy construction} + 150 \text{ firms in trucking}} = \frac{58}{450} = 12.8\%$$

The following points will assist you in calculating this percentage:

A. It is Not Acceptable to Use Past Participation as Your Step One Base Figure. This Step One Base Figure must not be simply a restatement of your past history of participation. Instead, it must represent an attempt to measure the availability of firms that are ready, willing, and able to compete, not just those who have won contracts in the past. For example, assume that after performing the calculations above, you come up with a Step One Base Figure of 12%. Assume also that in the past you have achieved 20% DBE participation. You may not simply substitute 20% for your Step One Base Figure. The appropriate method for the consideration of past participation is discussed below in the portions of this guidance dealing with Step Two of the goal setting process.

B. Use the Most Refined Data Available. When using census and other data organized by SIC codes or the NAICS codes (which will eventually replace the SIC system), try to use the most refined data available. This will help you to focus more precisely on the firms with which you or your prime contractors will actually be doing business and help you to avoid overestimating the number of firms in either the numerator or the denominator. For both SIC and NAICS, the data become more refined in the codes with higher numbers of digits. You should take steps to filter out businesses that are not relevant to your calculations where possible. For instance, if you are using a bidders list, and you are

aware that some of the firms on that list do not perform the type of work you will contract out, then exclude those firms from your calculation. If you are interested in further information on the NAICS system, you may want to visit the Census Bureau website www.census.gov and look under the header for business, and find the link for the NAICS system.

C. Look to Relevant Data Sources to Supplement Your DBE Directory. You should do everything you can to ensure that your goal setting process truly reflects the actual availability of ready, willing, and able DBEs in your local market area. Toward this end, if you are using your DBE Directory and census data in goal setting and you are concerned that your DBE Directory does not accurately reflect the number of potential DBEs in your area, you should seriously consider supplementing the number of firms in your DBE Directory for the purposes of goal-setting. This is especially important because the census data represent all firms in your area whether or not they are ready, willing and able to perform DOT-assisted contracts. If you do not take extra steps to ensure your list of DBEs and potential DBEs is accurate, you may seriously underestimate the actual relative availability of DBEs. You may do this by carefully examining lists of other DBEs and MBE/WBEs (Minority Business Enterprises/Women Business Enterprises) from other sources, such as other state or local transportation agencies (if the contracting opportunities are comparable), to determine whether they contain firms which should be considered ready, willing, and able DBEs. You should also examine your own data bases such as vendor data bases, bidder's lists, pre-bid or pre-proposal conference attendance lists and outreach session attendance lists to determine whether these sources might reveal firms that should be included in your list of ready, willing, and able DBEs. Of course, you must be careful not to double count firms by including them on your list more than once. You also must remember that you are checking these other sources for the purpose of goal setting only. In order to actually be included in your DBE Directory, an otherwise eligible firm must take the additional steps of going through the certification process.

D. Explain How You Determined Your Local Market Area. Remember, the local market area is not necessarily the same as the political jurisdiction in which you are geographically located. Instead, your local market area is the area in which the substantial majority of the contractors and subcontractors with which you do business are located and the area in which you spend the substantial majority of your contracting dollars. It is important that you specify in your submission how you determined the boundaries of your local market area.

E. Ensure That Your Percentage Reflects an "Apples to Apples" Calculation. Whenever you are calculating ratios, make absolutely certain that the DBE firms in the numerator and denominator are as similar as possible to the DBEs and non-DBE firms in the denominator. For instance, if you include DBEs that do trucking in the numerator, make sure to include DBEs and non-DBEs that do trucking in the denominator. Likewise if you are using a bidders list, make certain that you use it for both your numerator and your denominator. In other words, if you are limiting your denominator to only those firms who have actually provided bids or quotes on past contracting opportunities, then be certain that your numerator is similarly limited to only those DBEs that have actually provided bids or quotes in the past. Finally, if you are using a bidders list, remember that it must include

all DBE and non-DBE bidders and quoters whether they are prime or subcontractors and whether or not they were actually awarded a contract or a subcontract.

