

**FY 2022-2024**

**DISADVANTAGED BUSINESS ENTERPRISE (DBE)  
GOAL METHODOLOGY  
for**



**TALLAHASSEE**  
INTERNATIONAL AIRPORT

With Assistance From



**JANUARY 2022**

**METHODOLOGY for Establishing the FY 2022 – FY 2024 Overall Disadvantaged Business Enterprise (DBE) Goal for:**

Airport Sponsor: **City of Tallahassee**

Airport: **Tallahassee International Airport**

**DBELO: Ms. LaTanya Raffington, Senior Coordinator**  
Tallahassee-Leon County Office of Economic Vitality  
Minority, Women, & Small Business Enterprise (MWSBE) Division  
315 S. Calhoun Street, Suite 450  
Tallahassee, Florida 32301  
(850) 891 – 6500  
[LRaffington@OEVforBusiness.org](mailto:LRaffington@OEVforBusiness.org)

**I. Detailed Methodology: Specific Steps**

**A. Amount of Goal**

The Airport’s overall DBE goal for FY 2022-2024, for the federal financial assistance it will expend in USDOT-assisted contracts, is the following:

Overall Goal:	<b><u>12.59%</u></b>
Race-Neutral:	<b><u>0.00%</u></b>
Race-Conscious:	<b><u>12.59%</u></b>

Given the amount of USDOT-assisted contracts that the Airport expects to let from FY 2022-2024, which is approximately **\$24,688,828**, this means that the Airport has set a goal of expending approximately **\$3,108,412** with DBEs during this period.

**B. Determination of the Market Area of the study**

The normal market area was based on discussions with Airport staff and an assessment of bidders from similar recent projects. Specifically, the market area is based on where the substantial majority of bidders, both successful and unsuccessful are located and where the substantial majority of funding was spent as illustrated in **Table 1** below:

**Table 1: Tallahassee International Airport Market Area**

<b>County</b>	<b>Bidders</b>	<b>Percent of Bidders</b>	<b>Dollars</b>	<b>Percent of dollars</b>
Escambia	2	25.0%	\$23,846,205	83.4%
Gadsden	3	37.5%	\$4,181,000	14.6%
Leon	3	37.5%	\$555,540	1.9%
<b>Market Area</b>	<b>8</b>	<b>100.0%</b>	<b>\$28,582,745</b>	<b>100.0%</b>
Other	0	0.0%	-	-
<b>Total</b>	<b>8</b>	<b>100.0%</b>	<b>\$28,582,745</b>	<b>100.0%</b>

**C. Determination of relevant NAICS codes**

For the next three-year period of FY 2022, 2023, and 2024, only two (2) projects are anticipated to be developed with federal funding. They are,

1. **Terminal Expansion - International Passenger Processing Facility**
2. **Taxiway Bravo Rehabilitation**

Based on detailed information provided by the Airport concerning these proposed federal projects for the period, a list of NAICS codes corresponding to each project and major subcomponents within each project was developed. This is shown below in Table 2.

**Table 2: Tallahassee International Airport  
FY 2022-FY 2024 Projects & Activities by NAICS Codes**

<b>FY</b>	<b>PROJECT</b>	<b>ACTIVITY</b>	<b>NAICS</b>	<b>\$</b>
<b>FY 2022</b>	<b>Terminal Expansion - International Passenger Processing Facility</b>	Building Construction	236220	\$573,786
		Concrete	238110	\$190,283
		Metals	238120	\$651,145
		Wood & Plastic	238130	\$132,438
		Masonry	238140	\$62,135
		Building Exterior Contractors	238190	\$198,001
		Electrical	238210	\$418,975
		Plumbing, Heating & Air Conditioning Contractors	238220	\$308,045
		Drywall and Insulation Contractors	238310	\$443,028
		Carpentry	238350	\$148,935
		Other Building Finishing Contractors	238390	\$729,790
		Site Prep	238910	\$555,529
		All Other Specialty Trade Contractors	238990	\$80,048
		Wood Window and Door Manufacturing	321911	\$240,585
		Conveyor and Conveying Equipment Manufacturing	333922	\$359,144
		Home Furnishings Stores	442299	\$122,738
		Telecommunications	517919	\$42,750
		Commercial Equipment	532490	\$274,225
		Security Systems Services (except Locksmiths)	561621	\$205,106
		Fire Protection	922160	\$100,725
	Utilities	926130	\$41,419	
	<b>Taxiway Bravo Rehabilitation</b>	Highway & Street	237310	\$12,191,667
		Site Prep	238910	\$3,573,900
		Engineering	541330	\$1,881,000
		Geotechnical Testing	541380	\$975,333
		Landscaping	561730	\$188,100

