

Borough of Pottstown
Pottstown Area Rapid Transit
Disadvantaged Business Enterprises
Goal and Methodology
FY24-26

Overall Goal Calculation – 0.65%

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 0.65%**. Contracting opportunities in FY2024, as well as projections for operating and capital planning through FY2025, and FY 2026 have been considered. As referenced in the DBE Goal Setting Calculation & PART Operating Budget, the Borough/PART has evaluated the operating budget for FY2024 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 FY2024 through FY2026.

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 office supplies, cleaning, auditing, legal services, graphic design, printing, advertising, tires, bus repair parts, fuel, oil, IT, and bus shelter/concrete construction.

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 FY2024 Budget, and data used in the development of the Base Figure. The budget for FY2025 and FY2026 is projected to be the same in the applicable areas.

1. Contracting opportunity = From FY2024 Budget & Projected to FY2026
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, (FY2021-2023), of which there was a 2.62% 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 not met the previous DBE goal. However, prior to the COVID-19 pandemic,

the Borough had made great strides in decreasing the shortfall in meeting the DBE goal. The Borough is confident the goal of 0.65% 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 and two buses were 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 bus shelter replacement and upgrades. Based on this information, the Borough will make no adjustment to the base figure of 0.65% 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 with 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 transit service and the DBE program. In addition, the Borough presents at the annual TCN transportation meeting. The DBE program and goal were e-blasted to the TCN and TCCC membership, directing any inquiries to Borough staff.

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

The DBE Policy is made available to the public on both the Borough website, www.pottstown.org, and PART website, www.pottstownarearapidtransit.com.

No comments from any organizations or firms have been received.

The Borough/PART will be issuing a Request for Interest to our geographic preference area in January of 2024 and will compile the data received for utilization in future contracting and procurement.

The overall goal methodology and comment period were made available to the public on December 6, 2023. The comment period will end on January 20, 2024.

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)	238190	Concrete	\$80,000.00	0.10872
2)	236220	Bus Shelters	\$240,000.00	0.32615
3)	424130	Office Supplies	\$9,456.00	0.01285
4)	561720	Cleaning	\$320.00	0.00043
5)	518210	IT	\$4,080.00	0.00554
6)	541211	Auditing	\$3,200.00	0.00435
7)	541330	Engineering	\$4,800.00	0.00652
8)	541110	Legal	\$480.00	0.00065
9)	541430	Graphic Design	\$160.00	0.00022
10)	323111	Printing	\$6,400.00	0.00870
11)	541810	Advertising	\$4,320.00	0.00587
12)	441340	Tires	\$4,096.00	0.00557
13)	441330	Bus Repair Parts	\$18,241.00	0.02479
14)	424720	Fuel	\$96,000.00	0.13046
15)	424720	Oil	\$5,440.00	0.00739
	Total FTA-Assisted Contract Funds		\$476,993.00	0.5104

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)	238190	Concrete	2	5492	0.00036	
2)	236220	Bus Shelters	18	1722	0.01045	
3)	424130	Office Supplies	4	284	0.01408	
4)	561720	Cleaning	17	21542	0.00079	
5)	518210	IT	6	989	0.00607	
6)	541211	Auditing	4	7646	0.00052	
7)	541330	Engineering	33	4855	0.00680	
8)	541110	Legal	5	8151	0.00061	
9)	541430	Graphic Design	5	4762	0.00105	
10)	323111	Printing	6	838	0.00716	
11)	541810	Advertising	9	3439	0.00262	
12)	441340	Tires	1	1174	0.00085	
13)	441330	Bus Repair Parts	0	1174	0.00000	
14)	424720	Fuel	5	45	0.11111	
15)	424720	Oil	5	45	0.11111	
	Combined Totals		120	62158	0.0019	Overall availability of DBEs

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

	NAICS Code	Project	Weight	x	Availability	Weighted Base Figure
1)	238190	Concrete	0.10872	x	0.00036	0.00004
2)	236220	Bus Shelters	0.32615	x	0.01045	0.00341
3)	424130	Office Supplies	0.01285	x	0.01408	0.00018
4)	561720	Cleaning	0.00043	x	0.00079	0.00000
5)	518210	IT	0.00554	x	0.00607	0.00003
6)	541211	Auditing	0.00435	x	0.00052	0.00000
7)	541330	Engineering	0.00652	x	0.00680	0.00004
8)	541110	Legal	0.00065	x	0.00061	0.00000
9)	541430	Graphic Design	0.00065	x	0.00105	0.00000
10)	323111	Printing	0.02479	x	0.11111	0.00275
11)	541810	Advertising	0.00587	x	0.00262	0.00002
12)	441340	Tires	0.00557	x	0.00085	0.00000
13)	441330	Bus Repair Parts	0.02479	x	0.00000	0.00000
14)	424720	Fuel	0.13046	x	0.11111	0.01450
15)	424720	Oil	0.00739	x	0.11111	0.00082
					Total	0.00647
					Expressed as a % (*100)	0.65%
					Rounded, Weighted Base Figure:	
					1%	

