

ATTACHMENT 5
Overall DBE Three-Year Goal Methodology

Name of Recipient: Fitchburg Airport Commission owner of Fitchburg Municipal Airport.

Goal Period: FY-2024-2025-2026 (October 1, 2023 through September 30, 2026)

DOT-assisted contract amount: FY-2024	\$ 0.00
FY-2025	\$1,900,000.00
FY-2026	\$3,600,000.00
Total	\$5,500,000.00

Overall Adjusted Three-Year Goal: 6.58%, to be accomplished through 6.58% Race Neutral and 0% Race Conscious. Total dollar amount to be expended on DBEs: \$361,948.53.

Describe the Number and Type of Contracts that the airport anticipates awarding:

FFY-2024 Projects

- 1) Main Apron Design/Permit – Ineligible (Less than \$250,000 in a single funding year)

FFY-2025 Projects

- 2) Design and Install Wildlife Fencing – \$1,700,000.00
- 3) Design/Bid Permit for Unnamed Taxiway/Taxilane Reconstruction – \$200,000.00

FFY-2026 Projects

- 4) Reconstruct Main Apron – \$3,600,000.00

Detailed goal calculations for each project have been provided in the spreadsheets at the end of this section.

Market Area: The Commission defines its market area as the County of Worcester, Massachusetts and neighboring counties in Massachusetts, New Hampshire, Connecticut, and Rhode Island.

Step 1. 26.45(c) Actual relative availability of DBEs

Pursuant to 49CFR 26.45, the Commission has used the following methodology to determine the baseline figure for its 2021-2023 DBE goal. The Commission has used the most recent (2020) US Census data and the Supplier Diversity Office Directory of Certified Businesses to determine the number of ready, willing, and able DBEs in the market area.

For each area of work, the total number of DBEs within the market area (with adjustments for specific work categories) found in the SDO DBE Directory is divided by the total number of all firms found through analysis of the (2020) US Census data for the market area to arrive at the percentage of DBE firms that are ready, willing, and able to perform contract work.

In order to determine the expected DBE participation in dollars, the estimated contracting dollars for each area of work is multiplied by the percentage of firms that are ready, willing, and able to perform

contract work. To establish the DBE project goal, the overall projected DBE participation (in dollars) is divided by the estimated total project costs. This is the base goal for each project.

To determine the overall base figure for more than one project, the sum of all the dollars expected to be spent on DBE participation is divided by the estimated total of all project costs. This number is the overall base goal for the Airport. A breakdown of all mathematical calculations is provided in the table at the end of this section.

Step 2. 26.45(d): Adjustments to Step 1 base figure.

A review of past DBE achievements revealed that historic DBE participation at the Airport were significantly lower than the base 1 figures for FY-2024-2026. Below are the Airport's historic DBE achievements:

Goal Adjustment	
Year	DBE Achievement
2018	3.5%
2019	3.4%
2020	0.0%
2021	1.0%
2022	No Goal
Median	3.4%

Arranging this historical data from low to high, (1.0%, 3.4%, 3.4%, 3.5%) the median is 3.4%.

Step 1 Base averaged with historical median: $(9.76\% + 3.4\%)/2 = 6.58\%$

To arrive at an overall goal, the Step 1 base figure was added to the Step 2 adjustment figure and the total was averaged, arriving at an overall goal of 6.58%. The Commission believes this adjusted goal accurately reflects DBE participation that can be achieved for the type(s) of work being awarded during this three-year period.

26.51(b) (1-9): Breakout of Estimated "Race and Gender Neutral" (Race Neutral) and "Race and Gender Conscious" (Race Conscious) Participation.

The Commission will meet the maximum feasible portion of its overall goal by using Race Neutral means of facilitating DBE participation., including but not limited to the following:

- Arranging solicitations, times for the presentation of bids, quantities, specifications, and delivery schedules in ways that facilitates DBE, and other small businesses, participation;
- Relaying information regarding contracting procedures and specific contract opportunities;
- Providing services to help DBEs and other small businesses improve long-term development, increase opportunities to participate in a variety of kinds of work, handle increasingly significant projects, and achieve eventual self-sufficiency;
- Ensuring distribution of DBE directory, through electronic means, to the widest feasible universe of potential prime contractors;

The Commission will meet the maximum feasible portion of its overall goal by using Race Neutral means of facilitating DBE participation.

The Commission estimates that in meeting its overall goal of 6.58%. It will obtain 6.58% from Race Neutral participation and 0% through Race Conscious measures.

