

OKALOOSA COUNTY AIRPORTS

**Disadvantaged and Small Business
Enterprise Program
Federal Fiscal Year 2019-2021
Triennial Goal**



**Okaloosa County Airports Department
1701 State Road 85 North
Eglin Air Force Base, Florida 32542-1413**

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PART I. GENERAL OVERVIEW

Okaloosa County (The County) is the owner and operator of the Destin-Fort Walton Beach Airport (VPS), Destin Executive Airport (DTS) and Bob Sikes Airport (CEW). As a recipient of Federal airport funds, authorized by 49 U.S.C. 47101, the County must develop a Triennial Goal associated with planned projects every three years. Thus, based upon the updated United States Department of Transportation (DOT) and Federal Aviation Administration (FAA) disadvantaged and small business enterprise requirements outlined in 49 CFR Part 26, Disadvantaged Business Enterprise Program, the County, through its consultant (TKDA/Amherst Consulting), has prepared likely disadvantaged business enterprise (DBE) and small business enterprise (SBE) goals related to planned federally funded projects greater than \$250,000 for Fiscal Years 2019-2021 (October 1, 2018 -September 30, 2021) as outlined in the Current Airport Capital Improvement Program.

Section 26.1, 26.23 Objectives and Policy Statement

Okaloosa County, as the Sponsor of Destin-Fort Walton Beach Airport (VPS), Destin Executive Airport (DTS) and Bob Sikes Airport (CEW) has established a Disadvantaged Business Enterprise (DBE) Program in accordance with DOT regulations 49 CFR Part 26. Historically, the County has and is likely to continue to receive federal financial assistance for Airport related improvement projects from DOT, and as a condition of receiving this assistance, The County has signed assurances that it will continue to comply with 49 CFR Part 26.

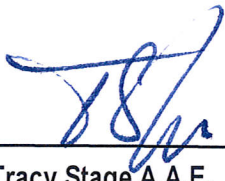
It is the policy of Okaloosa County Airports to ensure that DBE's, as defined in Part 26, have an equal opportunity to receive and participate in FAA-assisted contracts. Therefore, it is the policy of the County to:

1. Ensure nondiscrimination in the award and administration of DOT-assisted contracts;
2. Create a level playing field on which DBE's can compete fairly for DOT-assisted contracts;
3. Ensure that the DBE Program is narrowly tailored in accordance with applicable law;
4. Ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBEs;
5. Help remove barriers to the participation of DBEs in DOT assisted contracts;
6. Promote the use of DBEs in all types of federally-assisted contracts and procurement activities;
7. Assist the development of firms that can compete successfully in the market place outside the DBE Program; and
8. Make appropriate use of the flexibility afforded to recipients of Federal financial assistance in establishing and providing opportunities for DBEs.

Ms. Cheryl Barrow, Airports Finance & Project Development Specialist, Okaloosa County Airports Department is delegated as the DBE Liaison Officer (DBELO). In that capacity, Ms. Barrow and her staff are responsible for implementing all aspects of the DBE Program. Implementation of the DBE Program is accorded the same priority as compliance with all other legal obligations incurred by the Airport Sponsor in its financial assistance agreements with DOT. Okaloosa County participates as a non-certifying member in the State of Florida's Unified Certification Plan (UCP).

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The County has disseminated this policy statement to all components of the Airport and County Government including County Board of Commissioners, and has distributed this statement to DBE and non-DBE business entities and organizations that could perform work on federally funded contracts along with local organizations which may assist DBE or Small Business Enterprises (SBEs) to effectively compete for airport related improvement projects. This statement is also published on the County's website regarding the DBE Program.



**Mr. Tracy Stage A.A.E.
Airports Director
Okaloosa County Airports Department**

11-6-18

Date

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Section 26.3 Applicability

Okaloosa County historically has received federal funding for various airport improvement projects at Destin-Fort Walton Beach Airport (VPS), Destin Executive Airport (DTS) and Bob Sikes Airport (CEW) through the FAA Airport Improvement Program (FAA AIP).

