

**Borough of Pottstown**  
**Pottstown Area Rapid Transit**  
**Disadvantaged Business Enterprises**  
**Goal and Methodology**  
**FY18-20**

**Overall Goal Calculation – 5.27%**

**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 5.27%**. Contracting opportunities in FY2018, as well as projections for operating and capital planning through FY2019, and FY 2020 have been considered. As referenced in the DBE Goal Setting Calculation & PART Operating Budget, the Borough/PART has evaluated the operating budget for FY2018 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 FY2018 through FY2020.

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 FY2018 Budget, and data used in the development of the Base Figure. The budget for FY2019 and FY2020 is projected to be the same in the applicable areas.**

1. Contracting opportunity = From FY2018 Budget & Projected to FY2020
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, (FY2015-2017), of which there was a % 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 plans to issue a Request for Interest to DBE's in our geographic preference area in order to update the database to be consulted during future procurements. The Borough has not met the previous DBE goal. However, after reviewing the previous figures, it was determined that the goal was not calculated correctly. After the corrections, the Borough feels the goal of 5.27% 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. Transit buses in maximum service will meet their useful life in 2019. 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 5.27% 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. Borough/PART consulted with 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. TCN is forming a transportation sub-committee, of which Borough/PART will be a member.

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

No comments from any organizations or firms have been received.

The Borough/PART has issued another Request for Interest to our geographic preference area in July 2017 and will be compiling all data received for utilization in future contracting and procurement by.

The overall goal methodology and comment period were made available to the public on June 30, 2017. The comment period will end on August 14, 2017. PART has not received any comments as of yet.

**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)	485113	Bus Repair Parts	\$20,743.00	0.0300
2)	485113	Tires	\$6,202.00	0.0100
3)	424720	Oil	\$2,053.00	0.0030
4)	485113	Schedule/Ticket Printing	\$6,400.00	0.0100
5)	485113	Office Supplies	\$2,638.00	0.0040
6)	423610	Computer Network System Services	\$1,142.00	0.0020
7)	424720	Fuel	\$48,000.00	0.0800
8)	327215	Safety & Security Equipment	\$1,760.00	0.0030
9)	323111	Advertising	\$3,200.00	0.0050
10)	541614	Consultant/Engineering	\$3,200.00	0.0050
<b>Total FTA-Assisted Contract Funds</b>			<b>\$95,338.00</b>	<b>0.152</b>

**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)	485113	Bus Repair Parts	0	0		
2)	485113	Tires	0	0		
3)	424720	Oil	5	9	0.5556	
4)	323111	Schedule/Ticket Printing	5	20	0.2500	
5)	485113	Office Supplies	6	16	0.3750	
6)	423610	Computer Network System Services	21	54	0.3889	
7)	424720	Fuel	5	9	0.5556	
8)	327215	Safety & Security Equipment	0	0		
9)	323111	Advertising	7	80	0.0875	
10)	541614	Consultant/Engineering	16	51	0.3137	
	<b>Combined Totals</b>		<b>65</b>	<b>239</b>	0.2720	<i><b>Overall availability of DBEs</b></i>

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

	NAICS Code	Project	Weight	x	Availability	Weighted Base Figure
1)	485113	Bus Repair Parts	0.03000	x		
2)	485113	Tires	0.01000	x		
3)	424720	Oil	0.00300	x	0.55556	0.0017
4)	485113	Schedule/Ticket Printing	0.01000	x	0.25000	0.0025
5)	485113	Office Supplies	0.00400	x	0.37500	0.0015
6)	423610	Computer Network System Services	0.00200	x	0.38889	0.0008
7)	424720	Fuel	0.08000	x	0.55556	0.0444
8)	423610	Safety & Security Equipment	0.00300	x		
9)	323111	Advertising	0.00300	x	0.08750	0.0003
10)	541614	Consultant/Engineering	0.00500	x	0.31373	0.0016
					<b>Total</b>	0.0527
					<b>Expressed as a % (*100)</b>	5.27%
					<b>Rounded, Weighted Base Figure:</b>	<b>5%</b>

**POTTSTOWN AREA RAPID TRANSIT BUDGET**

	ANNUAL	Total \$ Amt of Eligible Expenses	32% of \$ Amt. =	% of DOT funds
FISCAL YEAR - BASED ON STATE	<b>PROPOSED</b>			
	<b>FY17-18</b>			
<b>FIXED ROUTE EXPENSES</b>				
<b>Driver's Expenses:</b>				
Drivers' wages, line				
Drivers' wages, trolley				
Payroll Taxes				
Worker's compensation				
Hospitalization				
Pension				
<b>TOTAL</b>				
<b>Administrative Expenses:</b>				
Administration salaries				
Payroll taxes				
Worker's compensation				
Hospitalization				
Pension				
<b>TOTAL</b>				
<b>Fixed Route Operating Expenses:</b>	<b>FY17-18</b>			
Officer salary				
Payroll taxes				
Worker's compensation				
Hospitalization				
Contract mechanic labor				
Contract labor cleaning				
Repair parts		\$ 64,822.00	\$ 20,743.00	0.03%
Shop expenses				
Collision damage				
Equipment Overhaul				
Tires		\$ 19,380.00	\$ 6,202.00	0.01%
Oil, Antifreeze, and Automatic Trans. Fluid		\$ 6,416.00	\$ 2,053.00	0.003%
Rent & Utilities				
Bus stop signs/shelters - labor				
Bus stop signs/shelters-materials				
Services equipment rent				



