



Winchester Transit's DBE Goal Setting Methodology

Winchester Transit's overall projected DBE goal for FY19-21 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 FY19-21 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 twelve (12) areas in which there may be possible contracting opportunities over the next 3 fiscal years:

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. Building Repairs/Maintenance – this project is for preventative maintenance contracts for all Winchester Transit facilities as well as contracted repairs to all facilities;
3. Vehicle Fuel – this project is for the purchase of fuel for all fixed-route and para-transit vehicles in revenue service;
4. Office Supplies – this project is for the purchase of office products for Winchester Transit officer personnel and bus drivers;
5. 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;
6. Janitorial/First Aid Supplies – this project is for the purchase of all janitorial and first aid supplies for Winchester Transit facilities and vehicles;
7. 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;
8. Bus Shelters – this project is for the procurement of new and/or replacement bus shelters for Winchester Transit fixed routes;



- 9. Uniforms – this project is for the purchase of new or replacement uniforms for Winchester Transit drivers;
- 10. Contracted Vehicle Repairs/Maintenance – this project is for the contracted repair/maintenance of all Winchester Transit fixed-route and para-transit vehicles;
- 11. Printing – this project will allow Winchester Transit to print materials available to the public, i.e. brochures, transfers and ticket books; and
- 12. 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 FY19-21, 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	\$1,700	\$850	0.0081%
Bldg. Repairs/Maintenance	\$7,400	\$3,700	0.0354%
Vehicle Fuel	\$64,000	\$32,000	0.3059%
Office Supplies	\$1,700	\$850	0.0081%
Vehicle Parts/Supplies	\$54,400	\$27,200	0.2600%
Janitorial/First Aid Supplies	\$2,800	\$1,400	0.0134%
Computer Hardware/Software	\$6,000	\$4,800	0.0459%
Bus Shelters	\$20,000	\$16,000	0.1530%
Uniforms	\$6,300	\$3,150	0.0306%
Contracted Vehicle Repair/Maintenance	\$23,000	\$11,500	0.1099%
Printing	\$4,200	\$2,100	0.0201%
Vehicle Detailing Services	\$2,000	\$1,000	0.0096%
TOTAL	\$193,500	\$104,550	1

*The project totals and applicable DOT funds listed above are based on project totals per year over the three year period of 2016-2018.



Once the weight of DOT funds to be used for future projects was determined, the relative availability of DBEs was determined by consulting the Virginia DMBE DBE and SWaM Directory, the WV DBE Directory, census data, and the City of Winchester transit and 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	16	0.0000
Bldg. Repairs/Maintenance	3	109	0.0275
Vehicle Fuel	2	47	0.0426
Office Supplies	3	72	0.0417
Vehicle Parts/Supplies	0	132	0.0000
Janitorial/First Aid Supplies	4	46	0.1742
Computer Hardware/Software	7	128	0.0547
Bus Shelters	0	6	0.0000
Uniforms	0	13	0.0000
Contracted Vehicle Repairs/Maintenance	1	176	0.0057
Printing	2	17	0.1176
Vehicle Detailing Services	0	71	0.0000
Combined Totals	22	833	0.0264 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 60 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
Bldg. Repairs/Maintenance	0.0010
Vehicle Fuel	0.0130
Office Supplies	0.0003
Janitorial/First Aid Supplies	0.0012
Computer Hardware/Software	0.0025
Contracted Vehicle Repairs/Maintenance	0.0006
Printing	0.0024
TOTAL	0.021
Expressed as a % (*100)	2.1%
Rounded, Weighted Base Figure	2%