During the past several years, changes were made to the DOT DBE Program (49 CFR Part 26) in an effort to facilitate economically disadvantaged businesses to fairly compete on DOT funded projects. The ultimate objective of the program is to remove barriers to participation of DBEs in DOT-assisted contracts and to assist in the development of firms that can compete successfully in the marketplace outside the DBE program. To this end, the DOT has added a new DBE program element which includes strategies to encourage small business participation. The small business element is intended to pull a recipient's small business efforts into a single, unified place within the DBE Program. Since DBEs are defined as small businesses, any efforts to assist small businesses will also help DBEs. Therefore program elements that denote the various ways that a recipient reaches out to small businesses and makes it easier for them to compete on DOT-assisted contracts will foster the objectives of the DBE program. Thus, based upon the final rule, the DOT has added requirements associated with increasing accountability for recipients with respect to meeting overall goals (i.e. good faith efforts), modifying and updating certification requirements, adjusting the personal net worth threshold, providing for expedited interstate certification and improving post-award oversight.

Other changes to 49 CFR Part 26 requires recipients to submit for review DBE goals for federally funded contracting opportunities every three years rather than annually. Recipients are further required to conduct annual review to account for changes that may warrant a modification of the overall goal, and must submit to the FAA for approval any significant adjustment made to the goal during the three year period based upon changed circumstances. If an airport/sponsor fails to meet its overall goal, it will, within 60 days, have to analyze the shortfall, explain the reasons for it, and develop corrective actions/measure for the future. This information is kept on file within the Okaloosa County Airports Administrative Offices located at Destin-Fort Walton Beach Airport. While there is not any requirement to meet a goal, failure to comply with these requirements could be regarded as a failure to implement the DBE program in good faith, which could lead to a finding of noncompliance with both FAA grant assurances and regulations.

Although Okaloosa County is the Airport Sponsor, the contract and triennial goal developed as part of this program (since it is specifically based upon airport related projects) can be applied to airport projects only. Further, based upon changes associated with the program, the overall triennial goal is not to be used as the contract goal for all airport projects. Rather, contract goals (race and gender conscious) and non-contract (race and gender neutral) goals were developed for each planned project likely to receive federal funding which is to be awarded, started and/or completed within the three year goal period. The triennial goal is an average of anticipated DBE participation over the three-year goal period. A detailed breakdown of likely DBE and SBE participation is provided in **Subpart C, Goals, Good Faith Efforts and Counting**, and **D, Small Business Element**, of this report.

Section 26.5 Definition of Terms

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Okaloosa County will use the terms used in this program have the meanings as defined in 49 CFR 26.5.

Section 26.7 Non-discrimination Requirements

Okaloosa County will never exclude any person from participation in, deny any person the benefits of, or otherwise discriminate against anyone in connection with the award and performance of any contract covered by 49 CFR Part 26 on the basis of race, color, sex, or national origin.

In administering its DBE program, Okaloosa County will not, directly or through contractual or other arrangements, use criteria or methods of administration that have the effect of defeating or substantially impairing accomplishment of the objectives of the DBE program with respect to individuals of a particular race, color, sex, or national origin.

Section 26.11 Record Keeping Requirements

Reporting to DOT

Okaloosa County will provide data about its DBE Program to the Department as directed by DOT operating administrations.

DBE participation will be reported to FAA as follows:

Okaloosa County will transmit to FAA annually, by or before December 1, the information required for the "Uniform Report of DBE Awards or Commitments and Payments", as described in Appendix B to Part 26. Okaloosa County will similarly report the required information about participating DBE firms. All reporting will be done through the FAA official reporting system, or another format acceptable to FAA as instructed thereby.

Bidders List

Okaloosa County will create and maintain a bidders list. The purpose of the list is to provide as accurate data as possible about the universe of DBE and non-DBE contractors and subcontractors who seek to work on Okaloosa County DOT-assisted contracts, for use in helping to set overall goals. The bidders list will include the name, address, DBE and non-DBE status, age of firm, and annual gross receipts of firms.

This information will be collected in the following way(s): Okaloosa County Purchasing Department has a purchasing manual that outlines all the purchasing and bid requirements. Please see attached the purchasing manual.