F. Wherever Possible, Use Weighting. Weighting can help ensure that your Step One Base Figure is as accurate as possible. While weighting is not required by the rule, it will make your goal calculation more accurate. For instance, if 90% of your contract dollars will be spent on heavy construction and 10% on trucking, you should weight your calculation of the relative availability of firms by the same percentages. In other words:

$$\left[.9 \left(\frac{\# \text{heavy construction DBEs}}{\# \text{heavy construction firms}} \right) + .1 \left(\frac{\# \text{trucking DBEs}}{\# \text{all trucking firms}} \right) \right] \times 100 = \text{Step One Base Figure, weighted by type of work to be performed}$$

If you were using the number of firms in the example presented in the opening paragraph of this section, the equation you would use would be:

$$\left[.9 \left(\frac{44 \text{ heavy construction DBEs}}{300 \text{ heavy construction firms}} \right) + .1 \left(\frac{14 \text{ trucking DBEs}}{150 \text{ trucking firms}} \right) \right] \times 100 = \left[.9 \left(\frac{44}{300} \right) + .1 \left(\frac{14}{150} \right) \right] \times 100 =$$

$$\left[.9 (.1467) + .1 (.0933) \right] \times 100 = \left[.1320 + .0093 \right] \times 100 = 14.13$$

In this example, therefore, your Step One Base Figure would be 14.13%. Of course, in your actual goal setting process you will likely have many more than just two categories of contractors. Keep in mind the comments in paragraph "B" above and remember that it is preferable to break down your work into the most refined categories of contractors available and then perform your weighting calculations for each of those categories.

G. Address the Effects of Decertifications in Step One. If you have, or will imminently, decertify a firm (e.g., for exceeding the Personal Net Worth (PNW) cap, or for other reasons) you should address the decertification of that firm in Step One of the process by excluding the firm from the numerator of the ratio, but not from the denominator. Likewise, if you know that a firm (DBE or non-DBE) has gone out of business or is no longer bidding for DOT-assisted contracts, then that firm should be excluded from both the numerator and the denominator of your ratio. Remember: in the vast majority of cases it is not appropriate to make adjustments based on the number of firms that have been decertified because of PNW or other reasons in Step Two of the goal setting process. Instead these adjustments should be made in Step One.

H. Do Not Make Adjustments Based Solely on Changes in the Amount of Federal Assistance You Expect to Receive. It is never appropriate to adjust your measurements of relative DBE availability, either in Step One or in Step Two, solely because the size of your contracting program will change in the next fiscal year. For example, if you assume that non-DBEs will be able to expand to compete for a large influx of new program dollars, you should make the same assumption about DBEs, absent specific evidence to the contrary. Of course, if the type of work for which you expect to contract changes

dramatically, this may impact your goal regardless of changes in the level of funding you receive.

I. Feel Free to Suggest Other Ways to Calculate Availability. It is important to remember that the examples listed in the rule are just that - examples. You may propose alternative methods of calculating Step One; just make sure that any such alternative operates to measure the actual relative availability of DBEs.

III. STEP TWO:

Step Two of the goal setting calculation process is intended to adjust your Step One Base Figure to make it as precise as possible. Under the rule, you must consider all evidence available in your jurisdiction to determine whether such an adjustment is necessary. In this context, there are several factors you must consider in making your Step Two adjustments if there are relevant and reliable data available. These factors include:

- past participation (the volume of work DBEs have performed in recent years) or other measure of demonstrated capacity;
- evidence from disparity studies conducted in your market area (including relevant studies commissioned by other contracting agencies in your market area);
- statistical disparities in the ability of DBEs to get financing, bonding and insurance;
- data on employment, self-employment, education and training, union apprenticeship programs; and
- any other data that would help to better measure the percentage of work that DBEs would be likely to obtain in the absence of discrimination.

Remember: while you must consider making adjustments to the base figure for all of the factors listed here, you are not required to make such an adjustment. If the evidence does not suggest such an adjustment is necessary, then no adjustment should be made. Moreover, if the evidence suggests that an adjustment is warranted, it is critically important to ensure that there is a rational relationship between the data you are using to make the adjustment and the actual numerical adjustment made. A clear explanation of which information sources you considered, how you made your Step Two adjustment - or why you determined that no adjustment was warranted - is a very important part of your overall submission.