Drivers' uniforms				
Communications				
Bus stop/shelter cleaning/grounds maintenance				
Schedules				
CDL Drug Testing				
<b>TOTAL</b>				
<b>Office expenses</b>	<b>FY17-18</b>			
Advertising & Memberships				
Accounting				
Legal				
Consulting fees				
Office expenses		\$ 6,745.00	\$ 2,158.00	0.003%
Computer Network System		\$ 3,570.00	\$ 1,142.00	0.002%
Liabilities & Comprehensive Ins.				
Continuing Education				
PUC assessment				
Interest expense				
<b>TOTAL</b>				
<b>TOTAL FIXED ROUTE EXPENSES</b>	<b>1,756,860.60</b>			
<b>PARATRANSIT EXPENSES</b>	<b>FY17-18</b>			
<b>Driver's Expenses:</b>				
Driver's wages				
Payroll taxes				
Worker's compensation				
Hospitalization				
<b>TOTAL</b>				
<b>Operating &amp; Office Expenses:</b>				
Contract mechanic labor				
Repair parts				
Tires				
Oil				
Liability & Comprehensive Ins.				
<b>TOTAL</b>		\$ 100,933.00	\$ 32,298.00	

<b>TOTAL PARATRANSIT EXPENSES</b>	<b>194,220.00</b>			
<b>REVENUES</b>	<b>FY17-18</b>			
Fixed Route Revenues	297,840.00			
Charter Revenues (Trolley)	4,000.00			
Paratransit Revenues	24,990.00			
Miscellaneous	-			
Multi Ride Passes (Borough collection)	20,025.00			
<b>TOTAL</b>	<b>346,855.00</b>			
<b>TOTAL PART EXPENDITURES</b>	<b>1,951,080.60</b>			
<b>TOTAL FAREBOX REVENUES</b>	<b>346,855.00</b>			
<b>NET OPERATING LOSS (PART)</b>	<b>1,604,225.60</b>			
<b>PART FUND 46</b>				
<b>BOROUGH ADMINISTRATIVE EXPENSES:</b>				
	<b>Proposed FY16-17</b>			
Fuel , 46.447.210	150,000.00	\$ 150,000.00	\$ 48,000.00	0.08%
Legal, 46.447.241	1,500.00			
Gen. Govt. Supplies 46.447.241	500.00	\$ 500.00	\$ 160.00	0.0002%
Advertising & Promotion, 46.447.341	10,000.00	\$ 10,000.00	\$ 3,200.00	0.005%
Audit, Bank Fees, 46.402.311, 46.402.390	6,500.00			
Admin. Expenses - Wages, Benefits 46.406.530	108,323.37			
<b>Admin Expenses Benefits ONLY</b>	56,229.71			
Office Supplies 46.447.210	1,000.00	\$ 1,000.00	\$ 320.00	0.0005%
Dues, Memberships, 46.447.420	4,000.00			
Consultant/Planning	10,000.00	\$ 10,000.00	\$ 3,200.00	0.005%
Engineering 46.408.313	-			
Postage, Legal Ads 46.447.325	100.00			
Schedules for Bus, 46.447.342	20,000.00	\$ 20,000.00	\$ 6,400.00	0.01%
Safety & Security	5,500.00	\$ 5,500.00	\$ 1,760.00	0.003%
Training/Education/Travel, Conf. 46.447.425	4,000.00			
Misc. Administrative Expenses 46.447.380	500.00			
Building Cost Allocation	17,000.00			
Bus Turnaround & Transit Center Electric 46.447.361	2,500.00			
<b>Total</b>				

<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>397,653.08</b>	<b>\$ 197,000.00</b>	<b>\$ 63,040.00</b>	<b>0.10%</b>
<b>REVENUES - Operating Only</b>	<b>Proposed FY16-17</b>			
Federal Section 9 - Operating 46.351.009	0.00			
Federal Section 9 - Oper. Prior Yr 46.351.010	637,109.68			
Federal Section 9 - Flex funds	0.00			
PA DOT - Operating 46.354.100	1,269,254.00			
Local Share-Operating, 46.357.010, 46.357.011	85,515.00			
Miscellaneous Other Revenue, 46.380.100	0.00			
	0.00			
<i>Total</i>	<b>1,991,878.68</b>			
<b>TOTAL</b>				
<b>EXPENDITURE SUMMARY</b>	<b>Proposed FY16-17</b>			
Fixed Route Expenses	1,756,860.60			
Paratransit Expenses	194,220.00			
Borough Administrative Expenses	397,653.08			
<b>TOTAL</b>	<b>2,348,733.68</b>			
<b>Farebox Revenue</b>	<b>346,855.00</b>			
<b>Deficit (Total Expenditures Less Farebox Revenue)</b>	<b>2,001,878.60</b>			