

METROWEST REGIONAL TRANSIT AUTHORITY (MWRTA)

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM

GOAL SETTING METHODOLOGY

FOR FFY2024 THROUGH FFY2026



July 2023

METROWEST REGIONAL TRANSIT AUTHORITY (MWRTA)

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The MWRTA is a public transit agency based in the MetroWest Region of Massachusetts and is currently comprised of the following 16 member communities: Ashland, Dover, Framingham, Holliston, Hopedale, Hopkinton, Hudson, Marlborough, Milford, Natick, Sherborn, Southborough, Sudbury, Wayland, Wellesley, and Weston. The MWRTA provides public bus transportation services on 15 Fixed Routes and 8 area Commuter Shuttles, with a variety of Demand and Microtransit Services. The Authority has partnered to provide service vehicles for area nonprofits, Councils on Aging (COA's), Employment Options, Framingham State University, and South Middlesex Opportunity Council (SMOC).

MWRTA uses the following methodology in the calculation of the Disadvantaged Business Enterprise Goal for Federal Transit Administration (FTA) funding. This methodology is prepared pursuant to and following the example set in 49 CFR Part 26.45.

FY2024-FY2026 Disadvantaged Business Enterprise (DBE) Spending Goal

The overall goal for the MWRTA for the period of October 1, 2023, through September 30, 2026 (FFY's 2024, 2025 & 2026) is 2.6%. The published notice of this goal is posted on our website <http://mwrta.com/information/policies>. The estimated amount of DOT assisted contracts the MWRTA expects to release during this time period is \$8,040,000 based on an annual split agreement for designated recipients of 5307 federal funds apportionments within the Boston UZA in which the MetroWest Regional Transit Authority receives 1.419611% of the total available funds plus estimated residual funds in existing grants including 5307 Paratransit and Cap (6781-2024-001) open at the start of FY2024. This figure does not include any additional discretionary grant funding. MWRTA has no awards identified during the upcoming three-year period.

The MWRTA expects to spend Federal Department of Transportation funding during the following FY24-26 goal/time periods in the following amounts:

- FY21 Mobility for All (M4A) - \$69,337
- FY22 ARP Act Funds - \$3,862,337
- FY24 BESST Project - SMART - \$985,000
- FY24 5307 apportionment - \$3,040,444
- FY25 5307 apportionment - \$3,040,444
- FY26 5307 apportionment - \$3,040,444

Based on these figures, MWRTA has an estimated pool of available federal funding of \$14,038,006 to expend during the period of FY24-FY26. Based on a proposed goal of 1.3% Race Neutral and 1.3% Race Conscious. MWRTA anticipates spending \$36,498 with certified DBE firms during this time.

Consultation with Minority, Women, and Veteran Owned Businesses

MWRTA has established a meaningful consultation process with DBE businesses and organizations that represent the interests of minority, women, and veteran-owned businesses. MWRTA reached out to minority, women, and veteran-owned business advocacy groups as well as specific DBE businesses to solicit input into the goal-setting process.

MWRTA has participated at the Women's Transportation Seminar, MA Supplier Diversity Regional Series - Worcester, and Conference of Minority Transportation Officials Annual Business Partnering Expo. To improve our DBE efforts, we have partnered with peer regional transit authorities to elicit more interest as we can show more projects and garner additional interest from the DBE community. MWRTA is holding a DBE Outreach Event during the Regional Transit Authority Roundtable on Wednesday, September 20, 2023. MWRTA received DBE participation during the Request for Qualifications (RFQ) process in 2023 for On-Call Engineering Design Services.

Several events surrounding the Veterans Community have been held at the MWRTA. There is currently a shared office at the MWRTA, which is aimed at improving relations with the veteran community. MWRTA held a National Vietnam Veterans Day Ceremony on Wednesday, March 29, 2023, to thank those who served in Vietnam and remember those who paid the ultimate sacrifice to defend our freedom.

MWRTA collaborates with its Service Contractor and the 495 MetroWest Partnership to promote the transit authority as a potential customer for small businesses. The MWRTA Chief Operating Officer (COO)/Deputy Administrator is on the Board of the Natick Transportation Committee. We also have contacted the following individual DBE businesses who have worked on federally funded contracts for the MWRTA to solicit input into the goal-setting process.

- All Time Services Management, LLC
- ARCpoint Labs
- BCAD, Inc. (Best Choice Abatement & Demolition)
- Carol's Lighting
- CDW Consultants
- Chase Landscape, Inc.
- Don Martin Corporation
- Ellana Inc.
- Ellco Promotions, Inc.
- Heritage Construction and Supply
- JCM Associates
- Pacella Enterprises, Inc.
- Rebars and Mesh, Inc.
- Samiotes Consultants (Civil Engineering)

These vendors indicated:

1. A central contracting registry, small business doesn't have time to track information on such a large number of websites (referring to all of the RTAs websites).
2. Simplify the DBE certification process.
3. Unless there is a benefit, vendors will not get certified.

4. Did not know about RTAs only knew about the MBTA, need to get the word out.
5. DBE installer and manufacturer of rebar did not like the ability for other DBE certified businesses to receive DBE credit for non-DBE produced product. The fabricator of rebar felt that this should be considered a pass-through expense rather than a true DBE expenditure.
6. DBE companies do express interest in receiving additional business.

MWRTA has increased its profile by holding a respondent's conference to introduce DBE's to potential contracting partners and attending DBE and small business supportive events such as MassBuys / CommBuys Expo and the Women in Transportation Seminar events which provides an opportunity to meet DBE businesses and discuss upcoming projects. We also invite DBEs to participate at the on-site visits during the contracting process. The purpose of this is to create relationships between general contractors, filed sub-bidders, and DBE sub-bidders.