Records retention and reporting:

Okaloosa County will maintain records documenting a firm's compliance with the requirements of this part. At a minimum, Okaloosa County will keep a complete application package for each certified firm and all affidavits of no-change, change notices, and on-site reviews. These records will be retained in accordance

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with all applicable record retention requirements of Okaloosa County financial assistance agreement. Other certification or compliance related records will be retained for a minimum of three (3) years unless otherwise provided by applicable record retention requirements for the financial assistance agreement, whichever is longer.

The Okaloosa County , as a member of the State of Florida UCP established pursuant to §26.81, will report to the Department of Transportation's Office of Civil Rights each year the percentage and location in the State of certified DBE firms in the UCP Directory controlled by the following:

Women;
Socially and economically disadvantaged individuals (other than women); and
Individuals who are women and are otherwise socially and economically disadvantaged individuals.

Section 26.13 Federal Financial Assistance Agreement

Okaloosa County has signed the following assurances, applicable to all DOT-assisted contracts and their administration:

Assurance: - Each financial assistance agreement Okaloosa County signs with a DOT operating administration (or a primary recipient) will include the following assurance:

The Okaloosa County shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any DOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR Part 26. The Okaloosa County shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts. The Okaloosa County DBE program, as required by 49 CFR Part 26 and as approved by DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the Okaloosa County of its failure to carry out its approved program, the Department may impose sanctions as provided for under 49 CFR Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).

Contract Assurance: Okaloosa County will ensure that the following clause is included in each DOT-funded contract it signs with a contractor (and each subcontract the prime contractor signs with a subcontractor):

The contractor, sub recipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient, deems appropriate, which may include, but is not limited to:

Withholding monthly progress payments;

Assessing sanctions;

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Liquidated damages; and/or
Disqualifying the contractor from future bidding as non-responsible.

ADMINISTRATIVE REQUIREMENTS

Section 26.21 DBE Program Updates

Okaloosa County is required to have a DBE program meeting the requirements of this part as it will receive grants for airport planning or development and will award prime contracts, cumulative total value of which exceeds \$250,000 in FAA funds in a federal fiscal year. Okaloosa County is not eligible to receive DOT financial assistance unless DOT has approved this DBE program and Okaloosa County is in compliance with it and Part 26. Okaloosa County will continue to carry out this program until all funds from DOT financial assistance have been expended. Okaloosa County does not have to submit regular updates of the DBE program document, as long as it remains in compliance. However, significant changes in the program, including those required by regulatory updates, will be submitted for DOT approval.

Section 26.23 Policy Statement

The Policy Statement is elaborated on the first page of this DBE Program.

Section 26.25 DBE Liaison Officer (DBELO)

The following individual has been designated as the DBE Liaison Officer for Okaloosa County:

Ms. Cheryl Barrow
Airports Finance & Project Development Specialist
1701 State Road 85 North, Eglin AFB, FL 32542
1-850-651-7160
cbarrow@myokaloosa.com

In that capacity, the DBELO is responsible for implementing all aspects of the DBE program and ensuring that the Okaloosa County complies with all provision of 49 CFR Part 26. The DBELO has direct, independent access to the Airports Director concerning DBE program matters. An organizational chart displaying the DBELO's position in the organization is included in Attachment 2 to this program.

The DBELO is responsible for developing, implementing and monitoring the DBE program, in coordination with other appropriate officials. The DBELO has access to staff with additional resources such as consultants, to assist in the administration of the program.

The duties and responsibilities include the following:

1. Gathers and reports statistical data and other information as required by DOT.
2. Reviews third party contracts and purchase requisitions for compliance with this program.
3. Works with all departments to set overall annual goals.
4. Ensures that bid notices and requests for proposals are available to DBEs in a timely manner.

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5. Identifies contracts and procurements so that DBE goals are included in solicitations (both race-neutral methods and contract specific goals) and monitors results.
6. Participates in pre-bid meetings.
7. Advises the Airports Director on DBE matters and achievement.
8. Determine contractor compliance with good faith efforts.
9. Provides DBEs with information and assistance in preparing bids, obtaining bonding and insurance.
10. Plans and participates in DBE training seminars.
11. Acts as liaison to the Uniform Certification Process.
12. Maintains the agency's updated directory on certified DBEs.

