

**ATTACHMENT 1**

Regulations: 49 CFR Part 26, link to website below:

[http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title49/49cfr26\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title49/49cfr26_main_02.tpl)

## ATTACHMENT 2 Bidder's List Collection Form

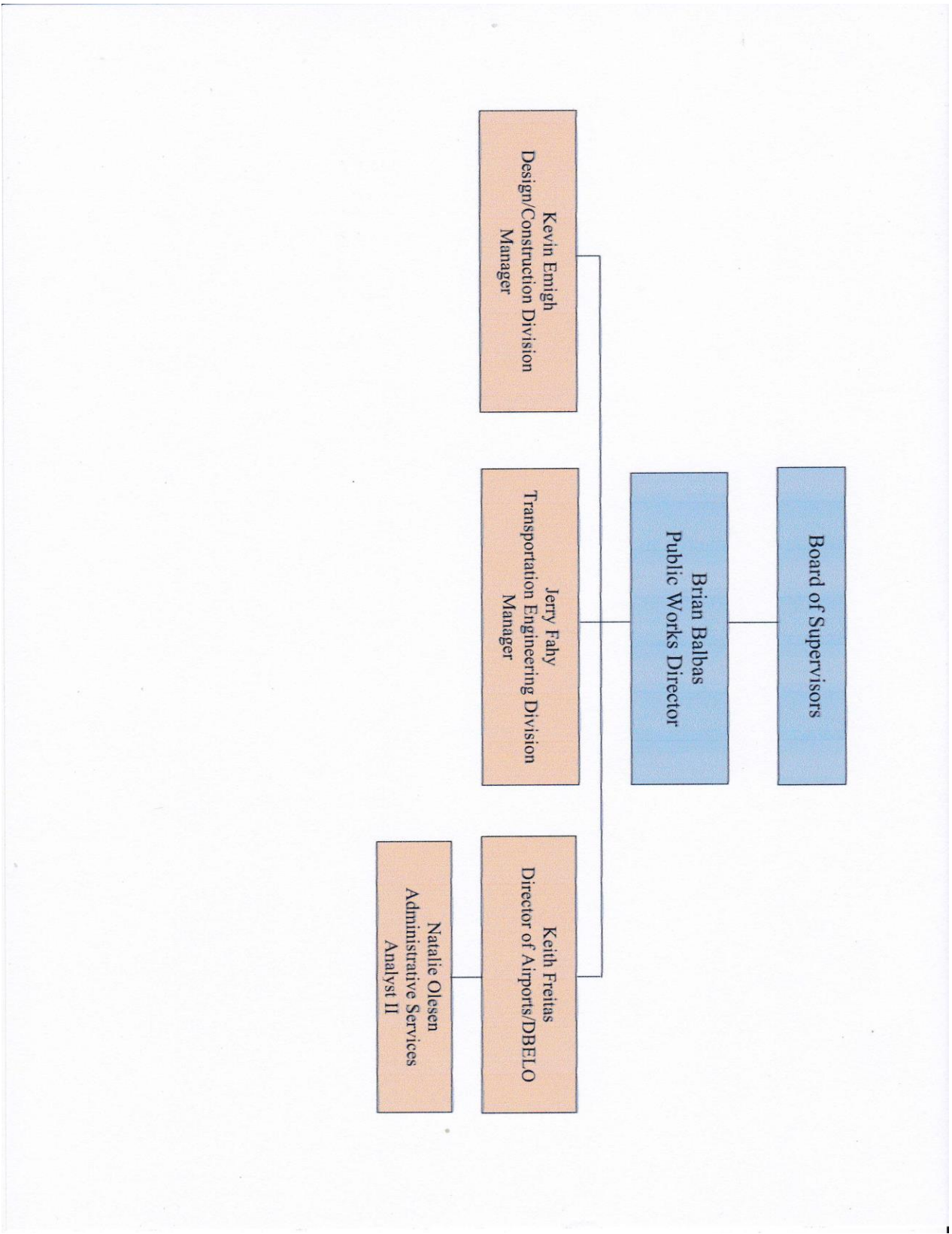
Subcontractor Company Information	Annual Gross Receipts	Profile Information	\$ Proposed	% Proposed	Description of Project Services
Name:	< \$500K	Group:			
Address:	\$500K - \$1 million	Ethnicity:			
City/State/Zip:	\$1-\$2 million	Gender:			
Contact Name:	\$2-\$5 million	Certifying Agency:			
Telephone No.:	>\$5 million	Age of Firm:			
EMAIL:		Vendor or Federal ID:			NAICS:
Subcontractor Company Information	Annual Gross Receipts	Profile Information	\$ Proposed	% Proposed	Description of Project Services
Name:	< \$500K	Group:			
Address:	\$500K - \$1 million	Ethnicity:			
City/State/Zip:	\$1-\$2 million	Gender:			
Contact Name:	\$2-\$5 million	Certifying Agency:			
Telephone No.:	>\$5 million	Age of Firm:			
EMAIL:		Vendor or Federal ID:			NAICS:
Subcontractor Company Information	Annual Gross Receipts	Profile Information	\$ Proposed	% Proposed	Description of Project Services
Name:	< \$500K	Group:			
Address:	\$500K - \$1 million	Ethnicity:			
City/State/Zip:	\$1-\$2 million	Gender:			
Contact Name:	\$2-\$5 million	Certifying Agency:			
Telephone No.:	>\$5 million	Age of Firm:			
EMAIL:		Vendor or Federal ID:			NAICS:

I certify under the penalty of perjury that the information contained on this form is true and correct and that the firms listed are the subcontractors that will be utilized if this contract is awarded to the above prime contractor. I agree to comply with any applicable provisions for additions and substitutions, and I further understand and agree that any and all changes or substitutions must be authorized by the Airport prior to their implementation.

Participation level proposed by Bidder/Proposer: _____%	<input type="checkbox"/> DBE <input type="checkbox"/> WBE <input type="checkbox"/> DBE <input type="checkbox"/> DBE	Signature _____ Date _____
Participation level stated in the request for Bid/Proposal: _____%	<input type="checkbox"/> DBE 4 <input type="checkbox"/> WBE <input type="checkbox"/> DBE <input type="checkbox"/> DBE	Name _____ Title _____ Phone _____

# ATTACHMENT 3

## Organizational Chart



## **ATTACHMENT 4**

**California DBE Directory:**

[http://www.dot.ca.gov/hq/bep/find\\_certified.htm](http://www.dot.ca.gov/hq/bep/find_certified.htm)

**ATTACHMENT 5 (1 OF 2 ATTACHMENT 5)**

Section 26.45: DBE Project Goal Methodology

**Name of Recipient:** The Contra Costa County Department of Public Works Airports Division, owner of **Buchanan Field**

**Goal Period:** October 1, 2022 through September 30, 2024

**Goals and Methodology – Airports Division- Buchanan Field**

The ultimate goal of the program is to utilize DBE participation in proportion to the availability of certified DBEs within the community.

The Airports Division has established the overall goal for the federal fiscal years **2022/2023/2024** as 1.00% of the DOT-FAA assisted contracts. The goals are entirely race-neutral.

**OVERALL GOALS**

**1.00%**

**Total dollar amount to be expended on DBE's: \$93,010**

:

**Goal Methodology (\$26.45)**

The Data Collection Table below provides the detailed scope of work with estimates for projects the Airports Division has identified as eligible for FAA assisted funding during this period. Following are the percentages of each cost to the total cost of all anticipated federally assisted projects over the next three years and to the total cost of each project. Also shown are the percentages of each cost to the total project cost and total costs of all projects during these years. The last four columns show the detailed and totaled number of firms for each NAICS code able to perform all or part of that line item. The U.S. Census covers all firms located in the State while CalTrans covers the Certified DBEs for each NAICS code.