A. Adjustments Based on Past Participation

A number of questions have arisen with respect to Step Two adjustments based on past participation. Below, we address the questions we have heard most frequently.

1. What if, in the past, you were in noncompliance with the DBE regulations such that past levels of DBE participation present either an unfairly high or unfairly low picture of DBE capacity? If, in the past, your DBE program was implemented in noncompliance with the regulations in place at the time, it may be inappropriate to make adjustments for past participation. If the noncompliance resulted in DBEs receiving either an unfairly high or unfairly low percentage of

contracts, you should not make an adjustment for past participation based on any year in which the program was administered in noncompliance.

2. What if the Step One Base Figure and past participation figure are very similar? If your records suggest levels of past participation very similar to the number you calculated in Step One, then it is not necessary to make any adjustment for past participation. For instance, assume that your Step One Base Figure is 21% and your past participation figure is 22.4%. In that case, you do not need to make an adjustment for past participation. Nevertheless, you must explicitly state that the reason you are not making an adjustment for past participation is that your past participation has been very similar to your Step One Base Figure.

3. Are decertifications ever relevant in Step Two? As stated in Part II above, it is almost never appropriate to consider the decertification of DBEs in the Step Two adjustment process. There is one exception, however. Decertifications may constitute a reason not to make an adjustment based on past participation where the newly decertified firms account for all, or the overwhelming majority, of past DBE participation and you have good reason to believe that other DBE firms will not be ready, willing, and able to participate in the contracts you intend to let. For example, assume that your Step One Base Figure calculations establish that there are 15 DBE firms that perform the type of work for which you expect to contract this year and that two of those firms will imminently be decertified. Then, as stated above, you must exclude those two firms from the numerator of the ratio established in Step One. In addition, if those two firms were responsible for all or the overwhelming majority of your past participation, and there are no DBE firms poised to do similar types and volume of work, you should seriously consider not making an upward adjustment based on past participation or reducing the upward adjustment to reflect the fact that the firms in question are no longer available DBEs.

4. What if the types of contracts that you will let this year are very different from the types of contracts that you have let in the past? If the types of projects you are letting this year are very different from the types of projects let in recent years, you should not assume that your past rates of DBE participation are an accurate reflection of DBE capacity in the type of work you will perform this year. In this scenario, you should seriously consider not making an adjustment for past participation.

5. If you feel that an adjustment for past participation is necessary, how should you calculate the adjustment? If you feel that an adjustment based upon past participation is warranted, and you cannot determine any more precise way to make the adjustment, you may average the figure you obtained in Step One with a figure which represents your past participation. In utilizing this method, you will obtain a more precise outcome if you are able to include a number of years' worth of past participation.

a. **Determining the Median Past Participation.** The first step in adjusting your Step One Base Figure for past participation is to determine your "median" past participation percentages. Your goal setting process will be more accurate if you use the median (instead of the average or mean) of your past participation to make your adjustment because the process of determining the median excludes all outliers (abnormally high or abnormally low) past participation percentages. The following principles will help you calculate your median past participation percentage:

- i. The median is the middle number in any group of numbers.
- ii. The best way to determine the median is to first arrange the values in a list from low to high. For example, the numbers 3, 6, and 1 arranged from low to high is: 1, 3, 6.
- iii. If you have an odd number of values from which to determine the median, just take the number which falls in the middle. For example, 3 is the median of 1, 3, and 6.
- iv. If you have an even number of values, then you should average the two numbers which fall in the middle. For example, if you have the numbers 1, 3, 6 and 8, the median would be the average of 3 and 6 or 4.5.
- v. If you only have two numbers, simply average those two numbers together.

b. **Adjusting the Step One Base Figure with the Median Past Participation.** With these principles in mind, you may calculate your median past participation percentage and use that figure to adjust your Step One Base Figure by taking the average of your median past participation figure and your Step One Base Figure. It is important that past participation not be given disproportionate weight and therefore, you should not simply average your Step One Base Figure with a whole list of past years' participation. Instead, you should average the Step One Base Figure with the median of your past years' participation rates.