In February of 2020, during the RFP process for the Demand Response and Fixed Route/Shuttle Services, there was active DBE participation at the Pre-Proposal Meeting with two members from the Supplier Diversity Office in attendance. The Supplier Diversity Office (SDO) of the Operational Services Division (OSD), certifies diverse businesses and also manages several business programs that help enhance the marketability of small and diverse businesses when they bid on public contracts. The SDO's goals are to increase opportunities for certified businesses and Small Business Purchasing Program (SBPP) participants through annual state agency spending benchmarks and include bid evaluation criteria within the state goods and services bid process. The SDO also provides public access to the certified business lists on the SDO web pages and distributes business opportunity events and notices to SDO participants.

Goal Construction

The following projects will be underway between the period of October 1, 2023 and September 30, 2026 (FFY24-FFY26) using federal funds. The Legal Notice for the DBE Plan with the Notice of Proposed Goal will be posted on the MWRTA's website for review and comment on August 1, 2023. The DBE Plan and goal methodology will remain posted on MWRTA's website throughout its duration.

MWRTA will continue to apply for 5339 Low/No Vehicle funds for the Electric Vehicle (EV) Modernization Project Blandin Avenue and Transit Vehicles. The Authority will also acquire additional compressed natural gas (CNG) replacement vehicles for use throughout its network of fixed bus routes. In addition, the MWRTA will pilot the use of EVs throughout its demand and microtransit services. Demand service vehicles are a great candidate for electrification replacement, as their service runs are often shorter than fixed route shifts and there will be opportunities to charge vehicles at partner locations within member communities. The MWRTA will also upgrade and expand vehicle maintenance facilities to accommodate alternative-fuel infrastructure and vehicles.

Micro-Grid – Renewable Energy Generation, Storage, and Charging (Solar) - The MWRTA's Blandin Energy and Sustainable Storage Technology (BESST) Project will allow MWRTA to enhance equity for disadvantaged and environmental justice (EJ) populations by

decreasing its carbon footprint and reducing harmful greenhouse gas (GHG) emissions. In FY2023, the Authority was awarded funds for Stage 1 of this project through the U.S. Department of Transportation (USDOT) Strengthening Mobility and Revolutionizing Transit (SMART) 18-month grant program. BESST Stage 1 will outline the capital roadmap for the installation of a (not greater than) 10 megawatt-hour (MWh) battery backup system, which will provide overnight charging to an electrified demand service fleet through an advanced demand management system. In line with its transition to zero-emissions operations, the Authority will increase its utilization of solar energy at its Central Hub through an expanded solar canopy structure. The installation of industrial air quality and atmosphere environmental sensors throughout the facility's exterior will allow the Authority to monitor the presence of greenhouse gases (GHG). MWRTA will seek Phase 2 SMART funds, which will be used to carry out construction.

MWRTA Blandin Hub Equitable Redesign Initiative: The MWRTA will continue to apply for federal funds to conduct a series of upgrades to its driver and dispatch facility at the Central Hub. Upgrades will promote accessibility and safety through an enlarged work area for essential driver and dispatch personnel. Enhanced operational efficiency will be achieved through the introduction of various IT upgrades for employees and the construction of a state-of-the-art driver training facility. In addition, the Authority will promote an improved customer experience through the design of a weather-enclosed customer transfer/waiting area. MWRTA will also reconfigure the bus entryway/loading area with enhanced wayfinding and organization. These upgrades will ensure the continued state of good repair (SGR) of the Blandin Hub and will increase the reliability of the MWRTA public transit system.

MWRTA will promote accessible electrification interconnectivity between the Blandin Hub and the City of Framingham, which is currently undergoing a MassDOT Complete Streets Program in the downtown neighborhood, by introducing intermodal transit opportunities (EV, EV charging stations, bus, commuter rail, automobile, bicycle, and pedestrian), and acting as good stewards of the neighborhood by encouraging area redevelopment.

The Authority provides connections to public spaces, including a multi-use rail trail that provides non-vehicular safety, allowing residents of the neighborhood ease of access to major city amenities. The rail trail also links residents from the Blandin Hub to the downtown Intermodal at the Framingham Commuter Rail Station (FCRS), City Hall, medical appointments and facilities, employers, businesses, and recreation, without the need for an automobile.

FFY2024

MWRTA anticipates expending \$2,910,000 in Federal Department of Transportation funds in FY24. Funding will be spent on the following projects.

Contract	Sub-contracting Opportunities	Est Expenditure	NAICS Code
Blandin Hub Projects		\$ 175,000	221114
	Electrical	\$ 25,000	238210
	Plumbing and HVAC	\$ 25,000	238220
Transit Services		\$ 1,600,000	485111
	Drug & Alcohol Testing/Training	\$ 15,000	621511
CNG Fuel (2) Replacement Dispensers		\$ 160,000	424720
On-Call Engineering Services (A & E) - SMART 100%		\$ 400,000	541330
Security Systems		\$ 10,000	561621
Bus Support Equip		\$ 100,000	423120
Other Commercial Equipment and Manufacturing		\$ 150,000	811192
IT Support/ Capital Outreach		\$ 100,000	541511
Tools and Equipment		\$ 150,000	423120
Total FY24 Estimated Expenditures		\$ 2,910,000	

FFY2025

MWRTA anticipates expending an estimated \$2,845,000 in Federal Department of Transportation funds in FY25. Funding will be spent on the following projects.

Contract	Sub-Contracting Opportunities	Est Expenditure	NAICS Code
Blandin Hub Projects		\$ 200,000	221114
	Electrical	\$ 20,000	238210
	Plumbing and HVAC	\$ 20,000	238220
Transit Services		\$ 1,600,000	485111
	Drug & Alcohol Testing/Training	\$ 10,000	621511
CNG Upgrades		\$ -	424720
On-Call Engineering Services (A & E) - SMART 100%		\$ 585,000	541330
Security Systems		\$ 10,000	561621
Bus Support Equip		\$ 100,000	423120
Other Commercial Equipment and Manufacturing		\$ 100,000	811192
IT Support/ Capital Outreach		\$ 100,000	541511
Tools and Equipment		\$ 100,000	423120
Total FY25 Estimated Expenditures		\$ 2,845,000	

FFY2026

MWRTA anticipates expending an estimated \$2,285,000 in Federal Department of Transportation funds in FY26. Funding will be spent on the following projects.