SOURCE: Tallahassee International Airport

**D. Determination of Relative Availability of DBEs in Market Area, Compared to all Firms**

The next step is to conduct an analysis of relative availability of DBEs in the Tallahassee International Airport (TLH) market area for each of these projects to obtain the Step 1 DBE Goal. This is shown in Tables 3a, and 3b.

**Table 3a: DBEs—Tallahassee International Airport  
by Relevant NAICS Codes—FY 2022  
Terminal Expansion - International Passenger Processing Facility**

<b>Activity</b>	<b>NAICS CODES</b>	<b>DBE Firms</b>	<b>All Firms</b>	<b>% of DBE Firms Available</b>	<b>NAICS Dollars</b>	<b>DBE Dollars</b>
Building Construction	236220	8	89	9.0%	\$573,786	\$51,576
Concrete	238110	1	40	2.5%	\$190,283	\$4,757
Metals	238120	4	8	50.0%	\$651,145	\$325,572
Wood & Plastic	238130	0	26	0.0%	\$132,438	\$0
Masonry	238140	0	45	0.0%	\$62,135	\$0
Building Exterior Contractors	238190	0	15	0.0%	\$198,001	\$0
Electrical	238210	3	134	2.2%	\$418,975	\$9,380
Plumbing, Heating & Air Conditioning Contractors	238220	0	199	0.0%	\$308,045	\$0
Drywall and Insulation Contractors	238310	2	59	3.4%	\$443,028	\$15,018
Carpentry	238350	0	59	0.0%	\$148,935	\$0
Other Building Finishing Contractors	238390	0	10	0.0%	\$729,790	\$0
Site Prep	238910	5	38	13.2%	\$555,529	\$73,096
All Other Specialty Trade Contractors	238990	18	76	23.7%	\$80,048	\$18,959
Wood Window and Door Manufacturing	321911	0	0	0.0%	\$240,585	\$0
Conveyor and Conveying Equipment Manufacturing	333922	0	0	0.0%	\$359,144	\$0
Home Furnishings Stores	442299	0	30	0.0%	\$122,738	\$0
Telecommunications	517919	0	3	0.0%	\$42,750	\$0
Commercial Equipment	532490	0	23	0.0%	\$274,225	\$0
Security Systems Services (except Locksmiths)	561621	0	20	0.0%	\$205,106	\$0
Fire Protection	922160	0	0	0.0%	\$100,725	\$0
Utilities	926130	0	0	0.0%	\$41,419	\$0
<b>Total</b>					<b>\$5,878,828</b>	<b>\$498,358</b>
<b>Weighted Step 1 Goal =</b>						<b>8.48%</b>

SOURCES:

1. 2019 County Business Patterns, U.S. Census Bureau.
2. Florida UCP DBE Directory, November 2021.