c. **Example.** An example may be helpful. Assume that your past participation for the past four years has been 18%, 15%, 12% and 11% and that your Step One analysis resulted in a Step One Base Figure of 9%. In order to obtain a Step One Base Figure adjusted for past participation, you must do the following:

- i. First, arrange your past participation values in order from low to high: 11%, 12%, 15%, 18%.
- ii. Then take the middle percentage to obtain your median past participation percentage. If, as here, there are an even number of percentages the median is derived averaging the middle two values (12% and 15%). Obtain the average of 12% and 15% by adding them together and dividing by 2. In other words: $12\% + 15\% = 27\%$, 27% divided by 2 equals 13.5% Therefore, 13.5% is your median past participation percentage.
- iii. Finally, obtain a Step One Base Figure adjusted for past participation by taking the average of the Step One Base Figure and the median past participation. This average is obtained by adding together the Step One Base Figure (9%) and the median past participation percentage (13.5%) and dividing by 2. In other words,

9% + 13.5% = 22.5% divided by 2 = 11.25%. Therefore, 11.25% is your Step One Base Figure adjusted for past participation.

6. May you use only one year's worth of past participation to make an adjustment? In most cases, your result will be more accurate if you use the median of several years to make your past participation adjustment. However, if you feel that your goal will be more accurate if you use only one year's worth of past participation you may do so as long as you fully explain your rationale. There is one caveat: if you use only one year's worth of past participation it must be a year in which your goals were set in compliance with Part 26.

7. Must you consider making an adjustment for past participation even if the result of the adjustment might be to decrease the overall goal? What if the adjustment will increase the overall goal? Yes, you must consider the advisability of making adjustments based on past participation regardless of whether or not the adjustment would result in increasing or decreasing the base figure derived in Step One.

8. Must you consider making an adjustment for past participation if this is the first time you have ever had a DBE program? No, an adjustment for past participation is not required if you are developing a DBE program for the first time and do not have any statistics on past DBE participation. Of course, if you do have statistics on past DBE participation you should consider making an adjustment.

B. Other Factors in Step Two

With respect to the other Step Two factors outlined in the rule, we have heard a number of questions. The following questions and answers may be of assistance to you as you consider Step Two of the goal setting process:

1. What additional sources of information should be considered in Step Two? In determining whether or not your base figure should be adjusted to account for the effects of past discrimination, you should consider consulting with the following organizations and institutions to determine whether they can direct you to information about past discrimination in public contracting; discrimination in private contracting; discrimination in credit, bonding or insurance; data on employment, self-employment, training or union apprenticeship programs; and/or data on firm formation:

- a. organizations serving or representing DBEs, minority-owned or women-owned businesses;
- b. state or local offices of procurement;
- c. federal, state or local offices responsible for enforcing civil rights laws;
- d. state or local offices responsible for minority or women's affairs;
- e. state or local offices dealing with business affairs, commerce or small businesses;

- f. state or local offices dealing with the oversight of banks and other credit institutions (sometimes this is the state treasurer's office);
- g. state or local labor offices; local labor organizations; institutions of higher education within your state;
- h. your state's Office of the Attorney General (for information about lawsuits related to contracting or obtaining credit or bonding.)

If you choose to make adjustments to your base figure based upon any of this evidence of past discrimination, be certain that there is a clear and rational relationship between the evidence and the adjustment. This is often very difficult to do and depends entirely on the type of evidence you discover. You may want to contact a consultant or local institution of higher education (departments of economics or statistics) to assist you in making these types of adjustments. Whether or not you make an adjustment based on a particular piece of evidence, make certain that you include a description of all of the evidence you considered with your submission.