The two databases differ in various ways. A few of the variations and their effect on the goals are discussed as the base goal is calculated and later adjusted.

### Data Collection Table

FY2022 - Design New General Aviation Terminal Bldg; Construct New 6,500 sq/ft General Aviation Terminal Bldg; FY2023 - Airport Master Plan; FY2024 - Design, Engineering, Environmental Analysis of Bid Package for Pavement Rehab & Overlay of Txy Golf & Rwy 01L Run-up Area (6,600 sq/yd)	NAICS CODES	WORK CODES	Market *	ESTIMATED COSTS	PERCENT TO TOTAL PROJECTS FOR YEAR	PERCENT TO PROJECT	U.S. Census Companies	CalTrans DBEs **	U.S. Census (Cell Totals)	CalTrans DBEs (Cell Totals)
FY2022										
<b>3-06-0050-xxx - Design New General Aviation Terminal Bldg</b>										
1) Engineering	541330	C8771	S	\$265,971	2.8596%	85.0000%	8967	18	8967	18
2) Surveying	541360	C8760	S	\$31,291	0.3364%	10.0000%	45	9	45	9
3) Testing	541380	I8734	S	\$15,645	0.1682%	5.0000%	909	53	909	53
<b>Total - Design New General Aviation Terminal Bldg</b>				<b>\$312,907</b>		<b>100.0000%</b>				
<b>3-06-0050-xxx - New General Aviation Terminal Phase I</b>										
1) Pest Control	561710	I7342	R	\$6,598	0.0709%	0.9978%	358	0	358	0
	236220	C9802	S				4284	57		
2) Erecting Structural Metal	238120	C5501	R	\$108,228	1.1636%	16.3673%	95	0	4379	57
	236220	C9802	S				4284	57		
3) Miscellaneous Metals	238120	C5501	R	\$22,437	0.2412%	3.3932%	95	0	4379	57
	238220	C9850	R				2547	5		
4) Plumbing - Underground	423510	C0670	S	\$79,191	0.8514%	11.9761%	1067	7	3614	12

5) Roofing	238160 423330	C9837 F5030	R S	\$92,390	0.9933%	13.9721%	701 246	6 1	947	7
6) Framing	238130 423510	C9822 C0655	R S	\$62,033	0.6670%	9.3812%	214 1067	0 7	1281	7
7) Rebar	238120 423510	C7500 C0652	R S	\$6,599	0.0710%	0.9980%	95 1067	0 8	1162	8
8) Demolition	238910	C9980	R	\$22,437	0.2412%	3.3932%	600	8	600	8
9) Earthwork	238910	C1920	R	\$25,077	0.2696%	3.7924%	600	4	600	4
10) Concrete-Site	237110 238110 423320	C2065 C3000 C0651	S R S	\$121,427	1.3055%	18.3633%	872 95 330	0 11 8	1297	19
12) Sheet Metal	238120 423510	C7500 C0655	R R	\$18,478	0.1987%	2.7944%	95 1067	8 7	1162	15
13) Metal Stud Framing	238120 423510	C7500 C0652	R S	\$18,479	0.1987%	2.7945%	95 1067	0 8	1162	8
14) Electrical	238210 423610	C9859 C0686	R S	\$32,996	0.3548%	4.9900%	2292 1885	3 25	4177	28
15) Rough Carpentry	238130 423310	C9822 C0657	R S	\$31,676	0.3406%	4.7904%	214 673	0 3	887	3
16) Insulation	238310 423330	C9868 F5030	R S	\$13,199	0.1419%	1.9960%	214 246	0 1	460	1
<b>Total - New General Aviation Terminal-Phase I</b>				<b>\$661,246</b>		<b>100.0000%</b>	12.17%			
<b>General Aviation Terminal Phase II</b>										
1) Bonds/Ins/Mobilization	524126 236220	H6330 C8771	S S	\$149,803	1.6106%	2.5404%	942 4284	2 26	5226	28
2) General Conditions/Supervision	236220	C8771	S	\$203,257	2.1853%	3.4469%	4284	26	4284	26
3) Demolition	238910	C9980	R	\$46,987	0.5052%	0.7968%	600	8	600	8
4) Site Excavation	238910	C1910	R	\$40,915	0.4399%	0.6939%	600	11	600	11
5) Building Excavation	238910	C1920	R	\$29,697	0.3193%	0.5036%	600	4	600	4
6) Site Concrete	238110 423320	C5100 C0651	R S	\$326,663	3.5121%	5.5396%	407 330	11 8	737	19
7) Landscaping	561730	C9867	R	\$51,474	0.5534%	0.8729%	2525	4	2525	4
8) Synthetic Turf	238990	C8100	R	\$31,940	0.3434%	0.5417%	764	10	764	10
9) Building Concrete (162,858+49,171)	238110 423320	C5100 C0651	R S	\$268,062	2.8821%	4.5459%	407 330	11 8	737	19
10) Structural Steel	238120 423510	C5501 C0655	R S	\$385,397	4.1436%	6.5356%	95 1067	0 7	1162	7
11) Metal Decking	238120 423510	C5501 C0655	R S	\$192,698	2.0718%	3.2678%	95 1067	0 7	1162	7
12) Misc/Ornamental Metals	238120 423510	C5501 C0655	R S	\$27,717	0.2980%	0.4700%	95 1067	0 7	1162	7
13) Expansion Joint	238120 423510	C7500 C0655	R S	\$26,001	0.2796%	0.4409%	95 1067	0 8	1162	8
14) Sheathing/Misc.Carpentry	238350 423310	C9822 C0657	R S	\$74,968	0.8060%	1.2713%	736 673	2 3	1409	5
15) Casework	238350 423310	C9822 C0657	R S	\$164,981	1.7738%	2.7978%	736 673	2 3	1409	5
16) B/U Roofing/Insulation	238160 423320	C9837 C0651	R S	\$258,163	2.7756%	4.3780%	701 330	6 8	1031	14
17) Building Insulation	238310 423330	C9868 F5030	R S	\$140,168	1.5070%	2.3770%	580 246	6 1	826	7
18) Metal/Aluminum Wall/Roof Panels	238190 423510	C7036 C0655	R S	\$324,683	3.4908%	5.5060%	137 1067	4 7	1204	11
19) Building Sheet Metal	238190 423510	C7036 C0655	R S	\$43,951	0.4725%	0.7453%	137 1067	4 7	1204	11
20) HM Door/Frames/Hardware	238190 423510	C7036 C0655	R S	\$180,820	1.9441%	3.0664%	137 1067	4 7	1204	11
21) Aluminum Storefront System	238190 423510	C7036 C0655	R S	\$353,588	3.8016%	5.9962%	137 1067	4 7	1204	11
22) Automatic Doors	238290 423510	C9865 C0655	R S	\$51,078	0.5492%	0.8662%	422 1067	0 7	1489	7