Contract	Sub-contracting Opportunities	Est Expenditure	NAICS Code
Blandin Hub Projects		\$ 225,000	221114
	Electrical	\$ 20,000	238210
	Plumbing and HVAC	\$ 20,000	238220
Transit Services		\$ 1,600,000	485111
	Drug & Alcohol Testing/Training	\$ 10,000	621511
CNG Upgrades		\$ -	424720
On-Call Engineering Services (A & E) - SMART 100%		\$ -	541330
Security Systems		\$ 10,000	561621
Bus Support Equip		\$ 100,000	423120
Other Commercial Equipment and Manufacturing		\$ 100,000	811192
IT Support/ Capital Outreach		\$ 100,000	541511
Tools and Equipment		\$ 100,000	423120
Total FY26 Estimated Expenditures		\$ 2,285,000	

GOAL BUILDING

Information Sources

In developing this report, MWRTA reviewed a variety of data sources to ensure that we were using current, relevant data to determine the total number of available firms as well as the total number of the certified DBEs in the region who were Ready, Willing, and Able (RWA) to provide goods and services as identified:

1. MWRTA contractors, subcontractors, bidder lists, and procurement records. MWRTA maintains a bidders list which allows the agency to track interest from the business community – including DBEs and small businesses. The bidder’s list provides MWRTA with a variety of data, including the locations of businesses that have expressed interest in doing business with the MWRTA, which allows us to define our relative market area.
2. Massachusetts Supplier Diversity Office (SDO) D.B.E. Directory. MWRTA is part of the Commonwealth of Massachusetts Unified Certification Program (UCP). Partners in the UCP fund the Supplier Diversity Office (SDO), which certifies disadvantaged businesses and keeps a searchable directory of those businesses. <https://www.mass.gov/supplier-diversity-office>
3. U. S. Bureau of the Census. The US Census Bureau provides information and statistics regarding the total number of businesses by NAICS code. This number provides the MWRTA with a basis for setting the total number of businesses in the specified

geographic area which can provide the specified good or service.

<https://www.census.gov/>

4. U. S. Department of Labor. North American Industrial Classification System (NAICS) Codes. <https://www.census.gov/naics/> – The NAICS system provides MWRTA with a standard breakdown of the types of goods and services that the agency may be procuring during the time period.
5. MassDOT Disparity Study Website – NERA – MassDOT has a disparity study that is ongoing. When completed, it will provide information regarding the use of disadvantaged businesses as part of the larger the business environment. Through this study, we will be able to determine areas in which DBE businesses are under-utilized or conversely, over-utilized.
<http://beta.asoundstrategy.com/assiwebsites/site516/index.cfm?itemCategory=47556>
6. Race, Sex and Business Enterprise: Evidence from the Commonwealth of Mass. - September 2010 – This study provides documentation of the effects of race and sex in the Massachusetts business environment. It is particularly useful in determining the effects of access to capital and banking services.
7. Business Disparities in the DCAMM Construction and Design Market Area Prepared for the Commonwealth of Massachusetts Division of Capital Asset Management and Maintenance (DCAMM) by NERA Economic Consulting – December 22, 2017. Under federal law, a Disparity Study is necessary for public entities to evaluate their existing minority, women, and veteran business participation programs and determine whether a public entity has a strong basis for implementing or adjusting race and gender-conscious contracting policies.
<https://www.mass.gov/files/documents/2017/12/29/business-disparities-in-the-dcamm-construction-and-design-market-area-study.pdf>

Description of D.B.E. Goal Setting Methodology

This section details the rationale, methodology, and procedures used to develop the projected overall DBE goal for the MWRTA. The two-step process used to determine the DBE participation goal is presented as follows:

Step 1. Determine a base figure for the relative availability of DBEs.

In order to establish a base figure for the relative availability of DBEs, the following methodology was used. MWRTA used a spreadsheet provided by the FTA's Regional Civil Rights Officer (RCRO) to calculate a weighted DBE base figure for all projects anticipated in the upcoming goals submission period of FFY2024 through FFY2026. Each of the projects outlined earlier in this document were entered into a spreadsheet using an estimate of the amount of federal funds for each NAICS code relevant to the project. The North American Industry Classification System (NAICS) is the standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy. All projects for the three-year goal period were used to calculate the goal, which was weighted by the relative availability of DBEs within the local market area (LMA) as defined by historic procurements, not just our political and/or service area boundaries. $\text{Weight} \times \text{Availability} = \text{Weighted Base Figure}$.

A review of available data was conducted to determine DBE availability in the local market area (LMA). DBEs were reviewed to ensure they could provide the services requested under the project lines items. DBEs under the NAICS code who do not directly provide the services identified were not considered available to perform the work. The results are as follows:

- A) Total Available DBEs** was determined by MWRTA through the Massachusetts SDO website. MWRTA identified 224 certified businesses that could provide goods and services to MWRTA over the three-year period. Those categories were searched by the closest NAICS code to determine the total number of businesses in the Total Business listing. MWRTA considered all registered SDO DBE businesses as Ready, Willing, and Able (RWA) to work on our projects despite a number of the businesses certified in the system being located in other states. We believe that by certifying themselves in Massachusetts, within our geographic area, they have indicated their willingness to work within the Commonwealth.

Contract / Project State of Good Repair (SGR)	NAICS Code
Blandin Hub Projects (Solar PV)	221114
Electrical (EV Migration)	238210
Plumbing and HVAC	238220
Transit Operating Services	485111
Drug & Alcohol Testing/Training	621511
CNG Dispensers	424720
A & E (On-Call Engineering Services) - SMART Award @ 100%	541330
Security Systems	561621
Bus Support Equip	423120
Other Commercial Equipment and Manufacturing	811192
IT Support/Capital Outreach	541511
Tools and Equipment	423120

- B) Total Business** figure was derived by combining all businesses within Massachusetts that fall into the 12 NAICS codes that the MetroWest Regional Transit Authority anticipates contracting during these three Federal fiscal years.