2. What are "disparity studies" and why must I consider them? There is absolutely no requirement under the rule that you conduct your own disparity study. Nevertheless, if one has been conducted for your market area, you should consider the data the study contains. Many different types of studies have been referred to as "disparity studies," and the term is used broadly in the regulation to mean any type of study designed to investigate the existence of discrimination in contracting. Some disparity studies consist entirely of complex and lengthy statistical analyses. Some focus less on statistics and more on the collection and organization of anecdotal evidence of discrimination. Both types of studies should be considered in Step Two. Disparity studies vary widely in content and quality. Despite this, all or part of a disparity study relating to your local market area may provide a rich source of information for your goal setting process. If you are unsure about whether or not a disparity study relevant to your goal setting process has been conducted anywhere in your market area, consult with state and local offices of procurement and local government agencies responsible for enforcing civil rights laws and ask them if they know of any such studies. Remember, you may find relevant information in studies commissioned by other contracting agencies in your market area so be sure to examine any such studies for relevance to your goal setting process. If you choose to make an adjustment based upon a disparity study, you must carefully explain precisely what the disparity study evidence was and why the adjustment is warranted. In most cases it will be best to submit the disparity study (or all of the relevant portions of the study) with your proposed goal. If you obtain a disparity study conducted in your market area but, upon reading it, you determine that it is not relevant to your program or it is not reliable, you should not make adjustments based on the study. In this case, simply state your reason for not making the adjustment in your submission.

3. If you have reliable information about the characteristics of the firms available in your local market area, should you use those characteristics to

make adjustments in Step Two? If you have accurate information about the characteristics of all the firms that are available to perform work for you such as their size, age, or past experience, you should consider making adjustments to your Step One Base Figure to account for any impact these factors might have on the capacity of firms to perform contracts for you. Of course, you will increasingly have information about some of these factors as you compile a bidders list in accordance with section 26.11. Again, it is important that any such adjustments be made with respect to both DBEs and non-DBEs in your market area. These types of adjustments usually involve quite difficult calculations and will likely involve using regression analysis. If you want to conduct these types of adjustments and do not have the in-house capacity to do so, you must obtain the expertise necessary to make the adjustments correctly. You may want to consider obtaining assistance from a consultant or local institution of higher education (e.g., departments of economics or statistics).

4. What if there is no additional information available related to your goal setting process? If no disparity studies have been conducted in your market area, be sure to state that in your submission to your operating administration. Likewise, if you are unable to find the other types of evidence or data relative to Step Two, make certain you state this in your goal submission.

IV. CALCULATING THE RACE/GENDER-NEUTRAL AND RACE/GENDER-CONSCIOUS SPLIT:

The race/gender-neutral and race/gender-conscious division of the goal is an exceedingly important component of the goal-setting process. As is stated in section 26.51, you must meet the maximum feasible portion of your overall goal by using race/gender-neutral means of facilitating DBE participation. You must also carefully explain why you projected that you could achieve the level of race/gender-neutral participation you propose and the specific reasoning and data that support your conclusion. Many of you have asked for assistance in determining what factors to consider in projecting the portion of your overall goal that you will be able to meet through race/gender neutral means. The following considerations may be helpful:

A. Consider the Amount by Which You Exceeded Your Goals in the Past. The amount by which you exceeded your overall goals in past years can be a useful tool in helping you project the race/gender-neutral participation you can expect in the future. For example, suppose that your past year's goal was 20%, but you obtained 30% DBE participation. The 10% difference between goal and achievement represents participation that went beyond what you told contractors they should do in order to meet the 20% goal. This 10% participation, then, was not made necessary by race/gender-conscious provisions of your program. It may be reasonable for you to assume, as you make your projected split between race/gender-neutral and race/gender-conscious measures for next year, that contractors will again be able to achieve 10% participation over and above the race/gender-conscious portion of your overall goal. If your overall goal were again 20%, this could be evidence supporting a decision for projecting 10% race/gender-neutral and 10% race/gender-conscious split for the coming year.

Your projected split will probably be more accurate if you use past participation data from more than one year. As noted in point #5 under "Adjustments Based on Past Participation," it is advisable to calculate the median of the past years' participation. For example, if your goal was 20% in each of the past three years, and your achievements were 21%, 22%, and 30%, the median amount by which you exceeded your goal was 2% (i.e., the median of 1%, 2% and 10%). You could then use this figure as evidence supporting a projection of 2% race/gender-neutral participation for the coming year. If you do use only one year's past participation for this purpose, be sure that the year you use was one in which you set your goal under the new Part 26 regulations.