Section 26.27 DBE Financial Institutions

It is the policy of the Okaloosa County to investigate the full extent of services offered by financial institutions owned and controlled by socially and economically disadvantaged individuals in the community, to make reasonable efforts to use these institutions, and to encourage prime contractors on DOT-assisted contracts to make use of these institutions.

Okaloosa County utilizes the State of Florida DBE directories and allows additional venders to provide their DBE certification documentation. Okaloosa County investigates availability on as needed bases.

Section 26.29 Prompt Payment Mechanisms

In accordance with 49 CFR §26.29, the Okaloosa County established a contract clause implementing this requirement and requires prime contractors to pay subcontractors for satisfactory performance of their contracts no later than 30 days from the prime contractor's receipt of each payment from the Okaloosa County. See attached purchasing manual, section 28.

Section 26.31 Directory

Okaloosa County is a non-certifying member of the State of Florida Unified Certification Program (UCP). The UCP maintains a directory identifying all firms eligible to participate as DBEs, which contains all the elements required by §26.31.

Section 26.33 Over-concentration

Okaloosa County has not identified that over-concentration exists in the types of work that DBEs perform.

Section 26.35 Business Development Programs

Okaloosa County itself has not established a business development program. The Florida Department of Transportation (FDOT) has also initiated various plans including the Business Development Initiative (BDI) to cultivate small businesses to compete as prime contractors. The intent of the FDOT BDI is to provide more opportunities and support for small businesses to move from subcontracting and sub-consulting to prime contracting and consulting roles.

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Section 26.37 Monitoring Responsibilities

Okaloosa County implements and carries out appropriate mechanisms to ensure compliance with 49 CFR Part 26 program requirements by all program participants, including prompt payment, and describes and set forth these mechanisms in Okaloosa County DBE program.

Okaloosa County actively monitors participation by maintaining a running tally of actual DBE attainments (e.g., payments actually made to DBE firms), including a means of comparing these attainments to commitments.

Monitoring Payments to DBEs and Non-DBEs

Okaloosa County undertakes ongoing monitoring of prime payments to subcontractors over the course of any covered contract. Such monitoring activities will be accomplished through the following method(s):

- Okaloosa County requires that all prime contractors certify with each pay application that subcontractor has been paid in full to date and requires that all subcontractors sign a financial affidavit prior to the submittal of final pay of retainage from the prime contractor.

Okaloosa County requires prime contractors to maintain records and documents of payments to subcontractors, including DBEs, for a minimum of three (3) years unless otherwise provided by applicable record retention requirements for the Okaloosa County financial assistance agreement, whichever is longer. These records will be made available for inspection upon request by any authorized representative of Okaloosa County or DOT. This reporting requirement extends to all subcontractors, both DBE and non-DBE.

Okaloosa County proactively reviews contract payments to subcontractors including DBEs monthly as part of payment applications. Payment reviews will evaluate whether the actual amount paid to DBE subcontractors is equivalent to the amounts reported to Okaloosa County by the prime contractor.

Monitoring Contracts and Work Sites

Okaloosa County reviews contracting records and engages in active monitoring of work sites to ensure that work committed to DBEs at contract award or subsequently (e.g., as the result of modification to the contract) is actually performed by the DBEs to which the work was committed. DBELO/project managers/consultant performs work site monitoring. DBELO/project managers/consultant reviews contracting records. Okaloosa County will maintain written certification that contracting records have been reviewed and work sites have been monitored for this purpose.

Section 26.39 Fostering small business participation

Okaloosa County has created a Small Business element as part of its DBE Program to structure contracting requirements to facilitate competition by small business concerns, while taking all reasonable steps to

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eliminate obstacles to their participation including unnecessary and unjustified bundling of contract requirements that may preclude small business participation in procurements as prime or subcontractors. SBE set-asides for specific prime projects, however, will not be used since Florida Statutes does not allow set-asides for construction professional services selection.

The small business program element is incorporated as Attachment 9 to this DBE Program. The Airport will actively implement the program elements to foster small business participation as part of its good faith implementation of its DBE Program.

SUBPART C. DBE GOALS, GOOD FAITH EFFORTS AND COUNTING

Section 26.43 Set-asides or Quotas

Okaloosa County does not use quotas in any way in the administration of this DBE program.