The firms that were identified provided opportunities in construction, electrical, plumbing and HVAC, engineering and design demand and microtransit services, office supplies, uniforms, bus support equipment, security, other commercial equipment and manufacturing, IT services, tools and equipment, and transit vehicles. The calculation formula is as follows:

DBE Goal = Total Available Certified DBEs/Total Available Businesses .0298 = 135/4529

Project Type	NAICS Code	Available DBE	Total MA Businesses
Blandin Hub Projects (Solar PV)	221114	0	2
Electrical (EV Migration)	238210	33	2541
Plumbing and HVAC	238220	4	63
Transit Operating Services	485111	0	2
Drug & Alcohol Testing/Training	621511	1	5
CNG Dispensers	424720	0	7
A & E (On-Call Engineering Services) - SMART Award @ 100%	541330	90	1482
Security Systems	561621	0	135
Bus Support Equip	423120	1	212
Other Commercial Equipment and Manufacturing	811192	1	3
IT Support/Capital Outreach	541511	5	70
Tools and Equipment	423120	0	7

Weighting of the Figure

MWRTA intends to purchase a variety of goods and services over the period of the goal. Because of the distribution of anticipated expenditures and the relative availability of DBE vendors the MWRTA weighted goal is calculated as follows:

Project's Percentage of Total Budget x (RWA DBEs/All RWA Firms) = Weighted Base Figure
RWA = Ready, Willing, and Able.

NAICS Code	Project Type	Fed DOT Value	Funding Weight
221114	Blandin Hub Projects	\$ 600,000.00	7.46%
238210	Electrical	\$ 65,000	0.81%
238220	Plumbing and HVAC	\$ 65,000	0.81%
485111	Transit Services	\$ 4,800,000	59.70%
621511	Drug & Alcohol Testing/Training	\$ 35,000	0.44%
424720	CNG Dispensers	\$ 160,000	1.99%
541330	A & E (On-Call Engrg Svcs) - SMART 100%	\$ 985,000	12.25%
561621	Security Systems	\$ 30,000	0.37%
423120	Bus Support Equip	\$ 300,000	3.73%
811192	Other Commercial Equipment and Manufacturing	\$ 350,000	4.35%
541511	IT Support/ Capital Outreach	\$ 300,000	3.73%
423120	Tools and Equipment	\$ 350,000	4.35%
	Total FY24-FY26 Estimated Expenditures	\$ 8,040,000	100.00%

Table 1 provides a summary of contracting opportunities to occur over the period for which this goal is being developed. The table includes the following information:

- Year of Completion; Project Name; Federal Project Value; NAICS codes
- Number of DBE certified firms in MWRTA local market area (LMA) within Mass. performing the NAICS function (Source: Supplier Diversity Office Certified DBE Business Directory)
- Total firms in Massachusetts performing the NAICS code work (Source: 2022 Census Data for County Business Patterns) <https://www.census.gov/naics/?input=31&chart=2022>
- Percentage of DBE firms to total available firms in local market area.
- Weight of project federal dollars against all federal Department of Transportation dollars to be used in calculating the goals
- Weighted Base Figure

Table 1 – Summary of Contracting Opportunities

Year of Award	Year of Comp	Project Name	Fed DOT Value	NAICS Code	# DBEs	# Total Firms	% DBE Firms Available	Funding Weight	Weighted Base Figure
FY24	FY26	Blandin Hub Projects	\$ 600,000	221114	0	2	0%	7.5%	0.0000
FY24	FY26	Electrical	\$ 65,000	238210	33	2541	1%	0.8%	0.0001
FY24	FY26	Plumbing and HVAC	\$ 65,000	238220	4	63	6%	0.8%	0.0005
FY24	FY26	Transit Services	\$ 4,800,000	485111	0	2	0%	59.7%	0.0000
FY24	FY26	Drug & Alcohol Testing/Training	\$ 35,000	621511	1	5	20%	0.4%	0.0009
FY24	FY26	CNG Dispensers	\$ 160,000	424720	0	7	0%	2.0%	0.0000
FY24	FY25	A & E (On-Call Engrg Svcs) - SMART 100%	\$ 985,000	541330	90	1482	6%	12.3%	0.0074
FY24	FY26	Security Systems	\$ 30,000	561621	0	135	0%	0.4%	0.0000
FY24	FY26	Bus Support Equip	\$ 300,000	423120	1	212	0%	3.7%	0.0002
FY24	FY26	Other Commercial Equipment and Manufacturing	\$ 350,000	811192	1	3	33%	4.4%	0.0145
FY24	FY26	IT Support/ Capital Outreach	\$ 300,000	541511	5	70	7%	3.7%	0.0027
FY24	FY26	Tools and Equipment	\$ 350,000	423120	0	7	0%	4.4%	0.0000
		Total FY24-FY26 Estimated Expenditures	\$ 8,040,000						0.026

Goal Setting Worksheet Results - Weighted DBE Availability for each Contract:

	Project Type	Fed DOT Value	Funding Weight
1)	Blandin Hub Projects	\$ 600,000.00	0.075
2)	Electrical	\$ 65,000	0.008
3)	Plumbing and HVAC	\$ 65,000	0.008
4)	Transit Services	\$ 4,800,000	0.597
5)	Drug & Alcohol Testing/Training	\$ 35,000	0.004
6)	CNG Dispensers	\$ 160,000	0.020
7)	A & E (On-Call Engrg Svcs) - SMART 100%	\$ 985,000	0.123
8)	Security Systems	\$ 30,000	0.004
9)	Bus Support Equip	\$ 300,000	0.037
10)	Other Commercial Equipment and Manufacturing	\$ 350,000	0.044
11)	IT Support/ Capital Outreach	\$ 300,000	0.037
12)	Tools and Equipment	\$ 350,000	0.044
	Total FY24-FY26 Estimated Expenditures	\$ 8,040,000	100%

