



July 2, 2015

Stacie Parkins
Civil Rights Officer, Region 3
Federal Transit Administration
1760 Market Street, Suite 500
Philadelphia, PA 19103-4124

Dear Ms. Parkins,

This letter provides Winchester Transit's DBE Goal Setting Methodology. Winchester Transit's overall projected DBE goal for FY16-18 is 2%. Past history shows us that Winchester Transit has achieved the majority of its DBE goal through race conscious means; however based on the proposed projects for FY16-18 and the number of available DBE's to perform work on the projects, Winchester Transit proposes that it will achieve 100% of the established 2% DBE goal through race neutral means.

Winchester Transit estimates it will have fifteen (15) projects over the next 3 fiscal years with possible contracting opportunities:

1. Employee Drug Testing – this project is for the monitoring and random/pre-employment testing of all Winchester Transit employees in the mandatory drug & alcohol testing program;
2. Bus Stop Signs – this project is for the purchase of new and/or replacement bus stop signs for fixed-route services;
3. Building Repairs/Maintenance – this project is for preventative maintenance contracts for all Winchester Transit facilities as well as contracted repairs to all facilities;
4. Vehicle Fuel – this project is for the purchase of fuel for all fixed-route and para-transit vehicles in revenue service;



5. Administrative Vehicle – this project is for the procurement of a replacement vehicle to be used by the Winchester Transit office staff and driver;
6. Office Supplies – this project is for the purchase of office products for Winchester Transit officer personnel and bus drivers;
7. Vehicle Parts – this project is for the purchase of vehicle parts for the repair and maintenance of all fixed-route and para-transit vehicles in revenue service;
8. Janitorial/First Aid Supplies – this project is for the purchase of all janitorial and first aid supplies for Winchester Transit facilities and vehicles;
9. Computer Hardware/Software – this project is for the purchase of replacement computers for Winchester Transit office personnel and software maintenance contracts for para-transit scheduling software, AVL software and stop announcement software for transit operations;
10. Shop Equipment – this project is for the purchase of new and/or replacement shop equipment to be used in the repair/maintenance of all Winchester Transit fixed-route and para-transit vehicles;
11. Bus Shelters – this project is for the procurement of new and/or replacement bus shelters for Winchester Transit fixed routes;
12. Uniforms – this project is for the purchase of new or replacement uniforms for Winchester Transit drivers;
13. Contracted Vehicle Repairs/Maintenance – this project is for the contracted repair/maintenance of all Winchester Transit fixed-route and para-transit vehicles;
14. Printing – this project will allow Winchester Transit to print materials available to the public, i.e. brochures, transfers and ticket books; and
15. Vehicle Detailing Services – this project is for automotive detailing services for all Winchester Transit fixed-route and para-transit vehicles;

To calculate its projected DBE goal for FY16-18, each of the above-referenced projects was assigned a project total based on past operating/capital budgets, quotes, and/or design specifications to determine the total amount of DOT funds applicable to the project. The total amount of DOT funds to be used for each project was then weighted to determine what percentage of the collective amount of DOT funds will be used on each project. The budget and weight for each project are listed below:



Project	Project Total	Applicable DOT Funds	Weight
Employee Drug Testing	\$2,400	\$1,200	0.0077%
Bus Stop Signs	\$2,500	\$2,000	0.0129%
Bldg. Repairs/Maintenance	\$6,400	\$3,200	0.0206%
Vehicle Fuel	\$92,000	\$46,000	0.2966%
Administrative Vehicle	\$25,000	\$20,000	0.1290%
Office Supplies	\$12,000	\$6,000	0.0387%
Vehicle Parts/Supplies	\$50,000	\$25,000	0.1612%
Janitorial/First Aid Supplies	\$2,850	\$1,425	0.0092%
Computer Hardware/Software	\$30,000	\$17,100	0.1103%
Shop Equipment	\$5,000	\$4,000	0.0258%
Bus Shelters	\$20,000	\$16,000	0.1032%
Uniforms	\$4,000	\$2,000	0.0129%
Contracted Vehicle Repair/Maintenance	\$10,000	\$5,000	0.0322%
Printing	\$6,000	\$3,000	0.0193%
Vehicle Detailing Services	\$6,300	\$3,150	0.0203%
TOTAL	\$274,450	\$155,075	1

Once the weight of DOT funds to be used for future projects was determined, the relative availability of DBEs was determined by consulting the DMBE DBE and SWaM Directory, census data, and the City of Winchester purchasing department's bidders list to determine the number of firms and DBE firms available. After determining the number of firms available, the relative availability of DBEs for each project was obtained by dividing the number of available DBEs for each project by the total number of firms available to



complete the project (including the applicable DBEs). The breakdown for each category is listed below:

Project	Number of DBEs available to perform this work	Number of all firms available (including DBEs)	Relative Availability
Employee Drug Testing	0	8	0.0000
Bus Stop Signs	1	6	0.1667
Bldg. Repairs/Maintenance	2	9	0.2222
Vehicle Fuel	0	11	0.0000
Administrative Vehicle	0	11	0.0000
Office Supplies	1	4	0.2500
Vehicle Parts/Supplies	0	15	0.0000
Janitorial/First Aid Supplies	0	7	0.0000
Computer Hardware/Software	0	15	0.0000
Shop Equipment	0	6	0.0000
Bus Shelters	0	6	0.0000
Uniforms	0	5	0.0000
Contracted Vehicle Repairs/Maintenance	0	11	0.0000
Printing	1	20	0.0500
Vehicle Detailing Services	0	6	0.0000
Combined Totals	5	140	0.0357 Overall Availability of DBEs

*Winchester Transit's geographic preference area is within the city limits of Winchester and surrounding Frederick County; however, due to the restrictive number of DBEs located in our preference area to perform work on the proposed projects, we have expanded the preference area to include areas within a 50 mile radius of the City of Winchester.