Section 26.45 Overall Goals

Okaloosa County will establish an overall DBE goal covering a three-year federal fiscal year period if it anticipates awarding DOT-funded prime contracts the cumulative total value of which exceeds \$250,000 in DOT funds during any one or more of the reporting fiscal years within the three-year goal period. In accordance with §26.45(f), Okaloosa County will submit its Overall Three-year DBE Goal to FAA by August 1st of the year in which the goal is due, as required by the schedule established by and posted to the website of FAA.

FAA:

https://www.faa.gov/about/office_org/headquarters_offices/acr/bus_ent_program/media/DBE%20and%20ACDBE%20Reporting%20Requirements%20for%20Airport%20Grant%20Recipients.pdf

The DBE goals determined for Fiscal Years 2019-2021 are based upon FAA and/or FDOT funded projects associated with Airport development only. These goals cannot be used to obtain DBE participation on Federal Transit Administration (FTA) or Federal Highway Administration (FHWA) funded projects. Goals associated with these projects must be determined separately from FAA and/or FDOT Aviation funded projects. The DBE goals are not interchangeable and to do so would be in violation of 49 CFR Part 26. Annual Actual participation for each funding agency (i.e. FAA, FTA, or FHWA) must be recorded and reported to the specific oversight agency by December 1 of each year.

The DBE goals will be established in accordance with the 2-step process as specified in 49 CFR Part 26.45. If Okaloosa County does not anticipate awarding prime contracts the cumulative total value of which exceeds \$250,000 in DOT funds during any of the years within the three-year reporting period, an overall goal will not be developed. However, this DBE Program will remain in effect and Okaloosa County will seek to fulfill the objectives outlined in 49 CFR Part 26.1.

Step 1. The first step is to determine a base figure for the relative availability of DBEs in the market area. Okaloosa County will use [a Bidders List, a Disparity Study, the goal of another DOT recipient, DBE Directory information and Census Bureau Data, or other alternative method that complies with §26.45] as a method to

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determine the base figure. [Recipient] understands that the exclusive use of a list of prequalified contractors or plan holders, or a bidders list that does not comply with the requirements of 49 CFR Part 26.45(c)(2), is not an acceptable alternative means of determining the availability of DBEs.

Step 2. The second step is to adjust, if necessary, the “base figure” percentage from Step 1 so that it reflects as accurately as possible the DBE participation the recipient would expect in the absence of discrimination. Adjustments may be made based on past participation, information from a disparity study (to the extent it is not already accounted for in the base goal), and/or information about barriers to entry to past competitiveness of DBEs on contracts Okaloosa County will examine all of the evidence available in its jurisdiction to determine what adjustment, if any, is needed. If the evidence does not suggest an adjustment is necessary, then no adjustment shall be made.

Any methodology selected will be based on demonstrable evidence of local market conditions and be designed to ultimately attain a goal that is rationally related to the relative availability of DBEs in the Okaloosa County market.

In establishing the overall goal, Okaloosa County 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 efforts by Okaloosa County 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 goal setting process, and it will occur before Okaloosa County is required to submit the goal methodology to the operating administration for review pursuant to §26.45(f). The goal submission will document the consultation process in which Okaloosa County engaged. Notwithstanding paragraph (f)(4) of §26.45, the proposed goal will not be implemented until this requirement is met.

[Note: The persons or groups with whom this consultation occurred should be listed specifically in the goal methodology and calculation attachment.]

In addition to the consultation described above, Okaloosa County will publish a notice announcing the proposed overall goal before submission to FAA on August 1st. The notice will be posted on Okaloosa County official internet web site and may be posted in other sources (e.g., minority-focused media, trade association publications). If the proposed goal changes following review by FAA, the revised goal will be posted on the official internet web site.

The public will also be informed that the proposed overall goal and its rationale are available for inspection during normal business hours at the principal office of Okaloosa County. This notice will provide that the Okaloosa County and FAA will accept comments on the goals for 30 days from the date of the notice. Notice of the comment period will include the addresses to which comments may be sent (including offices and websites) where the proposal may be reviewed. The public comment period will not extend the August 1st deadline.