The Commission will adjust the estimated breakout of Race Neutral and Race Conscious DBE participation as needed to reflect actual DBE participation (see Section 26.51(f)) and track and report Race Neutral and Race Conscious participation separately. For reporting purposes, Race Neutral DBE participation includes, but is not necessarily limited to, the following: DBE participation through a prime contract obtained through customary competitive procurement procedures; DBE participation through a subcontract on a prime contract that does not carry a DBE goal, DBE participation on a prime contract exceeding a contract goal and DBE participation through a subcontract from a prime contractor that did not consider a firm's DBE status in making the award.

Consultation: Section 26.45(g)(1).

In establishing the overall goal, the Commission provided for consultation and publication. This included consultation with minority, women's and general contractor groups, community organizations, and other officials or organizations which could be expected to have information concerning the availability of disadvantaged and non-disadvantaged businesses, the effects of discrimination on opportunities for DBEs, and the Commission's efforts to establish a level playing field for the participation of DBEs. The consultation included outreach seeking to schedule, direct, interactive exchange with as many interested stakeholders as possible focused on obtaining information relevant to the Commission's goal setting process, and it occurred before its goal methodology was submitted to the operating administration for review. Details of the consultation are as follows:

Before finalizing the overall goal, the Commission reached out to the Greater New England Minority Supplier Development Council, Women's Business Enterprise National Council, Center for Women & Enterprise, and the North Central Massachusetts Chamber of Commerce without limiting consultation to these persons or groups, to obtain information concerning the availability of disadvantaged and non-disadvantaged businesses, the effects of discrimination on opportunities for DBEs, and the Commission's efforts to establish a level playing field for the participation of DBEs.

A virtual meeting focused on obtaining information relevant to the goal setting process was held on March 6, 2024, from 9:30 AM to 10:00 AM. No comments were received as a result of consultation.

Notwithstanding paragraph (f)(4) of this section, the Commission will not implement its proposed goal until it has complied with this requirement.

A notice of the proposed goal was published on the Airport's official internet website before the methodology was submitted to the FAA. If the proposed goal changes following review by the FAA, the revised goal will be posted on the official internet website. The notice can also be viewed using the link below:

<https://www.fitchburgma.gov/175/Airport>

The language used for the public notice on the Airport's website is provided below:

The City of Fitchburg Airport Commission hereby announces its goal of 6.58% for Disadvantaged Business Enterprise (DBE) participation on Airport Improvement Program (AIP) contracts at the Fitchburg Municipal Airport for federal fiscal years 2024 through 2026. A copy of the Airport's DBE Plan, goal, and rationale can be viewed by clicking the following links: **FIT 2024-2026 DBE Program**, **FIT 2024-2026 DBE Goal Calculation**. A virtual meeting to discuss the Airport's DBE goal and rationale will be held on March 6, 2024, from 9:30 AM to 10:00 AM. Parties interested in participating in the virtual meeting must contact Jacklyn Marks, Airport Planner, via email at jcm@gainc.com or phone at 603-471-1887 so that a meeting link can be provided. This meeting is open to the public.

CONTRACT GOALS

The Commission will use contract goals to meet any portion of the overall goal that it does not project being able to meet using Race Neutral means. Contract goals are established so that, over the period to which the overall goal applies, they will cumulatively result in meeting any portion of the Commission's overall goal that is not projected to be met through the use of Race Neutral means.

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

The Commission will express its contract goals as a percentage of the total amount of a DOT-assisted contract.

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FITCHBURG

Massachusetts

GOVERNMENT

SERVICES

COMMUNITY

BUSINESS

FIT 2024-2026 DBE Program

PUBLIC NOTICE

The City of Fitchburg Airport Commission hereby announces its goal of 6.58% for Disadvantaged Business Enterprise (DBE) participation on Airport Improvement Program (AIP) contracts at the Fitchburg Municipal Airport for federal fiscal years 2024 through 2026. A copy of the Airport's DBE Plan, goal, and rationale can be viewed by clicking the following links: [FIT 2024-2026 DBE Program](#), [FIT 2024-2026 DBE Goal Calculation](#). A virtual meeting to discuss the Airport's DBE goal and rationale will be held on March 6, 2024, from 9:30 AM to 10:00 AM. Parties interested in participating in the virtual meeting must contact Jacklyn Marks, Airport Planner, via email at jcm@gainc.com or phone at 603-471-1887 so that a meeting link can be provided. This meeting is open to the public.