Overall Availability of DBEs:

	Contract	#DBEs available to perform this work	# of all firms available (including DBEs) 2022	Relative Availability
1)	Blandin Hub Projects (Solar PV)	0	2	0.0000
2)	Electrical (EV Migration)	33	2541	0.0130
3)	Plumbing and HVAC	4	63	0.0635
4)	Transit Operating Services	0	2	0.0000
5)	Drug & Alcohol Testing/Training	1	5	0.2000
6)	CNG Dispensers	0	7	0.0000
7)	A & E (On-Call Engineering Services) - SMART Award @ 100%	90	1482	0.0607
8)	Security Systems	0	135	0.0000
9)	Bus Support Equip	1	212	0.0047

10)	Other Commercial Equipment and Manufacturing	1	3	0.3333
11)	IT Support/Capital Outreach	5	70	0.0714
12)	Tools and Equipment	0	7	0.0000
Combined Totals				2.98%
		135	4529	Overall Availability of DBEs

	NAICS Code	Project	Availability	Weight	Weighted Base Figure
1)	221114	Blandin Hub Projects (Solar PV)	0.0000	0.075	0.0000
2)	238210	Electrical (EV Migration)	0.0130	0.008	0.0001
3)	238220	Plumbing and HVAC	0.0635	0.008	0.0005
4)	485111	Transit Operating Services *	0.0000	0.597	0.0000
5)	621511	Drug & Alcohol Testing/Training	0.2000	0.004	0.0008
6)	424720	CNG Dispensers **	0.0000	0.020	0.0000
7)	541330	A & E (On-Call Engineering Services) - SMART Award @ 100%	0.0607	0.123	0.0075
8)	561621	Security Systems	0.0000	0.004	0.0000
9)	423120	Bus Support Equip	0.0047	0.037	0.0002
10)	811192	Other Commercial Equipment and Manufacturing	0.3333	0.044	0.0147
11)	541511	IT Support/Capital Outreach	0.0714	0.037	0.0026
12)	423120	Tools and Equipment ***	0.0000	0.044	0.0000
		Total	0.7467	1.00	0.0264
					2.6%

* Removed DBE firms not able to provide direct operating services

** Removed DBE firms not able to provide alternative (CNG) fuel parts/services

*** Removed DBE firms not able to provide transit tools and equipment

Step 2. Adjustment Based on Available Evidence

MWRTA reviewed additional factors to determine if the goal that was developed through the preceding methodology should be revised.

- (1) Further Adjustment Based on Past Participation - the following table shows MWRTA DBE participation since 2010.

<u>Federal Fiscal Year</u>	<u>Goal</u>	<u>Actual Percentage of Work</u>
2026	2.6%	
2025	2.6%	
2024	2.6%	
2024-2026	RN 1.3% / RC 1.3%	

2023	3.47%	.11%
2022	3.47%	3.0%
2021	3.47%	0.9%
2021-2023	RN 0.63% / RC 2.84%	
2020	3.2%	1.0%
2019	3.2%	2.2%
2018	3.2%	0.5%
2017	3.87%	2.6%
2016	3.87%	5.5%
2015	3.87%	4.0%
2014	3.0%	5.0%
2013	3.0%	0.0%
2012	3.0%	3.2%
2011	3.0%	0.0%
2010	3.0%	3.5%

MWRTA has greater success in utilizing DBE businesses when the agency has construction or rehab projects that have opportunities for a variety of small businesses to participate. We believe that the increased interest may be a result of pre-bid meetings, partnering opportunities, or larger contract values.

MWRTA entered into a three-year contract for paratransit operations which has two additional option years. The contracting period will cover most of the period for which this goal is being set, and if the first option year is exercised, the contractor will be in place for the entire FFY24-FFY26 time period.

MWRTA DBE utilization has averaged 1.3% over the past 3 years.

(2) Evidence from Disparity Studies

MWRTA has studied the impact that access to financial services may have on DBEs. The primary source for MWRTA was the Disparity Report conducted by NERA Economic Consulting – Business Disparities in the DCAMM Construction and Design Market Area Prepared for the Commonwealth of Massachusetts DCAMM - December 22, 2017.

<https://www.mass.gov/files/documents/2017/12/29/business-disparities-in-the-dcamm-construction-and-design-market-area-study.pdf> .

Findings indicate that access to credit and loans is more difficult for DBE businesses. Unfortunately, minority-owned firms were less likely to apply for loans due to fear that they would be denied, and these fears were well founded as minority firms were more likely to be denied access to credit than whites despite having similar financial backgrounds. For those minority firms that did receive a loan, their interest rates were on average higher than those of a comparable nonminority-owned firm. The findings of the study clearly state statistically significant differences in access to capital between minority applicants and nonminority applicants, including white female applicants.

MWRTA has worked with DBE contractors to ensure that we utilize prompt pay mechanisms and have reviewed payroll records and invoices of prime consultants and general contractors to ensure they are abiding by these regulations as well. MWRTA also breaks down contracts to ensure that contractors do not have to finance the purchase of large capital equipment or inventory – for example, if a contractor needed to purchase equipment or materials, MWRTA would order the materials for the contractor to alleviate the burden of financing materials.

