



December 19, 2012

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

Dear Mr. Riess,

This letter provides Winchester Transit's DBE Goal Setting Methodology. Winchester Transit's overall projected DBE goal for FY13-15 is 13%. Winchester Transit proposes to achieve the maximum feasible portion of its goal through race neutral means; however, because Winchester Transit did not track past DBE participation, there is no available history to project the level of race neutral/race conscious participation. Therefore, based on the number of DBE's available to perform work on the proposed projects, Winchester Transit proposes that it will achieve 76% or 9.88% of the established 13% DBE goal through race neutral means and 24% or the remaining 3.12% of its goal through race conscious means.

Winchester Transit estimates it will have eight (8) projects over the next 3 fiscal years with possible contracting opportunities:

1. Bus Stop Shelters – this project will allow Winchester Transit to continue to provide shelters at bus stops with no shelters or seating;
2. Vehicle Fuel – this project is for the purchase of fuel for all fixed-route and para-transit vehicles in revenue service;
3. 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;
4. Bus Stop Benches – this project will allow Winchester Transit to continue to provide benches at bus stops with no seating;
5. Computer Hardware/Software – this project is for the purchase of replacement computers, software and printers for Winchester Transit office personnel;



- 6. Uniforms – this project is for the purchase of new or replacement uniforms for Winchester Transit drivers;
- 7. Printing – this project will allow Winchester Transit to print materials available to the public, i.e. brochures, transfers and ticket books; and
- 8. Construction – this project is for the construction of a new administrative office building for Winchester Transit office personnel and drivers.

To calculate its projected DBE goal for FY13-15, 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
Bus Stop Shelter	\$30,000	\$24,000	2.35%
Vehicle Fuel	\$315,000	\$252,000	24.65%
Vehicle Parts	\$161,000	\$128,800	12.60%
Bus Stop Benches	\$35,000	\$28,000	2.74%
Computer Hardware/Software	\$6,000	\$4,800	0.47%
Uniforms	\$11,000	\$8,800	0.86%
Printing	\$20,000	\$16,000	1.56%
Construction	\$700,000	\$560,000	54.77%
TOTAL	\$1,278,000	\$1,022,400	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
Bus Stop Shelters	0	9	0.0000
Vehicle Fuel	2	5	0.4000
Vehicle Parts	0	8	0.0000
Bus Stop Benches	0	9	0.0000
Computer Hardware/Software	10	25	0.4000
Uniforms	0	3	0.0000
Printing	5	13	0.3846
Construction	91	1800	0.0506
Combined Totals	108	1872	0.0577 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 75 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
Vehicle Fuel	0.0990
Computer Hardware/Software	0.0019
Printing	0.0060
Construction	0.0278
TOTAL	0.1347
Expressed as a % (* 100)	13.47%
Rounded, Weighted Base Figure	13%

Because Winchester Transit did not track past DBE participation and did not file the required Uniform Report of DBE Commitments/Awards and Payments, Winchester Transit has no evidence to support an adjustment to the base figure; we have received no input from interested parties and have little DBE presence in our region. However, Winchester Transit has implemented a process to record and report DBE participation for all projects which will be used to adjust the base figure for future goals, if necessary.

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 rwells@ci.winchester.va.us.

Sincerely,

Renee Wells
Transit Director