**Table 3b: DBEs—Tallahassee International Airport  
by Relevant NAICS Codes—FY 2022  
Taxiway Bravo Rehabilitation**

Activity	NAICS CODES	DBE Firms	All Firms	% of DBE Firms Available	NAICS Dollars	DBE Dollars
Highway & Street	237310	2	15	13.3%	\$12,191,667	\$1,625,556
Site Prep	238910	5	38	13.2%	\$3,573,900	\$470,250
Engineering	541330	10	209	4.8%	\$1,881,000	\$90,000
Geotechnical Testing	541380	1	7	0.0%	\$975,333	\$139,333
Landscaping	561730	9	247	3.6%	\$188,100	\$6,854
<b>Total</b>					<b>\$18,810,000</b>	<b>\$2,331,993</b>
<b>Weighted Step 1 Goal =</b>						<b>12.40%</b>

SOURCES:

1. 2019 County Business Patterns, U.S. Census Bureau.
2. Florida UCP DBE Directory, November 2021.

**NOTE:** The County Business Patterns data were used as the source to determine the denominator, or the number of all firms in the market area. The DBE directories listed above were used to determine the numerator, or the number of DBE firms in the market area.

**E. Determination of the “Weighted” DBE Base Figure**

The Step 1 DBE Base Figure for each project/ fiscal year was derived by multiplying the dollars for each activity by the percentage of relevant DBE firms to all relevant firms. The total DBE goal in dollars was divided by the total project costs to derive the step 1 goals.

The Step 1 DBE Base Figures for the Airport are as follows:

- FY 2022 Terminal Expansion - International Passenger Process Facility – **8.48%**
- FY 2022 Taxiway Bravo Rehabilitation – **12.40%**

**II. Adjustments to the DBE Base Figure**

After the DBE Base Figure(s) have been developed, the regulations (49 CFR Part 26) require that:

“...additional evidence in the sponsor’s jurisdiction be considered to determine what adjustment, if any, is needed to the base figure in order to arrive at your overall goal” (26:45(d)).

**A. Adjustment Factors to Consider**

The regulations further state that there are several types of evidence that must be considered when adjusting the base figure. These include:

*“(j) The current capacity of DBEs to perform work in your USDOT-assisted contracting program, as measured by the volume of work DBEs have performed in recent years.*

The historical overall DBE goals accomplished at the Airport in recent years were examined relative to the above consideration, i.e., indication of “capacity”. Notice the annual DBE percent accomplishment indicated in Table 4 below:

**Table 4: Tallahassee International Airport  
DBE Accomplishment**

<b>Report Period</b>	<b>Approved DBE Goal</b>	<b>Total DBE Percent Achieved</b>	<b>Achieved Over/Under</b>
<b>FY 2018</b>	25.45%	18.23%	-7.22%
<b>FY 2019</b>	15.39%	15.35%	-0.04%
<b>FY 2020</b>	15.39%	0.00%	-15.39%
<b>Median</b>	<b>15.39%</b>	<b>15.35%</b>	<b>-7.22%</b>

The median DBE accomplishment (historic indicator of capacity) for the periods as shown above for the Airport, is **15.35%**.

**B. Consultations**

The Airport held a public meeting on January 25, 2022. The purpose of the meeting was to solicit information from interested stakeholders about the draft goal, as well as the availability of potential DBEs, the effects of discrimination on opportunities for DBEs, and the Airport’s effort to increase DBE participation. **(Please see Appendix A-1, and A-2, for a summary of the meeting, the attendee list, copies of notices and notifications, and any consultation comments.)**

**C. Adjustment to Step 1 DBE Base Figures: Tallahassee International Airport, FY 2022-FY 2024**

With the adjustment factors considered to this point, the Airport will **not** adjust the Step 1 base figure for the Terminal Expansion – International Passenger Processing Facility project. The reason is that the scope and types of work of the historical projects were not similar for comparison.