23) Metal Stud Framing	238190 423510	C7036 C0655	R S	\$446,110	4.7964%	7.5652%	137 1067	4 7	1204	11
24) Gypsum Board	238310 327420	C9827 D3270	R S	\$312,805	3.3631%	5.3046%	580 22	6 0	602	6
25) Cement Board	238310 327420	C9827 D3270	R S	\$24,021	0.2583%	0.4074%	580 22	6 0	602	6
26) 28,313+73,792+8,561 (Tile+Flooring+Resinous Flooring)	238330 325510	C9840 D2850	R S	\$139,912	1.5043%	2.3727%	594 136	2 2	730	4
27) Painting	238320 325510	C5900 D2850	R S	\$47,779	0.5137%	0.8102%	1429 136	4 2	1565	6
28) Toilet Partitions/Accessories	238350 337215	C9834 D2540	R S	\$25,473	0.2739%	0.4320%	736 118	1 1	854	2
29) Signage	238210 238350	C8605 C9874	R R	\$23,757	0.2554%	0.4029%	2292 736	4 1	3028	5
30) Signage Allowance	238210 238350	C8605 C9874	R R	\$19,798	0.2129%	0.3357%	2292 736	4 1	3028	5
31) Misc. Items/FE Ext	N/A			\$62,429	0.6712%	1.0587%				
32) Plumbing	238220 423510	C9850 C0670	R S	\$293,007	3.1503%	4.9689%	2547 1067	5 7	3614	12
33) Site Plumbing	238220 423510	C9850 C0670	R S	\$47,515	0.5109%	0.8058%	2547 1067	15 7	3614	22
34) Fire Protection Systems	238210 561621	C9857 I7382	R S	\$44,479	0.4782%	0.7543%	2292 1885	0 19	3054	19
35) Site Fire Line	238910	C1601	R	\$15,838	0.1703%	0.2686%	600	0	600	0
36) Fire Suppression System	238220 423510	C9851 C0670	R S	\$21,118	0.2270%	0.3581%	2547 1067	5 7	2547	5
37) HVAC	238220 423510	C9850 C0670	R S	\$454,029	4.8815%	7.6995%	2547 1067	5 7	3614	12
38) Electrical	238210 423610	C9859 C0686	R S	\$456,669	4.9099%	7.7443%	2292 1885	3 7	2292	3
39) Site Electrical	238210 423610	C9859 C0686	R S	\$56,094	0.6031%	0.9513%	2547 1067	15 7	3614	33
40) Electrical Allowance	238210 423610	C9859 C0686	R S	\$32,996	0.3548%	0.5596%	2547 1067	15 7	3614	33
<b>Total - New General Aviation Terminal - Phase II</b>				<b>\$5,896,840</b>		<b>100.0000%</b>				
<b>Total - 3-06-0050-xxx-2022 - New General Aviation Terminal</b>				<b>\$6,870,993</b>						
<b>2023</b>										
<b>3-06-0050-xxx - Airport Master Plan</b>										
1) Engineering	541330	C8772	S	\$1,912,500	20.5623%	85.0000%	8967	18	8967	18
2) Surveying	541470	C8760	S	\$225,000	2.4191%	10.0000%	45	9	45	9
3) Testing	541430	I8734	S	\$112,500	1.2095%	5.0000%	909	53	909	53
<b>Total - 3-06-0050-xxx-2023 - Airport Master Plan</b>		D2850		<b>\$2,250,000</b>		<b>100.0000%</b>				
<b>2024</b>										
<b>3-06-0050-xxx - Design, Engineering &amp; Environmental Analysis of Bid Package for Pavement Rehab &amp; Overlay of Txy Golf &amp; Rwy 01L Run-up area (6,600 sq/yd)</b>										
1) Engineering	541330	C8772	S	\$153,000	1.6450%	85.0000%	8967	18	8967	18
2) Surveying	541360	C8760	S	\$18,000	0.1935%	10.0000%	45	9	45	9
3) Testing	547370	I8734	S	\$9,000	0.0968%	5.0000%	909	53	909	53
<b>Total - 3-06-0050-xxx-2024 - Design, Engineering &amp; Environmental Analysis of Bid Package for Pavement Rehab &amp; Overlay of Txy Golf &amp; Rwy 01L Run-up area (6,600 sq/yd)</b>				<b>\$180,000</b>		<b>100.0000%</b>				
<b>GRAND TOTAL - 3-06-0050 FY2022/2023/2024 FAA Projects</b>				<b>\$9,300,993</b>		<b>100.0000%</b>				
* Market - S = Statewide; R = Regional - Contra Costa, Alameda, Marin, Napa, Sacramento, San Francisco, San Joaquin, San Mateo, Santa Clara, Solano and Sonoma Counties.										
** Cal Trans DBEs physically located in Airport Market only. U.S. Census data category firms are by physical location only; not their market area. DBEs located outside of Airport Market Area and Out of State DBEs in anticipated NAICS codes are included in all outreach.										

For example, line items 2 and 3 in the project immediately above entitled "Design, Engineering & Environmental Analysis of Bid Package for Pavement Rehab & Overlay of Txy Golf & Rwy 01L Run-up Area (6,600 sq/yd)" for FY 2024 describes the tasks as Surveying and Testing. The Engineer (541330) may elect to act as the Design Engineer, Surveying (541370) and Testing (541380) firms rather than



use a DBE Engineering firms specializing in Surveying and Testing Airports Division projects with the specialized equipment to meet the FAA specifications.

To enable a recipient or prime locate DBEs providing a specific Work Code (U.S. Census-NAICS Sub-index), CalTrans lists DBEs under all NAICS codes for which they were certified and Work Codes for the specific sub-indexes they provide. This enables DBEs to be easily identified as potential providers of the work. All DBEs do not identify the Work Codes for which they are qualified and overlooked. The U.S. Census database includes all Sub-indexes/Work Codes within a NAICS code but the breakdown is unknown.

The U.S. CENSUS database defines the firms by the County in which their main office within the State is located. The CalTrans database identifies the Counties in which DBEs say they are willing to work. To ensure the databases are alike, the Airports Division has identified the County in which the DBE is located.

The U.S. CENSUS database lists each firm under one NAICS code, that which generates most of its revenue. The CalTrans database lists each DBE under every NAICS code for which it has been certified some being certified under ten or more NAICS codes. Thus, it is impossible to know which U.S. CENSUS database NAICS code includes the DBE in question.

The NAICS Code Data Collection Worksheet addresses using NAICS Work Codes/Sub-index DBE data in Goal setting. Applying the ratio of the total Work Codes within a NAICS code to the matching U.S. CENSUS figure provides the split of total U.S. CENSUS firms should they all be the same Work Codes.