STEP 1: CALCULATION OF GOAL

YEAR 1 GOAL CALCULATION (2024)

2024 Project Name:		Main Apron Design/Permit									
<table border="1"><tr><td>Eligible Project Costs</td></tr><tr><td>\$0.00</td></tr></table>		Eligible Project Costs	\$0.00	<table border="1"><tr><td colspan="2">DBE Participation</td></tr><tr><td>in dollars</td><td>in percentage</td></tr><tr><td>\$0.00</td><td>0.00%</td></tr></table>		DBE Participation		in dollars	in percentage	\$0.00	0.00%
Eligible Project Costs											
\$0.00											
DBE Participation											
in dollars	in percentage										
\$0.00	0.00%										
		Base DBE Goal Before Adjustment									
NO GOAL REQUIRED - UNDER \$250K IN CONTRACTS AWARDED IN A SINGLE FISCAL YEAR											

YEAR 2 GOAL CALCULATION (2025)

2025 Project Name:		Design and Install Wildlife Fencing											
<table><tr><td colspan="2">Eligible Project Costs</td></tr><tr><td colspan="2">\$1,700,000.00</td></tr></table>		Eligible Project Costs		\$1,700,000.00		<table><tr><td colspan="2">DBE Participation</td></tr><tr><td>in dollars</td><td>in percentage</td></tr><tr><td>\$83,985.94</td><td>4.94%</td></tr></table>		DBE Participation		in dollars	in percentage	\$83,985.94	4.94%
Eligible Project Costs													
\$1,700,000.00													
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2025 Project Name:	Design/Bid/Permit for Unnamed Taxiway/Taxilane Reconstruction														
	<table><tr><th colspan="2">Eligible Project Costs</th></tr><tr><td></td><td>\$200,000.00</td></tr></table>		Eligible Project Costs			\$200,000.00	<table><tr><th colspan="2">DBE Participation</th></tr><tr><th>in dollars</th><th>in percentage</th></tr><tr><td>\$8,023.27</td><td>4.01%</td></tr></table>			DBE Participation		in dollars	in percentage	\$8,023.27	4.01%
Eligible Project Costs															
	\$200,000.00														
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Year 2 total Projects (2025)															
	\$1,900,000.00														
Year 2 Goal (2025)															
in dollars	in percentage														
\$92,009.21	4.84%														
			Base DBE Goal Before Adjustment												

YEAR 3 GOAL CALCULATION (2026)

2026 Project Name:		Reconstruct Main Apron											
<table><tr><td colspan="2">Eligible Project Costs</td></tr><tr><td colspan="2">\$3,600,000.00</td></tr></table>		Eligible Project Costs		\$3,600,000.00		<table><tr><td colspan="2">DBE Participation</td></tr><tr><td>in dollars</td><td>in percentage</td></tr><tr><td>\$444,887.86</td><td>12.36%</td></tr></table>		DBE Participation		in dollars	in percentage	\$444,887.86	12.36%
Eligible Project Costs													
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Year 3 total Projects (2026)													
\$3,600,000.00													
Year 3 Goal (2026)													
in dollars	in percentage												
\$444,887.86	12.36%												
		Base DBE Goal Before Adjustment											

STEP 2: GOAL ADJUSTMENT CALCULATION

Goal Adjustment	
Year	DBE Achievement
2018	3.5%
2019	3.4%
2020	0.0%
2021	1.0%
2022	No Goal
Median	3.4%

TOTAL FOR ALL FITCHBURG MUNICIPAL AIRPORT PROJECTS

Overall Eligible Project Costs	DBE Participation		
	in dollars	in percentage	
	\$536,897.06	9.76%	Base DBE Goal Before Adjustment
		3.40%	STEP 2: Goal Adjustment
\$5,500,000.00	\$361,948.53	6.58%	Adjusted Overall Goal

2025 Project Name:

Design and Install Wildlife Fencing

Overall Project Cost:

\$1,700,000.00

Eligible Project Costs:

\$1,700,000.00

STEP 1: Calculation of Goal

Description of Services		NAICS Code	Available Businesses*	Available DBEs**	% of Available DBEs	Project Costs	DBE Participation in Dollars
Professional/Consultant Contract							
X	Engineering and Management Services	541330	1290	45	3.49%	\$240,000.00	\$8,372.09
X	Engineering Construction Phase Services	541330	1290	45	3.49%	\$250,000.00	\$8,720.93
X	Survey (Land) Subconsultant	541370	110	6	5.45%	\$10,000.00	\$545.45
Subtotal						\$500,000.00	\$17,638.48
% DBE Participation							3.5%

Independent Fee Estimate Contract							
X	Engineering/Specialty Subconsultant - IFE	541330	1290	45	3.49%	\$5,000.00	\$174.42
Subtotal						\$5,000.00	\$174.42
% DBE Participation							3.49%