(3) Other MWRTA Efforts and Programs

- a. The MWRTA anticipates that the type of work being issued during the upcoming years will provide greater opportunities for DBEs as the work is anticipated to be in areas in which there is a higher number of available DBE Certified Vendors and in areas that have traditionally generated larger contracts and higher interest for the DBE community. The types of contracts anticipated to be issued may use pre-proposal conferences and other tools to engage the DBE community. We do note that nearly 80% of the federal funds have already been allocated to a non-DBE firm, so the remaining contracts will need to have an even higher representation of DBE businesses to meet our goals.
- b. MWRTA has increased its active consultation and outreach activities to DBE certified businesses, minority, women, and veteran supportive professional organizations to educate and encourage potential beneficiaries of the program and to acquire input into our goal development. We have consulted with WBE, MBE, and Veterans organizations to alert them of potential business opportunities and to seek their guidance on effective ways to reach DBE businesses. Examples of this are direct consultation with the Central Transportation Planning Services (CTPS), Massachusetts Supplier Diversity Office, Massachusetts Disabled American Veterans (DAV), MA Community Transportation Coordination Conference, Women’s Transportation Seminar and Expo, MASSBUY/COMMBUY, NEPTA Conference, 495 MetroWest Partnership, and MetroWest Regional Chamber of Commerce. MWRTA has prepared and distributed flyers at networking opportunities and has sought advice directly from DBE business owners at business networking events and through direct outreach. MWRTA also coordinates the efforts of the RTAs as a whole.

DBE businesses have indicated attendance at business fairs is a good way to conduct outreach. Most of the businesses that met in this setting were not familiar with the MWRTA as an agency or as a potential source of work. Based on the input from our consultative process, we continue to work with organizations that support DBE businesses. This allows us to connect one on one with potential DBEs. MWRTA has also implemented pre-proposal meetings to encourage partnerships with DBE contractors for large contracting opportunities. Input to the goal setting process from minorities, woman, and veteran businesses is that they would like a central place to be made aware of contracting opportunities for all agencies, as it’s too difficult for them to monitor multiple agencies.

- c. MWRTA works with many businesses that are likely candidates for DBE certification. MWRTA provides vendors with information about the DBE program and encourages them to follow through with certification. A case in point, MWRTA met ARCpoint Labs (DOT Drug and Alcohol Testing/Training) during a Massachusetts Supplier Diversity Regional Series at Holy Cross College Worcester in the Fall of 2015, which was developed through a collaborative effort by the Governor's Office of Access and Opportunity, the Mass Office of Business Development, Operational Services Division (OSD), and the OSD Supplier Diversity Office (SDO). <https://blog.mass.gov/osd/small-business/ma-supplier-diversity-regional-series-is-a-success/> ARCpoint showed interest in working with the Regional Transit Authorities, yet was not sure how to go from an MBE to a DBE. MWRTA introduced ARCpoint to the OSD members at the event, who assisted ARCpoint with the documentation process to become a certified DBE in October 2016. MWRTA and Kiessling Transit, our service contractor, utilize ARCpoint for drug and alcohol testing and training.

- d. Employment, self-employment, education, training, and union apprenticeship programs: MWRTA has developed a workforce development program in coordination with local social service agencies to recruit people for jobs in transportation. Since the program's inception through the end of August 20, 2017 over xxx people have received Commercial Driver's License (CDL) Training. MWRTA actively encourages minorities, women, and veterans to participate in the program and recruit candidates from organizations which serve a high number of minorities, women, and veterans.

The DBE goal base figure was determined by examining the total federal dollar amount of DBE participation opportunities for the period 10/1/2023 to 9/30/2026 and dividing this by the total Federal dollar value of contracts (exclusive of transit vehicle purchases) during this same period.

DBE Participation = Federal dollar DBE participation / Total Federal dollar value of contracts:

Total Federal Funds FFY2024-FFY2026 / 3-Year Projected Federal Spending

The resulting participation figure of DBEs is 2.6%.

Goal Setting Methodology Summary

The Goal established by the MWRTA is based upon the total statewide availability of Supplier Diversity Office Certified DBEs and the amount of funding by type of products and capital eligible services that the agency anticipates spending federal funding on during the period. Information pertaining to contributing factors in this goal setting process has been carefully considered in reaching a decision on an overall DBE goal for the MWRTA. Data sets and reference materials were thoroughly examined to ensure that the projected overall goal for DBE participation in MWRTA procurement opportunities is at an acceptable level. As a result of

this analysis, it is firmly believed that the MWRTA has been fully responsive in accommodating changes in the DBE marketplace over the years, and the current projected goal reflects an ongoing positive commitment to the program.

Overall Goal for DBE Participation in MWRTA DOT-Assisted Contracts

As a result of available DBE firms and the anticipated capital expenditures over FY24-FY26, the overall goal for participation by DBEs in MWRTA federally assisted contracts will be 2.6%.

Race-neutral, Race-conscious Measures

MWRTA has determined that an adjustment to the Base Figure is not necessary since the current capacity of DBE's to perform the work is adequate to meet the need. MWRTA did not meet the DBE goal of 3.47% for FFY2021-2023. Therefore, MWRTA will make a race-conscious effort of 1.3% and a race-neutral effort of 1.3% for FFY2024-FFY2026.

FTA Region 1 Civil Rights FFY2018-2020

Race-neutral, Race-conscious Measures

MWRTA has determined that an adjustment to the Base Figure is not necessary since the current capacity of DBE's to perform the work is adequate to meet the need. MWRTA did not meet the DBE goal of 3.2% for FFY2018-2020. Therefore, MWRTA will make a race-conscious effort of 2.84% and a race-neutral effort of .63% for FFY2021-FFY2023.

MWRTA intends to meet the maximum feasible portion of its overall goal by the following race-conscious and race-neutral means:

- Request for Proposals will contain contract-specific DBE goals;
- DBE status will be a consideration when making contract awards;
- Include DBE's in the NAICS Code categories contracted for that year on the mailing lists for RFP/RFQ's, pre-bid conferences, and any public announcements concerning contract opportunities.

MWRTA anticipates meeting its FTA-mandated goal of 3.47% by resorting to race-conscious/ race-neutral split means.