**NAICS Code Data Collection Worksheet** follows.

NAICS	SW/R	NAICS Description CalTrans Work Code	U.S.	CalTrans	Out State	Federal Total CalTrans Total	Contra Costa	Alameda	Marin	Napa	Sacramento	San Francisco	San Joaquin	San Mateo	Santa Clara	Solano	Sonoma
236220	S	Commercial and Institutional Building Construction C8771	4284	26	7	4284 33											
236220	S	Commercial and Institutional Building Construction C9802	4284	57	1	4284 58											
237110	S	Water & Sewer Line & Related Structures Construction C2065	872	0	0	872 0											
238110	R	Poured Concrete Foundation and Structure Contractors C5100	407	11	1	407 12	57 1	42 0	18 0	17 0	3 1	21 2	34 1	32 0	92 5	30 1	61 0
238120	R	Structural Steel and Precast Concrete Contractors C5901	95	0	0	95 0	12 0	18 0	0 0	0 0	13 0	9 0	16 0	7 0	11 0	6 0	3 0
238120	R	Structural Steel and Precast Concrete Contractors C7500	95	8	0	95 8	12 1	18 1	0 0	0 1	13 1	9 3	16 0	7 0	11 0	6 1	3 0
238130	R	Framing Contractors C9822	214	0	0	214 0	21 0	26 0	4 0	4 0	31 0	12 0	17 0	13 0	46 0	12 0	28 0
238160	R	Roofing Contractors C9837	701	6	0	701 6	79 0	118 3	12 0	11 0	111 1	52 1	45 1	56 0	125 0	39 0	53 0
238190	R	Other Foundation, Structure & Building Exterior Contractors C7036	137	4	0	137 4	15 0	22 2	5 0	0 0	23 1	9 1	10 0	11 0	23 0	5 0	14 0
238210	R	Electrical Contractors & Other Wiring Install Contractors C8605	2292	4	0	2292 4	248 0	352 0	97 0	43 0	308 1	175 1	129 2	202 0	431 0	89 0	218 0
238210	R	Electrical Contractors & Other Wiring Install Contractors C9857	2292	0	0	2292 0	248 0	352 0	97 0	43 0	308 0	175 0	129 0	202 0	431 0	89 0	218 0
238210	R	Electrical Contractors & Other Wiring Install Contractors C9859	2292	3	0	2292 3	248 0	352 0	97 0	43 0	308 0	175 1	129 0	202 0	431 2	89 0	218 0
238220	R	Plumbing, Heating and Air-Conditioning Contractors C9850	2547	5	2	2547 7	287 1	363 1	92 0	51 0	397 0	172 3	171 0	238 0	426 0	99 0	251 0
238220	R	Plumbing, Heating and Air-Conditioning Contractors C9851	2547	5	0	2547 5	287 1	363 1	92 0	51 0	397 0	172 3	171 0	238 0	426 0	99 0	251 0
238220	R	Plumbing, Heating and Air-Conditioning Contractors C9860	2547	0	0	2547 0	287 0	363 0	92 0	51 0	397 0	172 0	171 0	238 0	426 0	99 0	251 0
238290	R	Other Building Equipment Contractors C9865	422	0	0	422 0	157 0	25 0	18 0	3 0	29 0	13 0	7 0	26 0	22 0	8 0	6 0
238310	R	Drywall and Insulation Contractors C9827	580	6	0	580 6	59 1	75 2	27 0	15 0	80 0	30 1	37 1	48 0	98 1	22 0	89 0
238310	R	Drywall and Insulation Contractors C9868	580	6	0	580 6	59 1	75 2	27 0	15 0	80 0	30 1	37 1	48 0	98 1	22 0	89 0
238320	R	Painting and Wall Covering Contractors C5900	1429	4	0	1429 4	163 0	187 2	85 0	33 0	205 1	122 0	57 1	139 0	241 0	53 0	144 0
238330	R	Flooring Contractors C9840	594	2	0	594 2	86 0	79 0	22 0	16 0	105 1	41 0	31 0	60 0	92 1	18 0	44 0
238350	R	Finish Carpentry Contractors C9822	736	2	0	736 2	69 0	114 2	34 0	10 0	130 0	38 0	52 0	70 0	120 0	24 0	75 0
238350	R	Finish Carpentry Contractors C9834	736	1	0	736 1	69 0	114 1	34 0	10 0	130 0	38 0	52 0	70 0	120 0	24 0	75 0
238350	R	Finish Carpentry Contractors C9874	736	1	0	736 1	69 0	114 0	34 0	10 0	130 0	38 1	52 0	70 0	120 0	24 0	75 0
238390	R	Other Building Finishing Contractors C3600	239	7	1	239 8	23 0	49 3	10 0	0 0	51 1	5 1	12 1	19 0	45 1	6 0	19 0
238910	R	Site Preparation Contractors C1601	600	0	0	600 0	81 0	86 0	5 0	25 0	85 0	23 0	53 0	40 0	72 0	20 0	110 0
238910	R	Site Preparation Contractors C1910	600	11	0	600 11	81 2	86 1	5 0	25 2	85 1	23 2	53 0	40 0	72 2	20 1	110 0
238910	R	Site Preparation Contractors C1920	600	4	0	600 4	81 1	86 0	5 0	25 0	85 1	23 1	53 0	40 0	72 1	20 0	110 0
238910	R	Site Preparation Contractors C9980	600	8	0	600 8	81 2	86 1	5 0	25 2	85 0	23 1	53 0	40 0	72 1	20 1	110 0

238990	R	All Other Specialty Trade Contractors	764	10	0	764	100	84	22	17	122	36	57	52	156	38	80
		C8100				10	2	2	0	2	1	2	0	0	0	1	0
325510	S	Paint and Coating Manufacturing	136	1	0	136											
		D2850				1											
325510	S	Paint and Coating Manufacturing	136	2	2	136											
		D2890				4											
327420	S	Gypsum Product Manufacturing	22	0	0	22											
		D3270				0											
337215	S	Showcase, Partition, Shelving & Locker Manufacturing	118	1	0	118											
		D2540				1											
423310	S	Lumber, Plywood, Millwork & Wood Panel Merch Wholesaler	673	3	0	673											
		C0657				3											
423320	S	Brick, Stone, Related Construct Mat'l Merch Wholesaler	330	8	0	330											
		C0651				8											
423330	S	Roofing, Siding & Insulation Mat'l Merch Wholesaler	246	1	0	246											
		F5030				1											
423510	S	Metal Service Centers & Other Metal Merch Wholesaler	1067	8	1	1067											
		C0652				9											
423510	S	Metal Service Centers & Other Metal Merch Wholesaler	1067	7	0	1067											
		C0655				7											
423510	S	Metal Service Centers & Other Metal Merch Wholesaler	1067	7	0	1067											
		C0670				7											
423610	S	Electrical Contractors & Other Wiring Install Contractors	1885	25	5	1885											
		C0686				30											
524126	S	Direct Property & Casualty Insurance Carriers	942	2	1	942											
		H6330				3											
541330	S	Engineering Services	8967	18	3	8967											
		C8771				21											
541360	S	Survey - Geophysical - Aerial	45	9	1	45											
		C8760				10											
541380	S	Testing Laboratories	909	53	10	909											
		I8734				63											
561621	S	Security Systems Services (except Locksmiths)	762	19	1	762											
		I7382				20											
561710	R	Exterminating & Pest Control Services	358	0	1	361	59	42	8	4	76	9	28	33	57	15	30
		I7342				1	0	0	0	0	0	0	0	0	0	0	0
561730	R	Landscaping Services	2525	4	0	2520	340	296	153	81	357	85	246	457	95	274	
		C9867				4	1	0	0	0	0	0	0	0	2	1	0

\* S/R = Regions - S = Statewide; R = Contra Costa, Solano, Sacramento, San Joaquin, Adameda, Santa Clara, San Mateo, San Francisco, Marin, Sonoma, an Napa Counties.  
\*\* CalTrans DBEs physically located in Airport Market Area only. U.S. Census data category firms are by physical location only not their market area. DBEs located outside of Airport Market Area and Out of State DBEs in anticipated NAICS codes are all included in all outreach.

The NAICS Code Data Collection Worksheet above lists the number of firms reflected in the U.S. Census and CalTrans DBE Directory databases for potential NAICS codes, associated NAICS sub-indexes/Work Codes and work descriptions on Airports Division projects during FY 2022/2023/2024. Data is the source for the Data Collection Table and Base Figure Calculation and Adjustment Table.

### Calculation of the Base Figure

The Base Figure is established by using the percentage derived for each line item as a part of the total cost of all projects and the percentage of DBEs relative to all firms to formulate the possible participation of DBEs in the federally funded projects for FY 2022/2023/2024.

The Base Figure is calculated by dividing the result of the anticipated federal share cost of each item by the total federal share anticipated cost of each federally funded project and expense. This percentage will be multiplied by the percentage derived by dividing the number of DBEs for all NAICS codes of each line item's market in the CalTrans Directory by the number of businesses in the U.S. Census database for the same market. The resulting total of these calculations is the Base Figure for all federally funded projects federal fiscal years 2022/2023/2024.

