

Borough of Pottstown
Pottstown Area Rapid Transit
Disadvantaged Business Enterprises
Goal and Methodology
FY21-23

Overall Goal Calculation – 2.62%

Methodology:

The Borough of Pottstown (Borough) / Pottstown Area Rapid Transit (PART) considered all available contracting opportunities resulting from FTA assistance in the development of our **Overall Goal Calculation of 2.62%**. Contracting opportunities in FY2021, as well as projections for operating and capital planning through FY2022, and FY 2023 have been considered. As referenced in the DBE Goal Setting Calculation & PART Operating Budget, the Borough/PART has evaluated the operating budget for FY2021 and has determined that nearly all line items remain the same, and are identical in description and in budgeted amount every year. Historically, the Borough/PART has used the same operating budget and schedule of line items, and amounts may or may not be adjusted slightly for inflation, variance in organization management, or due to one-time requests. Based on this examination of the budget, we reasonably anticipate that the goal will remain the same for FY2021 through FY2023.

The Borough/PART contracts with PART Inc., a private transit operator to provide fixed route and non-fixed route transportation services. The Borough/PART oversees and administers the system out of offices at Borough Hall, 100 East High Street, Pottstown, PA 19464. The PART Inc. offices, located at 902 Farmington Avenue, Pottstown, PA, provide the administrative functions, customer service, dispatch, maintenance, vehicle repair and servicing, and PART vehicles and equipment are stored in a common facility managed by PART Inc. D&D Collision Services is a vehicle repair and auto body service, which shares a common facility and management with PART Inc., but is operated as a separate company. D&D mechanics and support personnel perform all routine vehicle maintenance on PART vehicles including preventative maintenance inspections and diagnostic repairs as well as brake rebuilds, minor body and paint work, farebox repairs and servicing. Component rebuilds, overhauls and body work are also performed in house. PART Inc. handles the fueling, cleaning, and servicing of the bus fleet in house. Consumables are replenished such as oil, anti-freeze, and transmission fluid as needed. Service line employees complete cleaning of the interior of each bus. Nearly all the equipment necessary to maintain the bus fleet is available on – site, and the facility is in very good repair.

Available contracting opportunities do exist in the areas of repair parts, tires, oil, printing of transit related materials such as transfers, tickets, and brochures, office supplies, computer equipment, safety and security equipment, consulting, and fuel.

The Borough/PART's geographic preference includes Montgomery, Chester, Berks, Lancaster, Lehigh, Philadelphia, Bucks, and Delaware Counties in Pennsylvania. The contractors and subcontractors with which we do business and spend the substantial majority of our contracting dollars are located in these geographic areas.

The Borough/PART does not have subrecipients or pass FTA funds through to subrecipients.

Step 1, Development of Base Figure

Please reference Attachment 4 for detailed information including the FY2021 Budget, and data used in the development of the Base Figure. The budget for FY2022 and FY2023 is projected to be the same in the applicable areas.

1. Contracting opportunity = From FY2021 Budget & Projected to FY2023
2. Weight, (Contracting opportunities) = Percentage of Total Budget
3. NAICS Code = From the PA Unified Certification Program
4. DBE State = From the PA Unified Certification Program
5. Universe Contractors = PA Census Data
6. Ratio = Universe Contractors/DBE State
7. Weighted Ratio = Weight, (Contracting Opportunities) x Ratio

Step 2, Adjust Base Figure

The Borough examined all relevant evidence in its jurisdiction to determine what adjustments, up or down, were needed to arrive at the overall goal. Step 2 necessarily took into account other conditions or variables impacting DBEs in the identified market area. The Borough reviewed the past (3) years of DBE program activity, (FY2018-2020), of which there was a 5.27% goal. The Borough worked with FTA Region III for several years prior to 2012 in requesting exemptions in submitting an operating program DBE Goal. The Borough has issued a Request for Interest to DBE's in our geographic preference area and has a database to be consulted during procurements. The Borough has not met the previous DBE goal. However, the Borough has made great strides in decreasing the shortfall in meeting the DBE goal. The Borough is confident the goal of 2.62% is attainable.

The Borough maintains a vehicle and asset inventory with remaining useful life, and condition of capital items. Due to the size and level of the system, the Borough's highest expenditure of capital includes bus procurement. Five transit buses were replaced in 2019. Two more buses will be replaced in 2021. The Intermodal Transit Facility

completed in 2011 will require annual maintenance and the addition of small capital repairs. At this time, the Borough's capital plan includes system technology upgrades, minor equipment, signage, bus fixtures, cylinders, and shelters. Based on this information, the Borough will make no adjustment to the base figure of 2.62% in considering project history, past exemption status, and in our program of projects for the future. However, the Borough will continue to evaluate all operational and capital project planning to assess and further develop our program and goal methodology.

Race conscious/Race – neutral Breakdown

As required by 49 CFR Part 26.51 (b), the Borough/PART will achieve our goal through 100% race neutral means.

All Borough/PART and PART Inc. related staff will be made aware of our efforts to include DBEs, as well as small businesses, and will be provided copies of the DBE Program. All procurements will be examined to enable DBE participation as well as small business utilization. Technical assistance will be provided by the Borough/PART and PART Inc. staff upon request to enable the participation of DBEs and small businesses in any available contracts. The Borough/PART and PART Inc. will cooperate in an effort to make RFPs or bids attractive to DBEs, simplify or reduce bonding requirements, distribute DBE directories to prime contractors.

Borough/PART will use contract goals to meet any portion of the overall goal Borough/PART 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 our overall goal that is not projected to be met through the use of race-neutral means.

We will establish contract goals only on those DOT-assisted contracts that have subcontracting possibilities. We need not establish a contract goal on every such contract, and the size of contract goals will be adapted to the circumstances of each such contract. We will express our contract goals as a percentage.

Public Participation

Federal Transit Administration regulations require that the Borough/PART provide for public participation when establishing its overall goal. The Borough of Pottstown/PART consults with both the TriCounty Chamber of Commerce (TCCC), as well as TriCounty Community Network (TCN), whose members represent minority and women contracting firms in all major types of work. The Borough hosts the TCCC annually in December and presents on transit service and the DBE program. In addition, the Borough presents at the annual TCN transportation meeting. However, those meetings have not been

scheduled for 2020 due to the COVID-19 pandemic. The DBE program and goal were e-blasted to the TCN and TCCC membership, directing any inquires to Borough staff.

The Borough/PART has also forwarded the information to the local NAACP chapter, the Humans Relation Commission, ACLAMO, and YWCA Women Excel for distribution to minority and women contracting firms.

January 2019, the Borough held a Public Meeting for a Transit Development Plan, during which the DBE program was discussed.

The Borough also presented on PART and the DBE program at the Pottstown Trauma Informed Community Connections meeting in February of 2019. This meeting was attended by various businesses and agencies, including the NAACP, Human Relations Commission, ACLAMO, and the YWCA.

No comments from any organizations or firms have been received.

The Borough/PART issued a Request for Interest to our geographic preference area in July 2019 and has compiled the data received for utilization in future contracting and procurement

The overall goal methodology and comment period were made available to the public on September 14, 2020. The comment period will end on October 14, 2020. PART has not received any comments as of yet.