B. Consider Past Participation by DBE Prime Contractors. If you obtained any of your past participation through the use of DBE primes, then those attainments should be considered race/gender-neutral and can be used as a basis for estimating a similar level of race/gender-neutral participation in the next program year. For instance, assume that your goal for last year was 20% and your achievement was 20%. If a portion of that 20% resulted from the participation of DBE primes - and thus from race/gender-neutral means - then it may be appropriate to assume that you will be able to achieve similar results through the race/gender-neutral participation of DBE primes in the future. Of course, in this instance it is especially important to ensure that you are comparing similar types of contracts. For example, if last year's participation by DBE primes occurred in a type of contracting in which there are many DBE primes, and this year you intend to do all of your work in industries in which there are few DBE primes, then it would be inappropriate to assume that you will replicate similar levels of participation by DBE primes.

C. Consider Past Participation by DBE Subcontractors on Contracts Without Goals. If you obtained any of your past participation through the use of DBE subcontractors on contracts without DBE goals, then those attainments should be considered race/gender-neutral and can be used as a basis for estimating a similar level of race/gender-neutral participation in the next program year. For instance, assume that your goal for last year was 20% and your achievement was 20%. If a portion of that 20% resulted from the participation of DBE subcontractors on contracts without goals - and thus from race/gender-neutral means - then it may be appropriate to assume that you will be able to achieve similar results in the future. Again, it is extremely important to ensure that you are comparing similar types of contracts. For example, if last year's participation by DBE primes occurred in a type of contracting in which there are many DBE subcontractors, and this year you intend to do all of your work in industries in which there are few DBE subcontractors, then it would be inappropriate to assume that you will replicate similar levels of participation by DBE subcontractors.

D. Consider MBE/WBE/DBE Participation Pursuant to Race/Gender-Neutral State or Local Programs. An excellent source of information about how much DBE participation is likely in the absence of race/gender-conscious measures may be found in similar state or local transportation construction projects that do not use any race/gender-conscious measures at all. For example, if projects funded with purely state/local funds involve no race/gender-conscious measures aimed at increasing the participation of DBEs and these projects achieve a median rate of 8% DBE participation, then you may project that you will

achieve 8% DBE participation in your contracting without race/gender-conscious DBE goals. As above, your projection will be more accurate if you use the median of a number of past years.

E. Consider Concrete Plans to Implement New Race-Neutral Methods. If you have instituted new and comprehensive mechanisms aimed at obtaining additional DBE participation through race/gender-neutral means, these efforts might provide the basis for estimating a greater level of race/gender-neutral participation for the upcoming year. The key here is that any such efforts used to justify race/gender-neutral participation in the upcoming fiscal year must be:

1. new,
2. ready for immediate implementation,
3. described in detail, and
4. likely to result in additional DBE participation.

Evidence might include the establishment of a new, comprehensive mentor-protégée program aimed at providing assistance to small businesses; a detailed plan to break up larger projects into smaller subparts for which small businesses and DBEs will be more likely to be able to compete; or the institution of aggressive new efforts to provide bonding and credit to small companies, including DBEs, that have been unable to obtain it in the past.

F. Consider Past History of Inability to Achieve Goals. In determining how much of your goal you should meet through race/gender-neutral means, another factor to consider is a past history of inability to meet goals. If you have relied exclusively on race/gender-conscious measures in the past to meet your overall goals, but have not been able to achieve them, this may justify relying exclusively on race/gender-conscious means to meet your goal for the upcoming year. There are some caveats with respect to this particular factor in determining whether or not you will be likely to achieve a level playing field through race/gender-neutral means. If the goal you have set under Part 26 is significantly lower than your past goals, then your inability to meet your past goals is not a good justification for a completely race/gender-conscious goal under the new rule. However, if your goal under Part 23 was 20% and you only achieved 15% using entirely race/gender-conscious measures, that would be justification for using entirely race/gender-conscious measures only if your goal under the new Part 26 is approximately 20% or higher. **This does not mean that you are prohibited from proposing to use race/gender-neutral means to meet all or part of your goal.** However, if you have a history of being unable to achieve reasonable goals in the past, you will have to demonstrate some additional evidence for your contention that race/gender-neutral means will suffice to meet your goals in the future. Such evidence might include the establishment of a new, comprehensive mentor-protégée program aimed at providing assistance to small businesses or the institution of aggressive new efforts to provide bonding and credit to small companies that have been unable to obtain it in the past.