This detail is shown in the following Base Figure Calculation and Adjustment Table

BASIC STEP 1 GOAL CALCULATION (Data taken from Grant Data Collection Table beginning on Page 1)								
Columns copied from Grant Data Collection Table beginning on Page 1					Formulas		Adjustments*	
FY2022 - Design New General Aviation Terminal Bldg; Construct New 6,500 sq/ft General Aviation Terminal Bldg; FY2023 - Airport Master Plan; FY2024 - Design, Engineering, Environmental Analysis of Bid Package for Pavement Rehab & Overlay of Txy Golf & Rwy 01L Run-up Area	Percent to Project (D)	Percent to Total Projects for Year (E)	U.S. Census (F)	CalTrans DBEs (G)	Project Base Goal Column D x (Column G ÷ Column F)	Overall Base Goal Column E x (Column G ÷ Column F)	Project Goal Adjustments	Overall Goal Adjustments
<b>2022</b>								
<b>3-06-0050-xxx - Design New General Aviation Terminal Bldg</b>								
1) Engineering	85.0000%	2.8596%	8967	18	0.171%	0.006%	0.068%	0.002%
2) Surveying	10.0000%	0.3364%	45	9	2.000%	0.067%	2.000%	0.067%
3) Testing	5.0000%	0.1682%	909	53	0.292%	0.010%	0.292%	0.010%
<b>Total - Design New General Aviation Terminal Bldg</b>	<b>100.0000%</b>				<b>2.462%</b>		<b>2.360%</b>	
<b>3-06-0050-xxx - New General Aviation Terminal Phase I</b>								
1) Pest Control	0.9978%	0.0709%	358	0	0.000%	0.000%	0.000%	0.000%
2) Erecting Structural Metal	16.3673%	1.1636%	4379	57	0.213%	0.015%	0.085%	0.006%
3) Miscellaneous Metals	3.3932%	0.2412%	4379	57	0.044%	0.003%	0.085%	0.006%
4) Plumbing - Underground	11.9761%	0.8514%	3614	12	0.040%	0.003%	0.040%	0.003%
5) Roofing	13.9721%	0.9933%	947	7	0.103%	0.007%	0.103%	0.007%
6) Framing	9.3812%	0.6670%	1162	8	0.065%	0.005%	0.121%	0.009%
7) Rebar	0.9980%	0.0710%	5446	73	0.013%	0.001%	0.013%	0.001%
8) Demolition	3.3932%	0.2412%	4884	65	0.045%	0.003%	0.045%	0.003%
9) Earthwork	3.7924%	0.2696%	4884	61	0.047%	0.003%	0.047%	0.003%
10) Concrete-Site	18.3633%	1.3055%	5581	76	0.250%	0.018%	0.100%	0.007%
12) Sheet Metal	2.7944%	0.1987%	5446	73	0.037%	0.003%	0.037%	0.003%
13) Metal Stud Framing	2.7945%	0.1987%	5446	73	0.037%	0.003%	0.037%	0.003%
14) Electrical	4.9900%	0.3548%	8461	85	0.050%	0.004%	0.050%	0.004%
15) Rough Carpentry	4.7904%	0.3406%	5171	60	0.056%	0.004%	0.056%	0.004%
16) Insulation	1.9960%	0.1419%	4744	58	0.024%	0.002%	0.024%	0.002%
<b>Total - New General Aviation Terminal - Phase I</b>	<b>100.0000%</b>						<b>0.846%</b>	

<b>New General Aviation Terminal- Phase II</b>									
1) Bonds/Ins/Mobilization	2.5404%	1.6106%	5226	28	0.014%	0.009%	0.005%	0.003%	
2) General Conditions/ Supervision	3.4469%	2.1853%	4284	26	0.021%	0.013%	0.008%	0.005%	
3) Demolition	0.7968%	0.5052%	600	8	0.011%	0.007%	0.011%	0.007%	
4) Site Excavation	0.6939%	0.4399%	600	11	0.013%	0.008%	0.010%	0.006%	
5) Building Excavation	0.5036%	0.3193%	600	4	0.003%	0.002%	0.003%	0.002%	
6) Site Concrete	5.5396%	3.5121%	737	19	0.143%	0.091%	0.143%	0.091%	
7) Landscaping	0.8729%	0.5534%	2525	4	0.001%	0.001%	0.001%	0.001%	
8) Synthetic Turf	0.5417%	0.3434%	764	10	0.007%	0.004%	0.007%	0.004%	
9) Building Concrete	4.5459%	2.8821%	737	19	0.117%	0.074%	0.117%	0.074%	
10) Structural Steel	6.5356%	4.1436%	1162	7	0.039%	0.025%	0.077%	0.049%	
11) Metal Decking	3.2678%	2.0718%	1162	7	0.020%	0.012%	0.020%	0.012%	
12) Misc/Ornamental Metals	0.4700%	0.2980%	1162	7	0.003%	0.002%	0.003%	0.002%	
13) Expansion Joint	0.4409%	0.2796%	1162	8	0.003%	0.002%	0.000%	0.000%	
14) Sheathing/Misc.Carpentry	1.2713%	0.8060%	1409	5	0.005%	0.003%	0.005%	0.003%	
15) Casework	2.7978%	1.7738%	1409	5	0.010%	0.006%	0.010%	0.006%	
16) B/U Roofing/Insulation	4.3780%	2.7756%	1031	14	0.059%	0.038%	0.059%	0.038%	
17) Building Insulation	2.3770%	1.5070%	826	7	0.020%	0.013%	0.020%	0.013%	
18) Metal/Aluminum Wall/Roof Panels	5.5060%	3.4908%	1204	11	0.050%	0.032%	0.050%	0.032%	
19) Building Sheet Metal	0.7453%	0.4725%	1204	11	0.007%	0.004%	0.007%	0.004%	
20) HM Door/Frames/Hardware	3.0664%	1.9441%	1204	11	0.028%	0.018%	0.028%	0.018%	
21) Aluminum Storefront System	5.9962%	3.8016%	1204	11	0.055%	0.035%	0.055%	0.035%	
22) Automatic Doors	0.8662%	0.5492%	1489	7	0.004%	0.003%	0.004%	0.003%	
23) Metal Stud Framing	7.5652%	4.7964%	1204	11	0.069%	0.044%	0.069%	0.044%	
24) Gypsum Board	5.3046%	3.3631%	602	6	0.053%	0.034%	0.053%	0.034%	
25) Cement Board	0.4074%	0.2583%	602	6	0.004%	0.003%	0.004%	0.003%	
26) Concrete Floor Prep and Painting	2.3727%	1.5043%	760	4	0.012%	0.008%	0.012%	0.008%	
27) Painting	0.8102%	0.5137%	1565	6	0.003%	0.002%	0.003%	0.002%	
28) Toilet Partitions/Accessories	0.4320%	0.2739%	854	2	0.001%	0.001%	0.001%	0.001%	
29) Signage	0.4029%	0.2554%	3028	5	0.001%	0.000%	0.001%	0.000%	
30) Signage Allowance	0.3357%	0.2129%	3028	5	0.001%	0.000%	0.001%	0.000%	
31) Misc Items+A68/FE Ext	1.0587%	0.6712%	5014	11	0.000%	0.000%	0.000%	0.000%	
32) Plumbing	4.9689%	3.1503%	3614	12	0.016%	0.010%	0.016%	0.010%	
33) Site Plumbing	0.8058%	0.5109%	3614	22	0.005%	0.003%	0.005%	0.003%	
34) Fire Protection Systems	0.7543%	0.4782%	3054	19	0.005%	0.003%	0.005%	0.003%	
35) Site Fire Line	0.2686%	0.1703%	600	0	0.000%	0.000%	0.000%	0.000%	
36) Fire Suppression System	0.3581%	0.2270%	2547	5	0.001%	0.000%	0.001%	0.000%	
37) HVAC	7.6995%	4.8815%	3614	12	0.026%	0.016%	0.026%	0.016%	
38) Electrical	7.7443%	4.9099%	2292	3	0.010%	0.006%	0.010%	0.006%	
39) Site Electrical	0.9513%	0.6031%	2292	3	0.001%	0.001%	0.001%	0.001%	
40) Electrical Allowance	0.5596%	0.3548%	2292	3	0.001%	0.000%	0.001%	0.000%	
<b>Total - New General Aviation Terminal - Phase II</b>	<b>100.0000%</b>						<b>0.852%</b>		
<b>Total - 3-06-0050-xxx-2022 - Design-New General Aviation Terminal Building; 3-06-0050-xxx and xxx-2022 - New General Aviation Terminal - Phase I and Phase II</b>							<b>3.274%</b>		
<b>2023</b>									
<b>3-06-0050-xxx - Airport Master Plan</b>									
1) Engineering	85.0000%	20.5623%	8967	18	0.171%	0.041%	0.068%	0.017%	
2) Surveying	10.0000%	2.4191%	45	9	2.000%	0.484%	2.000%	0.067%	
3) Testing	5.0000%	1.2095%	909	53	0.292%	0.071%	0.292%	0.010%	
<b>Total - 3-06-0050-xxx-2023 - Airport Master Plan</b>	<b>100.0000%</b>						<b>2.360%</b>		