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The Overall Three-Year DBE Goal submission to the FAA will include a summary of information and comments received, if any, during this public participation process and Okaloosa County responses.

Okaloosa County will begin using the overall goal on October 1 of the relevant period, unless other instructions from the FAA have been received.

Project Goals

If permitted or required by the FAA Administrator, an overall goal may be expressed as a percentage of funds for a particular grant or project or group of grants and/or projects, including entire projects. Like other overall goals, a project goal may be adjusted to reflect changed circumstances, with the concurrence of the appropriate operating administration. A project goal is an overall goal, and must meet all the substantive and procedural requirements of this section pertaining to overall goals. A project goal covers the entire length of the project to which it applies. The project goal will include a projection of the DBE participation anticipated to be obtained during each fiscal year covered by the project goal. The funds for the project to which the project goal pertains are separated from the base from which the regular overall goal, applicable to contracts not part of the project covered by a project goal, is calculated.

If a goal is established on a project basis, the goal will be used by the time of the first solicitation for a DOT-assisted contract for the project.

Prior Operating Administration Concurrence

Okaloosa County understands that prior FAA concurrence with the overall goal is not required. However, if the FAA review suggests that the overall goal has not been correctly calculated or that the method employed by Okaloosa County for calculating goals is inadequate, FAA may, after consulting with Okaloosa County, adjust the overall goal or require that the goal be adjusted by Okaloosa County. The adjusted overall goal is binding. In evaluating the adequacy or soundness of the methodology used to derive the overall goal, the U.S. DOT operating administration will be guided by the goal setting principles and best practices identified by the Department in guidance issued pursuant to §26.9.

A description of the methodology to calculate the overall goal and the goal calculations can be found in Attachment 5 to this program.

Section 26.47 Failure to Meet Overall Goals

Okaloosa County cannot be penalized, or treated by the Department as being in noncompliance with Part 26, because DBE participation falls short of an overall goal, unless Okaloosa County fails to administer its DBE program in good faith.

Okaloosa County understands that to be considered to be in compliance with this part, an approved DBE Program and overall DBE goal, if applicable, must be maintained, and this DBE Program must be administered in good faith.

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Okaloosa County understands that if the awards and commitments shown on the Uniform Report of Awards or Commitments and Payments at the end of any fiscal year are less than the overall goal applicable to that fiscal year, the following actions must be taken in order to be regarded by the Department as implementing this DBE Program in good faith:

1. Analyze the reasons for the difference between the overall goal and the awards and commitments in that fiscal year;
2. Establish specific steps and milestones to correct the problems identified in the analysis to enable the goal for the new fiscal year to be fully met;
3. Okaloosa County will submit, within 90 days of the end of the fiscal year, the analysis and corrective actions developed under paragraphs (1) and (2) above to the FAA for approval.

Section 26.51 Means Recipients Use to Meet Overall Goals

Breakout of Estimated Race-Neutral & Race-Conscious Participation

Okaloosa County will meet the maximum feasible portion of its overall goal by using race-neutral means of facilitating race-neutral DBE participation. Race-neutral DBE participation includes any time a DBE wins a prime contract through customary competitive procurement procedures or is awarded a subcontract on a prime contract that does not carry a DBE contract goal.

Race-neutral means include, but are not limited to the following:

- (1) Arranging solicitations, times for the presentation of bids, quantities, specifications, and delivery schedules in ways that facilitate participation by DBEs and other small businesses and by making contracts more accessible to small businesses, by means such as those provided under §26.39.
- (2) Providing assistance in overcoming limitations such as inability to obtain bonding or financing (e.g., by such means as simplifying the bonding process, reducing bonding requirements, eliminating the impact of surety costs from bids, and providing services to help DBEs, and other small businesses, obtain bonding and financing);
- (3) Providing technical assistance and other services;
- (4) Carrying out information and communications programs 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; provision of information in languages other than English, where appropriate);
- (5) Implementing a supportive services program to develop and improve immediate and long-term business management, record keeping, and financial and accounting capability for DBEs and other small businesses;
- (6) Providing services to help DBEs, and other small businesses, improve long-term development, increase opportunities to participate in a variety of kinds of work, handle increasingly significant projects, and achieve eventual self-sufficiency;
- (7) Establishing a program to assist new, start-up firms, particularly in fields in which DBE participation has historically been low;

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- (8) Ensuring distribution of the DBE directory, through print and electronic means, to the widest feasible universe of potential prime contractors; and
- (9) Assisting DBEs, and other small businesses, to develop their capability to utilize emerging technology and conduct business through electronic media.