The Airport will, however, adjust the calculated Step 1 base figure of the Taxiway Bravo Rehabilitation project. The Step 1 is adjusted by adding the median accomplishment factor derived in Table 4 (**15.35%**) to the base figure, then averaging the total, for the adjusted overall DBE goal. The adjustment calculation for both projects is summarized in Table 5, following:

**Table 5: Tallahassee International Airport  
FY 2022 – FY 2024 Overall Goal**

<b>Fiscal Year</b>	<b>Project</b>	<b>Step 1</b>	<b>Step 2 Adjustment</b>	<b>Overall Goal</b>	<b>Total Project Costs</b>	<b>DBE Goal (dollars)</b>
<b>2022</b>	Terminal Expansion - International Passenger Processing Facility	8.48%	n/a	8.48%	\$5,878,828	\$498,525
	Taxiway Bravo Rehabilitation	12.40%	15.35%	13.88%	\$18,810,000	\$2,609,888
<b>FY 2022 Total</b>				<b>12.59%</b>	<b>\$24,688,828</b>	<b>\$3,108,412</b>
<b>2023</b>	<i>No projects at this time</i>					
<b>FY 2023 Total</b>				<b>n/a</b>		
<b>2024</b>	<i>No projects at this time</i>					
<b>FY 2024 Total</b>				<b>n/a</b>		
<b>FY 2022 - FY 2024 Overall Goal</b>				<b>12.59%</b>	<b>\$24,688,828</b>	<b>\$3,108,412</b>

The total DBE goal, in dollars, was divided by the total project costs to derive the final overall proposed DBE goal of **12.59%** for FY 2022-FY 2024.

### **III. Process**

The Airport will normally submit its overall goal to the (Federal Aviation Administration) FAA on August 1<sup>st</sup> of each year that a DBE goal is due.

Before establishing the overall goal this year, the Airport consulted with minority, women's and general contractor groups, community organizations, and other officials or organizations to obtain 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.

Following this consultation, the Airport published a notice on its website of the proposed overall goal informing the public that the proposed goal and its rationale were available for review and comment during normal business hours for 30 days following the date of the notice. The notice included the location to which comments could be sent and where the proposal could be reviewed. This process was used to establish the goals for FY 2022 to FY 2024.

The Airport's overall goal submission to the FAA will include a summary of information and comments received during this public participation process and our responses.



The Airport will begin using the overall goal on October 1 of each year, unless the Airport has received other instructions from DOT/FAA (or, if the goal is established on a project basis) by the time of the first solicitation for a DOT/FAA-assisted contract for the projects.

#### **IV. Breakout of Estimated Race-Conscious/Race-Neutral Participation**

The Airport will meet the maximum feasible portion of its overall goal by using race-neutral means of facilitating DBE participation. The Airport will use a combination of the following race-neutral means to increase DBE participation:

1. *Arranging solicitations, times for the presentation of bids, quantities, specifications, and delivery schedules in ways that facilitate DBE, and other small businesses participation (e.g., unbundling large contracts to make them more accessible to small businesses, encouraging prime contractors to subcontract portions of work that they might otherwise perform with their own forces);*
2. *Disseminating information on contracting procedures and specific contract opportunities (e.g., ensuring the inclusion of DBEs, and other small businesses, on recipient mailing lists for bidders, ensuring the dissemination to bidders on prime contracts of lists of potential subcontractors).*

The Airport proposes to meet its goal of 12.59% using race-conscious means. The reason for this breakout is that the projects from the previous year(s) show that the median amount by which the past DBE goal(s) were under-achieved is **7.22%** (see **Table 4**).

The Airport will adjust the estimated breakout of race-neutral and race-conscious participation as needed to reflect actual DBE participation (26.51(f)) and it will track and report race-neutral and race-conscious participation separately. For reporting purposes, race-neutral DBE participation includes, but is not necessarily limited to the following: DBE participation through a prime contract a DBE obtains 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.

#### **V. Contract Goals**

The Airport will use contract goals to meet any portion of the overall goal that the Airport 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.

The Airport will establish contract goals only on those DOT/FAA-assisted contracts that have subcontracting possibilities. The Airport 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).

The Airport will express its contract goals as a percentage of the federal share of a DOT/FAA-assisted contract.

**Resources:**

1. Florida UCP DBE Directory, November 2021.
2. 2019 County Business Patterns, U.S. Census Bureau.
3. Uniform Report of DBE Commitments/Awards and Payment