2024								
<b>3-06-0050-xxx - Design, Engineering &amp; Environmental Analysis of Bid Package for Pavement Rehab &amp; Overlay of Txy Golf &amp; Rwy 01L Run-up area (6,600 sq/yd)</b>								
1) Engineering	85.0000%	1.6450%	8967	18	0.171%	0.003%	0.068%	0.001%
2) Surveying	10.0000%	0.1935%	45	9	2.000%	0.039%	2.000%	0.067%
3) Testing	5.0000%	0.0968%	909	53	0.292%	0.006%	0.292%	0.010%
<b>Total - 3-06-0050-xxx-2024 - Design, Engineering &amp; Environmental Analysis of Bid Package for Pavement Rehab &amp; Overlay of Txy Golf &amp; Rwy 01L Run-up area (6,600 sq/yd)</b>	<b>100.0000%</b>						<b>2.360%</b>	
<b>Grand Total of U.S. Census and CalTrans DBEs</b>			<b>166,942</b>	<b>1,380</b>				
<b>GRAND TOTAL - 3-06-0050 FY2022/2023/2024 FAA Projects</b>		<b>100.0000%</b>				<b>1.332%</b>		<b>0.852%</b>
*Adjustments (greyed cells) to 236, 237 NAICS Category Prime Contractor or Engineer for 236 or 237 NAICS Category Projects - 60%								

### Market Area vs. Local Availability

The Airports Division has identified market areas within each project where DBE participation is possible and the number of DBE and non-DBE firms available for the various construction, product and professional service tasks required. The relevant detailed North American Industry Classification System (NAICS) Codes were used as determinants for inclusion in the baseline formula.

The Airports Division market has ready, willing, and able DBEs. It also has firms qualified for DBE certification but feel it is not worth the work involved to become certified. DBEs tend to be in urban areas and concentrate on projects for local, large DOT projects. They are not searching for small Airports Division projects in their market area. CalTrans does not alert DBEs of Airports Division projects.

The Airports Division is always refining its market area for NAICS Codes and detailed tasks covered by each. As each area becomes better defined, the Airports Division can better direct their outreach to DBEs and eligible non-DBEs.

For FY 2022, 2023 and 2024 projects, the Airports Division has established its market as Alameda, Contra Costa, Marin, Napa, Sacramento, San Francisco, San Joaquin, San Mateo, Santa Clara, Solano, and Sonoma Counties.

The Data Collection Worksheet is a breakdown of the projects listing the NAICS Codes and identifying the markets by "R" for Regional and "S" for Statewide.

Participation can be affected by several things. While DBEs have declared they are willing to work in various California Counties, the Airports Division understands current commitments might make a DBE unable to bid on an Airports Division project. Other DBEs do not include Work Codes in their CalTrans profile making it difficult or potentially unlikely a prime will contact them.

The economy effects the construction and professional services industries. Companies are lowering their margins and traveling longer distances so they can keep their employees. Experienced employees are one of a DBEs most valuable assets. A ready, willing, able, and experienced DBE must have the equipment and personnel available to bring to less populated sites. Project size and complexity will affect the mix of bidders on an RFP. Underfunded DBE and small businesses will close.

While statistics can tally the number of Small or Disadvantaged Business Enterprises (DBEs) in various geographic markets, the FAA requires contractors to be qualified and experienced in specifics unique to Airports Division needs. This will result in a much wider market area for the planning and engineering phases and construction tasks requiring unique specifications and costly heavy equipment with trained operators.

Federally assisted funding from the FAA does not allow local preferences to take precedence over the requirements in 49 CFR Part 26. The limited number of DBEs in the Contra Costa County metropolitan area and adjoining counties requires the Airports Division to work with minority, women, and small business associations to educate and encourage their members to pursue DBE Certification.

This causes four overlapping objectives:

- Establishing and maintaining a Bidder's List to best reflect the market area for NAICS Codes used in past Airports Division projects.
- Further refining the Bidder's List to reflect all Airports Division qualified, experienced, and responsible DBEs and small businesses.
- Assisting the Purchasing Department to ensure dissemination of notices and RFQ summaries to a specific market area as required by the specs; and,
- Encourage Primes to use DBEs and uncertified qualified, experienced, and responsible businesses to apply for certification.

### **Public Participation**

The Airports Division is committed to maximizing participation in their contracts by all business including DBE and small businesses. To accomplish this, the Airports Division:

- Publishes notice announcing the availability of the Goals and Methodology document online.
- Periodically reviews the CalTrans list of Certified DBEs for new Certified DBEs.
- Reaches out to the community during pre-bid meetings and small business trade associations and programs explaining the DBE Program, its requirements, and opportunities at the Airports Division.
- Encourages local contractors to use DBEs and have uncertified, qualified, experiences subs become certified.
- Encourages comments for review and appropriate action or implementation.

### **Disparity Studies**

The Airports Division is not aware of any current disparity studies within its market area.



## **Process and Public Notice**

In accordance with §26.45(g)(1)(i), the Airports Division will consult with small and disadvantaged business groups, community organizations, minority/women's groups and small businesses 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 effectiveness of the Airports Division's efforts to establish a level playing field for the participation of DBEs. These consultations will be reviewed prior to any final goal adjustment.

The Airports Division held their DBE Consultation and Outreach Teleconference was held on June 28, 2021, at 10:00am. Notices of the Teleconference were sent to all DBEs within the Airports Division's Market. The Airports Division Administrative Services Assistant II, Airports Division DBE Consultant with one invited DBE firm representative remained on the Teleconference with no other respondents.

Upon submission, the Airports Division will publish the proposed overall goal and its availability for public review. All future Goal and RFP notices will be available on the Airports Division website enabling physical and web addresses where comments may be sent.

## **Other Evidence**

The Airports Division did not receive any evidence nor is it aware of any other factors or adverse considerations that would have a material effect on DBEs availability within its market or on DBEs ability to participate in the Airports Division FAA-assisted contracting program. The Airports Division will continue to explore and consider all available evidence that would materially affect the opportunities for DBEs to form, grow and compete in the Airports Division FAA-assisted contracting program.