G. Avoid Double-Counting. It is important to note that some of the types of evidence for race/gender-neutral and race/gender-conscious projections outlined above cannot be used at the same time or it will result in overestimating past race/gender-neutral achievements. For instance, if you both exceeded your goals and used DBE primes in the same year - and thus the DBE primes contributed to you exceeding your goals - then you must be certain not to double count the extent to which the participation of DBE primes provides a basis for a race/gender-neutral projection in the next year. If you exceeded your goal by 10% and at the same time DBE primes accounted for 5% of your total DBE participation, then the total race/gender-neutral participation value for that year would be 10%, not 15%.

H. Monitor DBE Participation to Determine Whether You Need to Adjust Your Use of Race/Gender-Conscious Measures. Of course, once you have projected how much of your goal can be achieved through race/gender-neutral means, it will become critically important for you to monitor DBE participation during the year to determine whether your projections were on target. Your projections are just that: projections. By monitoring actual DBE participation you will be able to determine what, if any, midyear corrections are needed in your mix of race/gender-conscious and race/gender-neutral measures used to achieve your goals. **Remember: you must meet as much of your goal as possible through race/gender-neutral means.** Therefore, if it appears that part way through the fiscal year that you are on track to exceed your goals, you should ratchet back your use of race/gender-conscious goals. Likewise, if you are using all, or mostly, race/gender-neutral measures and it appears that you will not meet your goal, you should consider instituting some race/gender-conscious measures or, at a minimum, more aggressively implementing your race/gender-neutral measures.

Appendix B – Local Market Area and Data Sources

The local market area is defined as the area the substantial majority of contracting dollars are spent and the area in which the substantial majority of the contractors and subcontractors are located. Since the Department funds are spent statewide, it is determined that the Department's local market area is the entire state of Arkansas. Also the majority of highway contractors are located in the state (266 are in-state contractors and 214 have out-of-state addresses). This determination was based on the location of projects scheduled for FFYs 2014-2016 and the location of firms that are prequalified as primes or certified as DBEs with the Department as of May 8, 2013.

The following data sources were used in calculating the FFYs 2015-2017 DBE goal:

- ✓ The Department's Ready Willing and Able Bidders List
- ✓ The Department's List of Active Engineering Consultants
- ✓ The Department's List of Federally Assisted Projects Scheduled for FFYs 2015-2017
- ✓ The Department's Low Bid Tabulations of Contract Items from April 1, 2011 through March 31, 2014
- ✓ The Department's DBE Participation Reports from Prior Years

Appendix C - Work Category Percentages in the 2014-2016 Federal-aid Construction Program

Projects in the 2014-2016 Federal-aid Construction Program were grouped into the following project types:

1. New Location
2. Grading and Structures
3. Major Widening
4. Reconstruction/Rehabilitation
5. Passing Lanes
6. Interchanges
7. Bridges and Approaches
8. Base and Surfacing
9. Signals
10. County Road Roadway Projects
11. County Road Bridge Projects
12. Professional Services

With the exception of Professional Services, a database of low bid contract items on federally assisted projects let to contract from April 1, 2010 through March 31, 2013 was developed identifying project type. Within each project type, all of the work items associated with the work categories listed below were summed.

1. Removal & Disposal (Including Clearing & Grubbing)
2. Earthwork
3. Hauling
4. Paving (ACHM & Concrete)
5. Miscellaneous Concrete
6. Traffic Control
7. Erosion Control
8. Signal/Electrical
9. Structures
10. Material Supplier
11. Miscellaneous
12. Prime Contractor Activities (Field Office, Mobilization, Construction Control)

For example, work items for Clearing, Grubbing, R&D of Curbs, etc., were summed to provide a total cost for the Removal & Disposal category related to each project type (see Example Calculation 1, Column 3). A percentage of each work category associated with each project type was calculated (see Example Calculation 1, Column 4).