The breakout of estimated race-neutral and race-conscious participation can be found in Attachment 5 to this program.

The Okaloosa County will arrange solicitations, times for the presentation of bids, quantities, specifications, and delivery schedules in ways that facilitate participation by DBEs and other small businesses and by making contracts more accessible to small businesses, by means such as those provided under §26.39.

Contract Goals

If the approved projection under paragraph (c) of §26.51 estimates that the entire overall goal for a given year can be met through race-neutral means, contract goals will not be set during that year, unless the use of contract goals becomes necessary in order meet the overall goal.

[Example to paragraph (f) (1): Your overall goal for Year 1 is 12 percent. You estimate that you can obtain 12 percent or more DBE participation through the use of race-neutral measures, without any use of contract goals. In this case, you do not set any contract goals for the contracts that will be performed in Year 1. However, if part way through Year 1, your DBE awards or commitments are not at a level that would permit you to achieve your overall goal for Year 1, you could begin setting race-conscious DBE contract goals during the remainder of the year as part of your obligation to implement your program in good faith.]

Contract goals will be established only on those DOT-assisted contracts that have subcontracting possibilities. A contract goal need not be established 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).

Contract goals will be expressed as a percentage of [the total amount of a DOT-assisted contract OR the Federal share of a DOT-assisted contract].

Section 26.53 Good Faith Efforts Procedures

Demonstration of Good Faith Efforts (26.53 (a) & (c))

The obligation of the bidder/proposer is to make good faith efforts. The bidder/proposer can demonstrate that it has met these requirements either by meeting the contract goal or documenting good faith efforts. Examples of good faith efforts are found in Attachment 6 of this document and in Appendix A to Part 26.

Cheryl Barrow, Airports Finance & Project Development Specialist/DBE Liaison Officer, is responsible for determining whether a bidder/proposer who has not met the contract goal has provided sufficient documented good faith efforts to be regarded as responsible.

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Information to be Submitted (26.53(b))

The Okaloosa County Airports' treats bidders/proposers' compliance with good faith effort requirements as a matter of responsiveness. However, a bid will not be rejected as non-responsive based only on the percentage of DBE utilization.

In order to support a Bidders' good faith efforts assertion, bidders are required to submit anticipated DBE utilization information as well as provide the following information at the time of the bid:

1. The names and addresses of DBE firms that will participate in the contract;
2. A description of the work that each DBE will perform;
3. The dollar amount of participation for each DBE firm;
4. Documentation that the DBE is certified or in the process of being certified under the Florida UCP program.
5. Written and signed documentation of commitment to use a DBE subcontractor whose participation it submits to meet a contract goal;
6. Written and signed confirmation from the DBE that it is participating in the contract as provided in the prime contractor's commitment; and
7. If the contract goal is not met, written documented evidence of good faith efforts.

If a DBE goal is placed on a contract, the bidder/proposer must either meet the DBE goal or document the good faith efforts to meet the goal. The Airport Sponsor will ensure that all information is complete and accurate and adequately documents the bidder/proposer's good faith efforts before the Airport Sponsor commits to the performance of the contract by the bidder/proposer.

Administrative Reconsideration

Within five (5) business days of being informed by Okaloosa County Airports' that it is not responsive due to insufficient documentation of good faith efforts, the bidder/proposer may request administrative reconsideration. The bidder/proposer should make this request in writing to the following reconsideration official: Ms. Allyson Oury, CPA, CIT, Airports Deputy Director of Finance, 1701 State Road 85 North, Eglin AFB, FL 32542, 1-850-651-7160 ext.4, aoury@myokaloosa.com. The reconsideration official will not have played any role in the original determination that the bidder/proposer did not document sufficient good faith efforts.