All historic data available reflect Airside construction projects and will not be able to provide relevant data for any adjustments in determination of goals for Terminal design and construction projects and a Master Plan.

Of the differences between the U.S. CENSUS and CalTrans, two are most important for Airports Divisions.

U.S. CENSUS DATABASE	CALTRANS DBE DATABASE
Firms include all businesses regardless of revenue	DBEs are only SBA Small Businesses
Construction Sub-Sectors 236, 237 and related Engineers are usually general Contractors able to perform all NAICS sub-indexes	Construction Sub-Sector DBEs as a Small Business may be large enough to be a subcontractor in a few sub-indexes

The Airports Division will have projects with Sub-Sector 237 and related Engineering prime contractor requirements. The adjustments will be made in this area.

The Bidder’s List will become the best source of historic data. As it grows and is updated the Airports Division Market will be defined. It will identify all subcontractors. Non-DBE subcontractors will identify Work Codes in which to identify DBEs likely to be qualified for Airports Division work.

***Adjusting the Base Figure***

The only adjustments will be based on SubSector 237 and related Engineers. As the areas where the prime can reasonably use subcontractors and either maintain or increase their margins, the adjustment will become better defined.

Based on the considerations above, the Airports Division's base figure of 0.85% will be adjusted to 1.00%. Details are on the Base Figure Calculation and Adjustment Table above. The entire 1.00% goal will utilize race-neutral requirements.

All primes, bidders and bid participants will be encouraged to become familiar with all DBEs and use them whenever possible in accordance with their qualifications and expertise. They will also be asked to have current minority and women-owned subcontractors to become certified.

The results of these efforts will be analyzed and evaluated to confirm our market for goal determination and maximize participation by minorities, women-owned, small business, and primes in the Airports Division's DBE Program.

#### **Utilization of Race-Neutral/Race-Conscious Methods**

Of the overall annual 1.00% goal for DBE participation, the Airports Division will utilize race-neutral methods.

It is important that DBEs become aware of the contracts available at the Airports Division and be competitive in their bids. To accomplish this, the Airports Division will:

- Maintain and refine the DBE database and Bidder's List for various NAICS codes qualified, experienced, responsible, and willing to do Airports Division work.
- Encourage prime contractors to subcontract portions of the work they might otherwise perform themselves and take advantage of the lower overhead of small businesses.
- Emphasize the need for primes to expand increase their outreach efforts.
- Encourage primes to have their uncertified, qualified, and experienced subs and other small businesses to apply for DBE certification.
- Direct DBEs to CalTrans, local SBDCs and Small Business Organizations to learn the process of locating RFPS, preparing proposals and finding the right contacts; and,
- Establish an outreach program to:
  - \* Work with SBDCs and Small Business Organizations to explain the benefits of DBE certification and show them how to apply for certification.
  - \* Encourage prior small contractors to apply for DBE certification.
  - \* Encourage trade associations and business groups to establish joint programs to enable DBEs to present their qualifications directly to people selecting the subs.
  - \* Work with local SBDCs and Small Business Organizations to enable small, potential DBEs to become aware of opportunities at the Airports Division.

The Airports Division will emphasize the need to locate qualified DBEs, encourage primes to use qualified DBEs and inspire uncertified, qualified, experienced, and responsible small businesses to become certified. As the market is defined for each requirement and more qualified, experienced, and responsible bidders, primes and subs, DBEs and non-DBEs are identified, the Airports Division will better enable all qualified, experienced bidder's the opportunity to participate.



According to the most recent Census Bureau data available, there are 16,108 businesses with these NAICS identifiers in our selected market.

The Contra Costa County Airports is committed to promote and facilitate DBE participation in all FAA funded construction and heavy maintenance projects. The overall percentage goal was attained by dividing the number of ready, willing and able DBE businesses in our market by the total number of businesses engaged in the operations projected for the following report period with respect to the denominator from CBP NAICS codes.

Number of DBE's:	1,121
Total Businesses:	16,108
Percentage Goal:	6%

**Step 2. 26.45(d)** Adjustments to Step 1 Base Figure

After calculating a base figure of the relative availability of DBEs, evidence was examined to determine what adjustment (if any) was needed to the base figure in order to arrive at the overall goal.

An examination of the anticipated contracts for each fiscal year, the availability of the DBE firms by trade classification and the volume of work performed by DBE firms over previous years.

**Past History Participation**

There is no relevant historical DBE data to reference to make an adjustment to the Step 1 base figure.

The Airport is utilizing the Caltrans disparity study which found a majority of the minority/women – owned firms were non-certified. Furthermore, the study found encouraging firms to become DBE certified will continue to be a challenge. The disparity study lists numerous reasons for barriers to entry and expansion in the transportation construction and engineering industries

The Airport decided, for the above reasons, not to make any step two adjustments to the base figure for the overall DBE goal. We will continue to encourage DBE certification and annually monitor the base figure for potential adjustment.

**Breakout of Estimated “Race and Gender Neutral (RN) and “Race and Gender Conscious” (RC) Participation.**

26.51(b) (1-9)

The recipient will meet the maximum feasible portion of its overall goal by using RN means of facilitating DBE participation.

**Examples:**

1. Arranging solicitations, times for the presentation of bids, quantities, specifications, and delivery schedules in ways that facilitates DBE, and other small businesses, participation;
2. Providing technical assistance and other services;
3. Carrying out information and communications programs on contracting procedures and specific contract opportunities;
4. Ensuring distribution of DBE directory, through print and electronic means, to the widest feasible universe of potential prime contractors.

The recipient estimates that in meeting its overall goal of 6%, it will obtain 100% from RN participation.

The Contra Costa County Airports will adjust the estimated breakout of RN and RC DBE participation as needed to reflect actual DBE participation (see Section 26.51(f)) and track and report RN and RC participation separately. For reporting purposes, RN 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.

## **PUBLIC PARTICIPATION**

**Consultation:** Section 26.45(g)(1).

In establishing the overall goal, the Contra Costa County Airports Division will provide for consultation and publication. This includes 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 Airport's efforts to establish a level playing field for the participation of DBEs. The consultation will include a scheduled, direct, interactive exchange (e.g., a face-to-face meeting, video conference, teleconference) with as many interested stakeholders as possible focused on obtaining information relevant to the Contra Costa County Airports goal setting process, and it will occur before we are required to submit our goal methodology to the operating administration for review pursuant to paragraph (f) of this section. We will document in our goal submission the consultation process that we engaged in. Notwithstanding paragraph (f)(4) of this section, we will not implement our proposed goal until we have complied with this requirement.

Before establishing the overall goal, the Airports Division will consult with Chamber of Commerce, Contra Costa County Public Works Department, State California Contractors Association, State of California Department of Transportation, CalTrans Division, Airport Minority Business Council, 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 Contra Costa

County Public Works Department efforts to establish a level playing field for the participation of DBEs.

Following the consultation, we will publish a notice on the Airport's website (<https://www.contracosta.ca.gov/5731/Contracting-with-the-Airports-RFPRFQs>) of the proposed overall goal, informing the public of the proposed goal the Airports Division and DOT will accept comments on the goals for 30 days from the date of the notice.

Our overall goal submission to DOT will include a summary of information and comments received during this public participation process and our responses, if any.