Example Calculation 1

1	2	3	4
Project Type (See above List - 1 thru 11)	Total Cost for Projects Evaluated (A)	Total Cost for Work Category – 1 R&D (incl Clear & Grub) (B)	Percentage of Work Category – Grading & Drainage in Project Type (B/A)
3. Major Widening	\$370,177,927	\$7,702,157	2.08%
4. Reconstruction	\$ 195,407,588	\$ 7,994,997	4.09%

As shown below in Example Calculation 2, the work category percentage associated with each project type was applied to the estimated cost for each Federal-aid project scheduled for FFYs 2014-2016.

Example Calculation 2

1	2	3	4	5
Project Number Scheduled FFYs 2011-2013	Project Type	Total Estimated Cost (A)	Percentage for Work Category – 1 R&D (incl Clear & Grub) (B)	Estimated Amount of Work Category – 1 R&D (incl Clear & Grub) (AxB)
0X0426	Major Widening	9,500,000	2.08%	197,600
0X0330	Major Widening	11,500,000	2.08%	239,200
0X0199	Reconstruction/Rehab	3,790,000	4.09%	155,011
0X0118	Reconstruction/Rehab	5,620,000	4.09%	229,858

Finally, the grand total of each work category was divided by the grand total of federally assisted projects to provide the percent of each work category in the FFYs 2014-2016 Federal Construction Program. See Example Calculation 3 and Table 1, Step One Base Goal Calculations.

Example Calculation 3

1	2	3
Total of All FFYs 2014-2016 Federal Aid Projects (A)	Total for All Work Category – 1 R&D (incl Clear & Grub) (B)	Estimated Percentage of Total (B/A)
\$ 1,925,826,859	\$ 41,440,094	2.15%

Appendix D - Ready, Willing and Able Contractors

49 CFR Sec 26.11 (c) (1)

(c) You must create and maintain a bidders list.

(1) The purpose of this list is to provide you as accurate data as possible about the universe of DBE and non-DBE contractors who seek work on your Federally-assisted contracts for use in helping you set your overall goals.

A bidders list has been developed using the following two sources of information.

- Information submitted on the form shown in Example 1 of this Appendix.
- Subcontracts submitted by the Prime Contractor

This list was used to calculate a percentage of DBEs in the universe of contractors available to do specific work categories in Arkansas as shown in Table 4.

This list was developed based on those DBEs and non-DBEs available to do specific work at the project level. A bidders list was compiled for each federally assisted project let to contract from April 1, 2010 through March 31, 2013. All projects were then added together for this period to calculate an overall percent of DBE availability. This level of detail provides an added dimension to estimate capacity.

Table 4 – DBE Availability Calculations

BIDDER'S LIST - SUMMARY					
TYPE WORK CODE	WORK CATEGORY	TOTAL NON-DBE	TOTAL DBE	TOTAL UNIVERSE OF CONTRACTORS	PERCENT DBE
		A	B	A+B	B/(A+B)
1	REMOVAL & DISPOSAL (INCL CL & GRUB)	975	45	1020	4.41%
2	EARTHWORK	1180	58	1238	4.68%
3	HAULING	978	175	1153	15.18%
4	PAVING (ACHM & CONCRETE)	1239	91	1330	6.84%
5	MISCELLANEOUS CONCRETE	1151	272	1423	19.11%
6	TRAFFIC CONTROL	1291	460	1751	26.27%
7	EROSION CONTROL	1034	423	1457	29.03%
8	SIGNALS/ELECTRICAL	1054	46	1100	4.18%
9	STRUCTURES	1578	110	1688	6.52%
10	MATERIAL SUPPLIER	1098	43	1141	3.77%
11	MISCELLANEOUS (INCLUDES FENCING)	1426	177	1603	11.04%
	PRIME ACTIVITIES ⁽¹⁾	889	36	925	3.89%
	PROFESSIONAL SERVICES	401	64	465	13.76%