POTTSTOWN AREA RAPID TRANSIT BUDGET

	ANNUAL	Total \$ Amt of Eligible Expenses	32% of \$ Amt. =	% of DOT funds
FISCAL YEAR - BASED ON STATE	PROPOSED			
	FY23-24			
FIXED ROUTE EXPENSES				
Driver's Expenses:				
Drivers' wages, line				
Drivers' wages, trolley				
Payroll Taxes				
Worker's compensation				
Hospitalization				
Pension				
TOTAL				
Administrative Expenses:				
Administration salaries				
Payroll taxes				
Worker's compensation				
Hospitalization				
Pension				
TOTAL				
Fixed Route Operating Expenses:	FY23-24			
Officer salary				
Payroll taxes				
Worker's compensation				
Hospitalization				
Contract mechanic labor				
Contract labor cleaning				
Repair parts		\$ 57,002.00	\$ 18,240.64	2.4788%
Shop expenses				
Collision damage				
Equipment Overhaul				
Tires		\$ 12,800.00	\$ 4,096.00	0.5566%
Oil, Antifreeze, and Automatic Trans. Fluid		\$ 17,000.00	\$ 5,440.00	0.7393%
Rent & Utilities				
Bus stop signs/shelters - labor				
Bus stopsigns/shelters-materials				
Services equipment rent				
Drivers' uniforms				
Communications				
Bus stop/shelter cleaning/grounds maintenance				
Schedules				
CDL Drug Testing				
TOTAL				
Office expenses	FY23-24			
Advertising & Memberships				

Accounting				
Legal				
Consulting fees				
Office expenses		\$ 26,800.00	\$ 8,576.00	1.1654%
Computer Network System		\$ 12,250.00	\$ 3,920.00	0.5327%
Liabilities & Comprehensive Ins.				
Continuing Education				
PUC assessment				
Interest expense				
TOTAL				
TOTAL FIXED ROUTE EXPENSES				
PARATRANSIT EXPENSES	FY23-24			
Driver's Expenses:				
Driver's wages				
Payroll taxes				
Worker's compensation				
Hospitalization				
TOTAL				
Operating & Office Expenses:				
Contract mechanic labor				
Repair parts				
Tires				
Oil				
Liability & Comprehensive Ins.				
TOTAL		\$ 125,852.00	\$ 40,272.64	
TOTAL PARATRANSIT EXPENSES				
REVENUES	FY23-24			
Farebox revenue				
Miscellaneous				
Multi Ride Passes (Borough collection)				
TOTAL				
TOTAL PART EXPENDITURES				
TOTAL FAREBOX REVENUES				
NET OPERATING LOSS (PART)				
PART FUND 46				
BOROUGH ADMINISTRATIVE EXPENSES:				
	FY23-24			
Fuel , 46.447.210	300,000.00	\$ 300,000.00	\$ 96,000.00	13.0459%
Legal, 46.447.241	1,500.00	\$ 1,500.00	\$ 480.00	0.0652%

Gen. Govt. Supplies 46.447.241	750	\$	750.00	\$	240.00	0.0326%
Advertising & Promotion, 46.447.341	13,500.00	\$	13,500.00	\$	4,320.00	0.5871%
Audit, Bank Fees, 46.402.311, 46.402.390	10,000.00	\$	10,000.00	\$	3,200.00	0.4349%
Admin. Expenses - Wages, Benefits 46.406.530	33,500.00					
Admin Expenses Benefits ONLY	3,000.00					
Office Supplies 46.447.210	2,000.00	\$	2,000.00	\$	640.00	0.0870%
Dues, Memberships, 46.447.420	5,000.00					
Consultant/Planning	1,500.00	\$	1,000.00	\$	320.00	0.0435%
Engineering 46.408.313	15,000.00	\$	15,000.00	\$	4,800.00	0.6523%
Postage, Legal Ads 46.447.325	250.00					
Schedules for Bus, 46.447.342	21,000.00	\$	20,000.00	\$	6,400.00	0.8697%
Safety & Security	15,000.00					
Training/Education/Travel, Conf. 46.447.425	5,000.00					
Misc. Administrative Expenses 46.447.380	500.00					
Building Cost Allocation	1,000.00	\$	1,000.00	\$	320.00	0.0435%
Bus Turnaround & Transit Center Electric 46.447.361	2,750.00					
Capital - Concrete	250,000.00	\$	250,000.00	\$	80,000.00	10.8716%
Capital - Shelters	750,000.00	\$	750,000.00	\$	240,000.00	32.6148%
Total						
TOTAL ADMINISTRATIVE EXPENSES	1,431,250.00	\$	1,364,750.00	\$	436,720.00	
REVENUES - Operating Only	FY23-24					
Federal Section 9 - Operating 46.351.009						
Federal Section 9 - Oper. Prior Yr 46.351.010	735,862.00					
Federal Section 9 - Flex funds						
PA DOT - Operating 46.354.100						
Local Share-Operating, 46.357.010, 46.357.011						
Miscellaneous Other Revenue, 46.380.100						
Total	735,862.00					
TOTAL						
EXPENDITURE SUMMARY	FY23-34					
PART Expenses						
Borough Administrative Expenses						
TOTAL						
Farebox Revenue						
Deficit (Total Expenditures Less Farebox Revenue)						

50% graphic design, 50% IT