Description of Services		NAICS Code	Available Businesses*	Available DBEs**	% of Available DBEs	Project Costs	DBE Participation in Dollars
Construction							
X	Specialty Contractor (Fence and Gate)	238990	642	36	5.61%	\$1,140,000.00	\$63,925.23
X	Unclassified Excavation	238910	912	41	4.50%	\$50,000.00	\$2,247.81
5% Contingency		NA	NA	NA	0.0%		\$0.00
Subtotal						\$1,190,000.00	\$66,173.04
% DBE Participation							5.6%

Non - Contributive Expenses							
X	Sponsor Admin Fee	N/A	N/A	N/A	0%	\$5,000.00	\$0.00
Subtotal						\$5,000.00	\$0.00
% DBE Participation							0.0%

Overall Total	\$1,700,000.00	\$83,985.94
% Overall DBE Participation		4.94%

2025 Project Name:Design/Bid/Permit for Unnamed Taxiway/Taxilane Reconstruction

Overall Project Cost:\$200,000.00
Eligible Project Costs:\$200,000.00

STEP 1: Calculation of Goal

Description of Services		NAICS Code	Available Businesses*	Available DBEs**	% of Available DBEs	Project Costs	DBE Participation in Dollars
Professional/Consultant Contract							
X	Engineering and Management Services	541330	1189	39	3.28%	\$145,000.00	\$4,756.10
X	Environmental Engineering, Compliance and Permitting Subconsultant	541620	218	18	8.26%	\$20,000.00	\$1,651.38
X	Materials Testing (Soils Investigation) Subconsultant	541380	114	4	3.51%	\$10,000.00	\$350.88
X	Survey (Land) Subconsultant	541370	109	6	5.50%	\$20,000.00	\$1,100.92
Subtotal						\$195,000.00	\$7,859.27
% DBE Participation							4.03%
Independent Fee Estimate Contract							
X	Engineering/Specialty Subconsultant - IFE	541330	1189	39	3.28%	\$5,000.00	\$164.00
Subtotal						\$5,000.00	\$164.00
% DBE Participation							3.28%
Overall Total						\$200,000.00	\$8,023.27
% Overall DBE Participation							4.01%

2026 Project Name:Reconstruct Main Apron

Overall Project Cost:\$3,600,000.00

Eligible Project Costs:\$3,600,000.00

STEP 1: Calculation of Goal

Description of Services		NAICS Code	Available Businesses*	Available DBEs**	% of Availiable DBEs	Project Costs	DBE Participation in Dollars
Professional/Consultant Contract							
X	Engineering Construction Phase Services	541330	1290	45	3.49%	\$250,000.00	\$8,720.93
X	Materials Testing (Soils Investigation) Subconsultant	541380	139	5	3.60%	\$60,000.00	\$2,158.27
Subtotal						\$310,000.00	\$10,879.204
						% DBE Participation	3.51%
Independent Fee Estimate Contract							
X	Engineering/Specialty Subconsultant - IFE	541330	1290	46	3.57%	\$5,000.00	\$178.29
Subtotal						\$5,000.00	\$178.29
						% DBE Participation	3.57%
Description of Services		NAICS Code	Available Businesses*	Available DBEs**	% of Availiable DBEs	Project Costs	DBE Participation in Dollars
Construction							
X	Asphalt Paving	237310	154	28	18.18%	\$2,000,000.00	\$363,636.36
X	Drainage Subconsultant	237310	154	28	18.18%	\$230,000.00	\$41,818.18
X	Pavement and Pavement Markings (Painting) Subconsultant	237310	154	28	18.18%	\$50,000.00	\$9,090.91
X	Trucking (hauling of bulk materials, gravel, sand etc.)	484220	362	19	5.25%	\$170,000.00	\$8,922.65
X	Unclassified Excavation	238910	912	41	4.50%	\$200,000.00	\$8,991.23
X	Landscaping	561730	2954	15	0.5%	\$100,000.00	\$507.79
X	Sedimentation and Erosion Control (Landscaping)	561730	2954	15	0.51%	\$170,000.00	\$863.24
	Construction Material Providers:						
X	* Asphalt	324121	34	0	0.00%	\$300,000.00	\$0.00
X	* Geotechnical Fabrics	313230	9	0	0.00%	\$100,000.00	\$0.00
5% Contingency						0.00%	\$0.00
Subtotal						\$3,320,000.00	\$433,830.36
						% DBE Participation	13.07%
Non - Contributive Expenses							
X	Sponsor Admin Fee	N/A	N/A	N/A	0%	\$5,000.00	\$0.00
Subtotal						\$5,000.00	\$0.00
						% DBE Participation	0.00%
Overall Total						\$3,640,000.00	\$444,887.86
						% Overall DBE Participation	12.22%