Upon determining the relative availability of DBEs for each project, the unadjusted, rounded, weighted base figure was calculated. This figure is the unadjusted goal for DBE participation for DOT funded projects for Winchester Transit and is calculated by multiplying the previously calculated weight and availability for each project. These amounts were then added together to provide a value and then converted into a percentage referred to as the rounded, weighted base figure. The breakdown for each project and base figure is listed below (please note that projects with zero availability were not included since they do not provide a weighted base figure):

Project	Weighted Base Figure
Bus Stop Signs	0.0021
Bldg. Repairs/Maintenance	0.0046
Office Supplies	0.0097
Printing	0.0010
TOTAL	0.0174
Expressed as a % (*100)	1.74%
Rounded, Weighted Base Figure	2%

Winchester Transit sent correspondence to several small businesses, business organizations, and minority groups in an attempt to receive input from interested parties regarding the projected DBE goal. Winchester Transit received two responses from businesses and held face-to-face meetings to discuss the projected DBE goal and methodology.

Should you require additional information or if you have any questions, please do not hesitate to contact me at (540) 667-1815, ext. 1501 or via email at renee.wells@winchesterva.gov.

Sincerely,

Renee Wells
Transit Director

Step 1 - Determine the weight of each type of work by NAICS Code:

* Enter all the FTA-assisted projects below. Project amounts should be assigned relevant NAICS Code(s).

	NAICS Code	Project	Amount of DOT funds on project:	% of total DOT funds (weight)
1)	621999	Employee Drug Testing	\$1,200.00	0.0077
2)	339950	Bus Stop Signs	\$2,000.00	0.0129
3)	238290	Bldg. Repairs/Maint	\$3,200.00	0.0206
4)	454310	Vehicle Fuel	\$46,000.00	0.2966
5)	441110	Administrative Vehicle	\$20,000.00	0.1290
6)	424120	Office Supplies	\$6,000.00	0.0387
7)	336390	Vehicle Parts/Supplies	\$25,000.00	0.1612
8)	453998	Janitorial/First Aid Supplies	\$1,425.00	0.0092
9)	334111	Computer Hardware/Software	\$17,100.00	0.1103
10)	423120	Shop Equipment	\$4,000.00	0.0258
11)	337127	Bus Shelters	\$16,000.00	0.1032
12)	812331	Uniforms	\$2,000.00	0.0129
13)	811118	Contracted Vehicle Repairs/Maintenance	\$5,000.00	0.0322
14)	323111	Printing	\$3,000.00	0.0193
15)	811192	Vehicle Detailing Svcs.	\$3,150.00	0.0203
Total FTA-Assisted Contract Funds			\$155,075.00	1

Step 2 - Determine the relative availability of DBE's by NAICS Code:

* Use DBE Directory, census data and/or a bidders list to enter the number of available DBE firms and the number of available firms.

	NAICS Code	Project	Number of DBEs available to perform this work	Number of all firms available (including DBEs)	Relative Availability
1)	621999	Employee Drug Testing	0	8	0.0000
2)	339950	Bus Stop Signs	1	6	0.1667
3)	238290	Bldg. Repairs/Maint	2	9	0.2222
4)	454310	Vehicle Fuel	0	11	0.0000
5)	441110	Administrative Vehicle	0	11	0.0000
6)	424120	Office Supplies	1	4	0.2500
7)	336390	Vehicle Parts/Supplies	0	15	0.0000
8)	453998	Janitorial/First Aid Supplies	0	7	0.0000
9)	334111	Computer Hardware/Software	0	15	0.0000
10)	423120	Shop Equipment	0	6	0.0000
11)	337127	Bus Shelters	0	6	0.0000
12)	812331	Uniforms	0	5	0.0000
13)	811118	Contracted Vehicle Repairs/Maintenance	0	11	0.0000
14)	323111	Printing	1	20	0.0500
15)	811192	Vehicle Detailing Svcs.	0	6	0.0000
Combined Totals			5	140	0.0357

Overall availability of DBEs

Step 3 - (Weight) x (Availability) = Weighted Base Figure

	NAICS Code	Project	Weight	x	Availability	Weighted Base Figure
1)	621999	Employee Drug Testing	0.00774	x	0.00000	
2)	339950	Bus Stop Signs	0.01290	x	0.16667	0.0021
3)	238290	Bldg. Repairs/Maint	0.02064	x	0.22222	0.0046
4)	454310	Vehicle Fuel	0.29663	x	0.00000	
5)	441110	Administrative Vehicle	0.12897	x	0.00000	
6)	424120	Office Supplies	0.03869	x	0.25000	0.0097
7)	336390	Vehicle Parts/Supplies	0.16121	x	0.00000	
8)	453998	Janitorial/First Aid Supplies	0.00919	x	0.00000	
9)	334111	Computer Hardware/Software	0.11027	x	0.00000	
10)	423120	Shop Equipment	0.02579	x	0.00000	
11)	337127	Bus Shelters	0.10318	x	0.00000	
12)	812331	Uniforms	0.01290	x	0.00000	
13)	811118	Contracted Vehicle Repairs/Maintenance	0.03224	x	0.00000	
14)	323111	Printing	0.01935	x	0.05000	0.0010
15)	811192	Vehicle Detailing Svcs.	0.02031	x	0.00000	
Total						0.0174
Expressed as a % (*100)						1.74%
Rounded, Weighted Base Figure:						2%