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

	NAICS Code	Project	Amount of DOT funds on project:	% of total DOT funds (weight)
1)	621999	Drug Testing Services	\$850.00	0.0081
2)	424720	Vehicle Fuel	\$32,000.00	0.3059
3)	424120	Office Supplies	\$850.00	0.0081
4)	423850	Janitorial Supplies	\$1,100.00	0.0105
5)	423450	First Aid Supplies	\$300.00	0.0029
6)	323111	Printing Services	\$2,100.00	0.0201
7)	812331	Uniform Services	\$3,200.00	0.0306
8)	811192	Vehicle Detailing Services	\$1,000.00	0.0096
9)	423430	Computer Hardware/Software	\$4,800.00	0.0459
10)	236220	Passenger Shelters	\$16,000.00	0.1530
11)	423120	Vehicle Parts/Supplies	\$27,200.00	0.2600
12)	811111	Contracted Vehicle Repair/Maintenance Services	\$11,500.00	0.1099
13)	238290	Contracted Building Repair/Maintenance Services	\$3,700.00	0.0354
14)				0.0000
15)				0.0000
16)				0.0000
17)				0.0000
18)				0.0000
19)				0.0000
20)				0.0000
21)				0.0000
22)				0.0000
23)				0.0000
24)				0.0000
25)				0.0000
26)				0.0000
27)				0.0000
28)				0.0000
29)				0.0000
30)				0.0000
31)				0.0000
32)				0.0000
33)				0.0000
34)				0.0000
35)				0.0000
Total FTA-Assisted Contract Funds			\$104,600.00	1



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

	NAICS Code	Project	Number of DBEs available to perform this work	Number of all firms available (including DBEs)	Relative Availability	
1)	621999	Drug Testing Services	0	16	0.0000	
2)	424720	Vehicle Fuel	2	47	0.0426	
3)	424120	Office Supplies	3	72	0.0417	
4)	423850	Janitorial Supplies	2	22	0.0909	
5)	423450	First Aid Supplies	2	24	0.0833	
6)	323111	Printing Services	2	17	0.1176	
7)	812331	Uniform Services	0	13	0.0000	
8)	811192	Vehicle Detailing Services	0	71	0.0000	
9)	423430	Computer Hardware/Software	7	128	0.0547	
10)	236220	Passenger Shelters	0	6	0.0000	
11)	423120	Vehicle Parts/Supplies	0	132	0.0000	
12)	811111	Contracted Vehicle Repair/Maintenance Services	1	176	0.0057	
13)	238290	Contracted Building Repair/Maintenance Services	3	109	0.0275	
14)						
15)						
16)						
17)						
18)						
19)						
20)						
21)						
22)						
23)						
24)						
25)						
26)						
27)						
28)						
29)						
30)						
31)						
32)						
33)						
34)						
35)						
		Combined Totals	22	833	0.0264	<i>Overall availability of DBEs</i>



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

	NAICS Code	Project	Weight	x	Availability	Weighted Base Figure
1)	621999	Drug Testing Services	0.00813	x		
2)	424720	Vehicle Fuel	0.30593	x	0.04255	0.0130
3)	424120	Office Supplies	0.00813	x	0.04167	0.0003
4)	423850	Janitorial Supplies	0.01052	x	0.09091	0.0010
5)	423450	First Aid Supplies	0.00287	x	0.08333	0.0002
6)	323111	Printing Services	0.02008	x	0.11765	0.0024
7)	812331	Uniform Services	0.03059	x		
8)	811192	Vehicle Detailing Services	0.00956	x		
9)	423430	Computer Hardware/Software	0.04589	x	0.05469	0.0025
10)	236220	Passenger Shelters	0.15296	x		
11)	423120	Vehicle Parts/Supplies	0.26004	x		
12)	811111	Contracted Vehicle Repair/Maintenance Services	0.10994	x	0.00568	0.0006
13)	238290	Contracted Building Repair/Maintenance Services	0.03537	x	0.02752	0.0010
14)				x		
15)				x		
16)				x		
17)				x		
18)				x		
19)				x		
20)				x		
21)				x		
22)				x		
23)				x		
24)				x		
25)				x		
26)				x		
27)				x		
28)				x		
29)				x		
30)				x		
31)				x		
32)				x		
33)				x		
34)				x		
35)				x		
					Total	0.0210
					Expressed as a % (*100)	2.10%
					Rounded, Weighted Base Figure:	2%