Annual DBE Goal = 3.47%	Projected Contract Goals
Race-Neutral Means	.63%
Race-Conscious Means	2.84%*

*Since MWRTA did not meet its DBE goal of 3.2% in FFY2018-2020, FTA Region 1, Office of Civil Rights has mandated MWRTA meet the goal of 3.47% in FFY2021-2023.

To meet the overall DBE goal, MWRTA will use contract goals and adjust the estimated breakout of race-neutral and race-conscious participation as needed to reflect actual DBE participation (see 26.51(f)). MWRTA will report both race-neutral and race-conscious participation separately.

MWRTA has established contacts within our 16 member communities, MassDOT’s Office of Supplier Diversity (OSD), MassDOT Unified Certification Program (UCP), Massachusetts Minority Contracting Association, Women’s Transportation Seminar, Massachusetts Disabled American Veterans, Veterans of Foreign War (VFW), COMMBUYS, Sourcewell, 495/MetroWest Partnership, MetroWest Health Foundation (MWHF), Boston Metropolitan Planning Organization (MPO), Central Transportation Planning Services (CTPS) and will continue to use these networks to reach out to DBE certified businesses regarding potential contracting opportunities.

APPENDIX A - Proof of Consultative process

MWRTA has reached out to the following agencies, organizations and contractors to seek input into the goal-setting process:

COMMBUYS Expo 2023 – 2026

Conference of Minority Transportation Officials

FTA Civil Rights Officer, Training, US DOT website

Massachusetts Area Regional Transit Authority (MARTA) – 15 Member RTAs

Massachusetts Disabled American Veterans (DAV)

Massachusetts Department of Transportation (MassDOT) Events

Massachusetts Minority Contractors Association

Massachusetts Supplier Diversity Regional Series – Supplier Diversity Office (SDO)

Massachusetts Unified Certification Program (UCP)

MetroWest Center for Independent Living

MetroWest Chamber of Commerce

MWRTA Master Bid List, which identifies DBE businesses to participate in our various contract and bid processes.

South Middlesex Opportunity Council (SMOC)

Stakeholder Outreach Event: MWRTA RTA Roundtable with DBE Outreach and Open House scheduled for September 30, 2023

Vendors: All Time Services Management, LLC, ARCpoint Labs, BCAD, Inc. (Best Choice Abatement & Demolition), Carol's Lighting, Chase Landscape, Inc., Don Martin Corporation, Elco Promotions, Inc., Heritage Construction and Supply, JCM Associates, Pacella Enterprises, Inc., Rebars and Mesh, Inc., Samiotes Consultants (Civil Engineering)

Veterans Organizations: MetroWest Vietnam Veteran's Office located on-site at the MWRTA 15 Blandin Avenue Framingham, MA; VFW - Dan Stack, Deputy Adjutant, Department of Veterans Affairs / Boston DAV National Service Office JFK Federal Building Room 1575B 15 New Sudbury Street Boston, MA 02203.

Diversity, Equity, and Inclusion (DEI): Training held at MWRTA on April 11 + 12, 2023

A sampling of advertisements is attached to seek out stakeholders and strongly encourage DBE participation for the following MWRTA recent bids: Ads from RFQ for On-Call Engineering Consulting Services, Audit Services, and Insurance Brokerage Services.

MetroWest Regional Transit Authority

BID SOLICITATION

Bid Opening Date: 05/11/2023 02:01 PM
 Printed: 04/12/2023 08:20 AM

Description: MWRTA REQUEST FOR QUALIFICATIONS ON-CALL ENGINEERING DESIGN SERVICES

Bid Number BD-23-2045-MWRTA-MWRTA-87192
Alternate ID
Requisition Number

Item	Class-Item	Quantity	Unit	Unit Price	Total
1	METROWEST REGIONAL TRANSIT AUTHORITY (MWRTA) REQUEST FOR QUALIFICATIONS (RFQ)	1	EA	_____	_____
				TOTAL:	_____

THIS IS NOT AN ORDER, AND DOES NOT COMMIT THE PURCHASING ENTITY TO PURCHASE ANY GOODS OR SERVICES.

PURCHASED

By: Eva Willens
 Phone#: (508) 935-2222
 Email: joy@mwrt.com

BUYER

METROWEST REGIONAL TRANSIT AUTHORITY
REQUEST FOR QUALIFICATIONS
ON-CALL ENGINEERING DESIGN SERVICES

The MetroWest Regional Transit Authority (“MWRTA” or “Authority”) is seeking proposals in response to this Request for Qualifications (RFQ) from engineering/design consulting firms to provide on-call multidisciplinary engineering design services, including any feasibility studies deemed necessary, in support of improvement projects needed or determined to be needed for the various operations and maintenance facilities owned or controlled by MWRTA.

The term of the contract agreement for on-call engineering design services is five (5) years. Specific task orders throughout the contract term will be issued at the Authority’s sole discretion in accordance with the provisions of the contract agreement. The respondent selected will be expected to submit individual proposals in response to each individual task order as assigned by MWRTA. Submitted proposals shall include a detailed plan of approach to accomplishing the assigned task, along with a proposed not-to-exceed fee, based on respondent’s proposed hourly labor rates, audited overhead rates, and fixed fee (profit), as negotiated and agreed upon by the Authority, in its sole discretion. The estimated available funding budgeted during the first 18 months for any needed engineering design services, including those contemplated in this RFQ, is approximately \$900,000.00. Thereafter, and for the remainder of the five-year term, the annual budget for such services will be subject to the availability of grants or other funding sources.

The RFQ documents will be available upon request from the Authority, **beginning on April 14, 2023, through April 28, 2023**, during regular business hours in person at MetroWest Regional Transit Authority, 15 Blandin Avenue, Framingham, MA 01702, or by email to Joy Glynn, MWRTA Grants Manager at joy@mwrta.com

The Authority will conduct a **pre-proposal briefing at 10:00 AM on April 18, 2023**, at the MWRTA Operations and Maintenance Facility, 15 Blandin Avenue, Framingham, MA 01702. Attendance is encouraged, but is *NOT mandatory*.