## **PUBLIC NOTICE**

The Contra Costa County Department of Public Works Airports Division hereby announces its fiscal years 2022-2024 Overall Goal of 1% for Buchanan Field and 6% for Byron Airport for Disadvantaged Business Enterprise (DBE) airport construction Contracts. The proposed goals and rationale is available for inspection on the Airport Division's website: (<https://www.contracosta.ca.gov/5731/Contracting-with-the-Airports-RFPRFQs>)

Comments on the DBE goal will be accepted for 30 days from the date of this publication and can be sent to the following:

**Keith Freitas**  
**Director of Airports**  
**Public Works Department**  
**Airports Division**  
**Contra Costa County Airports**  
**550 Sally Ride Drive**  
**Concord, California 94520**  
[keith.freitas@airport.cccounty.us](mailto:keith.freitas@airport.cccounty.us)

**And**

**FAA Compliance Specialist:**  
**Shaun A. Bouy**  
**FAA Office of Civil Rights Staff AWP-9**  
**Disadvantaged Business Enterprise Program**  
**FAA Office of Civil Rights DBE Program**  
**Phone: 267 702 3190 M**  
[shaun.a.bouy@faa.gov](mailto:shaun.a.bouy@faa.gov)



## **Contract Goals**

The Airports Division will use contract goals to meet any portion of the overall goal of the County 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 (e.g., type and location of work, availability of DBEs to perform the particular type of work).

We will express our contract goals as a percentage of the Federal share of a DOT-assisted contract.

**ATTACHMENT 6**

**Demonstration of Good Faith Efforts - Forms 1 & 2**

**FORM 1: DISADVANTAGED BUSINESS ENTERPRISE (DBE) UTILIZATION**

The undersigned bidder/offeror has satisfied the requirements of the bid specification in the following manner (please check the appropriate space):

\_\_\_\_\_ The bidder/offeror is committed to a minimum of \_\_\_\_\_ % DBE utilization on this contract.

\_\_\_\_\_ The bidder/offeror (if unable to meet the DBE goal of \_\_\_\_\_%) is committed to a minimum of \_\_\_\_\_% DBE utilization on this contract and should submit documentation demonstrating good faith efforts.

Name of bidder/offeror's firm: \_\_\_\_\_

State Registration No. \_\_\_\_\_

By \_\_\_\_\_  
(Signature) Title

**FORM 2: LETTER OF INTENT**

Name of bidder/offeror's firm: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name of DBE firm: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Description of work to be performed by DBE firm:

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The bidder/offeror is committed to utilizing the above-named DBE firm for the work described above. The estimated dollar value of this work is \$ \_\_\_\_\_.

**Affirmation**

The above-named DBE firm affirms that it will perform the portion of the contract for the estimated dollar value as stated above and that the firm is DBE certified to perform the specific trades.

By \_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_

\_\_\_\_\_  
(Title)

If the bidder/offeror does not receive award of the prime contract, any and all representations in this Letter of Intent and Affirmation shall be null and void.

Submit this page for each DBE subcontractor.



The items of work which the bidder made available to the DBE firms including, where applicable, any breaking down of the contract work items (including those items normally performed by the bidder with its own forces) into economically feasible units to facilitate DBE participation. It is the bidder's responsibility to demonstrate that sufficient work to facilitate DBE participation was made available to DBE firms.

Items of Work	Bidder Normally Performs Item (Y/N)	Breakdown of Items	Amount (\$)	Percentage of Contract

If applicable, the names, addresses and phone numbers of rejected DBE firms, the reason for the bidder's rejection of the DBE's, the firms selected for that work (please attach copies of quotes from the firms involved), and the price difference for each DBE if the selected firm is not a DBE:

Name of Rejected DBE Firm	Address	Phone Number	Reason Rejected	Number of Attachments

Name of Non-DBE Firm Selected to Perform Work	Address	Phone	Price Difference (If Applicable)

Efforts made to assist interested DBEs in obtaining bonding, lines of credit or insurance, and providing any technical assistance or information related to the plans, specifications, and requirements of the contract.

Name of DBE Firm Assisted	List Efforts	Date Provided

Efforts made to assist interested DBEs in obtaining necessary equipment, supplies, materials or related assistance or services (excluding supplies and equipment) the DBE subcontractor purchases or leases from the prime contractor or its affiliate:

Name of DBE Firm Assisted	List Efforts	Date Provided

The names of minority/women contractor’s groups, minority /women business assistance offices, and other organizations contacted to provide assistance in contacting, recruiting and placement of DBE firms (please attach copies of requests to agencies and any responses received, e.g., lists, internet page downloads, etc.);

Name of Agency/Organization	Method of contact	Date of Contact	Results	Number of Attachments

List any negotiations with DBEs and any additional data to support a demonstration of good faith efforts:

Please make additional copies as needed and/or attach additional sheets of paper as necessary.

## **ATTACHMENT 7**

### **DBE Monitoring and Enforcement Mechanisms**

The Airports Division has available several remedies to enforce the DBE requirements contained in its contracts, including, but not limited to, the following:

1. Breach of contract action, pursuant to the terms of the contract;
2. Breach of contract action, pursuant to California Public Contract Code 4100-4114
3. Breach of contract action, pursuant to California Contract Code 10115.10.

In addition, the Federal government has available several enforcement mechanisms that it may apply to firms participating in the DBE problem, including, but not limited to, the following:

1. Suspension or debarment proceedings pursuant to 49 CFR Part 26
2. Enforcement action pursuant to 49 CFR Part 31
3. Prosecution pursuant to 18 USC 1001.

## ATTACHMENT 8

<https://dot.ca.gov/programs/civil-rights/dbe-certification-information>

<https://www.transportation.gov/sites/dot.gov/files/docs/mission/civil-rights/disadvantaged-business-enterprise/305271/uniform-certification-application.pdf>



## ATTACHMENT 9

### CUCP AGREEMENT/DECLARATION OF STATUS LETTER

TO: CALIFORNIA UNIFIED CERTIFICATION PROGRAM (CUCP)

FROM: Contra Costa County Airports / Keith Freitas, Director of Airports, (Recipient)

Address: 550 Sally Ride Drive

Concord, CA 94520

**Recipient hereby acknowledges and agrees that:**

- (1) As a recipient of Federal Financial Assistance from the U.S. Department of Transportation (DOT), Recipient has an established Disadvantaged Business Enterprise (DBE) program in accordance with 49 CFR Part 26.
- (2) By this Letter, Recipient officially becomes a signatory to the "Memorandum of Agreement (MOA) for the establishment of a Unified Certification Program among all U.S. DOT recipients in California," as approved by the Secretary of Transportation on March 13, 2002, and amended on March 24, 2003.
- (3) In accordance with said MOA, Recipient hereby makes a declaration to become either a Certifying CUCP Member or a Non-Certifying CUCP Member.
  - (a) A Certifying CUCP Member maintains DBE certification processes including reviewing DBE applications, conducting site visits and making decisions on DBE status; processing annual updates; maintaining DBE certification files; and conducting appeal and third party challenge hearings. A Certifying CUCP Member is responsible for providing certification information and updates for inclusion in the DBE Database.
  - (b) A Non-Certifying CUCP Member does not process DBE certifications for inclusion in the DBE Database.
- (4) CUCP Members may be requested to contribute funds to support the CUCP.
- (5) All CUCP Members will accept the DBE status of firms included in the DBE Database for use in their contracting activities.

**Based on the foregoing, Recipient hereby declares its status as:**

A CERTIFYING CUCP MEMBER

A NON-CERTIFYING CUCP MEMBER

Recipient may change its status upon submission of a new Declaration Letter to the Chair of the CUCP.

DATE: September 17, 2019

  
(Signature of Recipient Agency Official)

Keith Freitas, Director of Airports  
(Name and Title)

**Participation in CUCP acknowledged:**

  
Date 9/18/19  
(Secretary, California Unified Certification Program)

  
Date 9/18/19  
(Chair, California Unified Certification Program)