Separate Non-Price/Technical and Cost Proposals in response to the RFQ must be received by MetroWest Regional Transit Authority at 15 Blandin Avenue, Framingham, MA 01702, **no later than 2:00 P.M. EST on May 11, 2023**.

Any contract resulting from proposals submitted to the RFQ is subject to funding between the MWRTA, the Massachusetts Department of Transportation, the United States Department of Transportation, and the Federal Transit Administration. Any contract entered into pursuant to the RFQ will afford a full opportunity for participation by all, including disadvantaged business enterprises, who will not be subjected to discrimination on the basis of race, color, sex, or national origin in consideration for an award.

The Authority reserves the right to reject any and all proposals submitted in response to this RFQ and waive informalities and irregularities, as it deems in the best interest of the MWRTA.

James R. Nee, Administrator
April 12, 2023

Service Announcements (3)

HOME (HTTP://WWW.MWRTA.COM) / ABOUT (HTTP://WWW.MWRTA.COM/ABOUT)
 / PUBLIC NOTICE/ADMINISTRATIVE EVENTS (HTTP://WWW.MWRTA.COM/ABOUT/EVENTS)

Public Notice/Administrative Events

DateTypeNoticeSupporting Document

Legal Notice

MetroWest Regional Transit Authority

Request for Proposals

Insurance Brokerage Services

2022

The MetroWest Regional Transit Authority ("MWRTA" or "Authority") is seeking Proposals from qualified insurance firms to provide insurance brokerage, claim and risk management services to the Authority. Lines of insurance include property, automobile, workers compensation/FELA, pollution liability, general liability, and all other insurance coverages, as the Authority may deem necessary. The contract for services will be for a term of three (3) years, with two (2) one-year options, exercised at the discretion of the Authority.

Sealed proposals must be received at the MetroWest Regional Transit Authority, Attn, James R, Nee, Administrator, 15 Blandin Avenue, Framingham, MA 01702, by 2:00 PM on Wednesday, September 28, 2022.

Request for Proposals documents, further information and requirements related information are available, upon request, from the Authority during regular business hours, in person, starting September 12, 2022, at MetroWest Regional Transit Authority, 15 Blandin Avenue, Framingham, MA 01702 or by email to Eva Willens at eva@mwrt.com (mailto:eva@mwrt.com).

The MetroWest Regional Transit Authority reserves the right to reject any or all Proposals, and to waive any informality if it is deemed to be in the best interest of the Authority to do so.

Disadvantaged Business Enterprises (DBE) are strongly encouraged to participate in this request for services.

James R. Nee
 Administrator

9/2022

Page 1 of 1

MetroWest Regional Transit Authority BID SOLICITATION

Bid Opening Date: 09/28/2022 02:01 PM
 Printed: 09/08/2022 01:23 PM

Description: MWRTA Insurance Brokerage Services 2022

Bid Number BD-23-2045-MWRTA-MWRTA-79316
Alternate ID
Requisition Number

Item	Class-Item	Quantity	Unit	Unit Price	Total
1	LEGAL NOTICE - METROWEST REGIONAL TRANSIT AUTHORITY - REQUEST FOR PROPOSALS - Insurance Brokerage Services 2022	1	EA	_____	_____
				TOTAL:	_____

THIS IS NOT AN ORDER, AND DOES NOT COMMIT THE PURCHASING ENTITY TO PURCHASE ANY GOODS OR SERVICES.

PURCHASED

By: Eva Willens
 Phone#: (508) 835-2222
 Email: joy@mwrt.com

BUYER



William Francis Galvin
Secretary of the Commonwealth of Massachusetts



[HOME](#)
[DIRECTIONS](#)

CONTACT US **Goods and Services submission confirmation**

The following Goods and Services submission was successfully received.

Planned date of publish is 9/12/2022

Awarding Agency

Agency Name and Address: MetroWest Regional Transit Authority (MWRTA) 15 Blandin Avenue Framingham, MA 01702
Bid Number: MWRTA Insurance Svcs 2022

Contact Information

Name: Eva Willens
Title: MWRTA Deputy Administrator
Phone: 1(508)935-2222x7105 Fax: 508-935-2225
Email Address: eva@mwrta.com
Notify email address listed when final publish date assigned.
Address: (if different from above)

Description

The MetroWest Regional Transit Authority ("MWRTA" or "Authority") is seeking Proposals from qualified insurance firms to provide insurance brokerage, claim and risk management services to the Authority. Lines of insurance include property, automobile, workers compensation/FELA, pollution liability, general liability, and all other insurance coverages, as the Authority may deem necessary. The contract for services will be for a term of three (3) years, with two (2) one-year options, exercised at the discretion of the Authority. Sealed proposals must be received at the MetroWest Regional Transit Authority, Attn. James R. Nee, Administrator, 15 Blandin Avenue, Framingham, MA 01702, by 2:00 PM on Wednesday, September 28, 2022.

Contract Information

Estimated Rate	<u>\$45,000 per year</u>	Duration	<u>3 years w/2 add'l 1 yr options</u>
Bid Release Date	<u>9/12/2022</u>	Release Time	<u>8:00 AM</u>
Bid Deadline Date	<u>9/28/2022</u>	Deadline Time	<u>2:00 PM</u>
Additional Information	<u>Request for Proposals documents, further information and requirements related information are available, upon request, from the Authority during regular business hours, in person, starting September 12, 2022, at MetroWest Regional Transit Authority, 15 Blandin Avenue, Framingham, MA 01702 or by email to Eva Willens at eva@mwrta.com. The MetroWest Regional Transit Authority reserves the right to reject any or all Proposals, and to waive any informality if it is deemed to be in the best interest of the Authority to do so. Disadvantaged Business Enterprises (DBE) are strongly encouraged to participate in this request for services. James R. Nee Administrator.</u>		

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William Francis Galvin, Secretary of the Commonwealth of Massachusetts
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