As part of this reconsideration, the bidder/proposer will have the opportunity to provide written documentation or argument concerning the issue of whether it met the goal or made adequate good faith efforts to do so. The bidder/proposer will have the opportunity to meet in person with the Airport's reconsideration official, the DBE Liaison Officer, and City's legal counsel to discuss the issue of whether it met the goal or made adequate good faith efforts to do so, and will provide written evidence, including written affidavit, documenting the bidder/proposer's good faith efforts.

The Airports will send the bidder/proposer a written decision on reconsideration, explaining the basis for the finding that the bidder did or did not meet the goal or make adequate good faith efforts to do so. The result of the reconsideration process is not administratively appealable to the Department of Transportation.

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Good Faith Efforts when a DBE is Replaced on a Contract

Where goal or preference points have been assigned to projects, the Airports and its Sponsor will require a contractor/consultant to make good faith efforts to replace a DBE that is terminated or has otherwise failed to complete its work on a contract with another certified DBE, to the extent needed to meet the contract goal. The Airport Sponsor will require the prime contractor or consultant to notify the Airports and its Sponsor immediately of the DBE's inability or unwillingness to perform and provide reasonable documentation. Replacing a DBE because of the DBE's inability or unwillingness to perform or for any other reason requires the prior written consent of the Airport Sponsor and Airport Management.

In this situation, the Airports and its Sponsor will require the prime contractor to obtain Airport Management's approval of the substitute DBE and to provide copies of new or amended subcontracts, or documentation of good faith efforts. The Airports will provide written consent only if management agrees that the prime contractor has good cause to terminate the DBE firm. For purposes of this paragraph, good cause includes the following circumstances:

- The listed DBE subcontractor fails or refuses to execute a written contract;
- The listed DBE subcontractor fails or refuses to perform the work of its subcontract in a way consistent with normal industry standards. Unless provided that good cause does not exist if the failure or refusal of the DBE subcontractor to perform its work on the subcontract results from the bad faith or discriminatory action(s) of the prime contractor;
- The listed DBE subcontractor fails or refuses to meet the prime contractor's reasonable, non-discriminatory bond requirements.
- The listed DBE subcontractor becomes bankrupt, insolvent or exhibits credit unworthiness;
- The listed DBE subcontractor is ineligible to work on public works projects because of suspension and debarment proceeding pursuant to 2 CFR Parts 180, 215 and 1,200 or applicable state law.
- It was determined that the listed DBE subcontractor is not a responsible contractor.
- The listed DBE subcontractor voluntarily withdraws from the project and provides the Airport written notice of its withdrawal.
- The listed DBE is ineligible to receive DBE credit for the type of work required.
- A DBE owner dies or becomes disabled with the result that the listed DBE contractor is unable to complete its work on the contract.
- Other documented good cause that the Airports and the County has determined which compels the termination of the DBE subcontractor. Provided that good cause does not exist that the prime contractor seeks to terminate a DBE it relied upon to obtain the contract so that the prime contractor can self-perform the work for which the DBE subcontractor was engaged or so that the prime contractor can substitute another DBE or non-DBE contractor after contract award.

Before transmitting to the Airports the prime contractor's request to terminate and/or substitute a DBE contractor, the prime contractor must give notice in writing to the DBE subcontractor, providing a copy to the Airports, of its intent to request to terminate and/or substitute, in addition to the reason for the request.

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The prime contractor must give the DBE five (5) business days to respond to the prime contractor's notice and advise the Airports and the prime contractor of the reasons, if any, why the DBE firm objects to the proposed termination of its contract, and why the Airports should not approve the prime contractor's request. If required, in a particular case as a matter of public necessity (e.g. safety), the Airports will request a response period of less than five business days.

In addition to post-award terminations, the provisions of this section also apply to pre-award deletions or substitutions for DBE firms put forward by the bidder/proposer in negotiated procurements.

If the contractor fails or refuses to comply in the time specified, the Airport Sponsor's contracting office will issue an order stopping all or part of payment/work until satisfactory action has been taken. If the contractor still fails to comply, the Airports and its Sponsor may issue a notice of default.

Sample Bid Specification:

"The requirements to 49 CFR Part 26, Regulations of the U.S. Department of Transportation, apply to this contract. It is the policy of the Okaloosa County Airports and its Sponsor, Okaloosa County, to practice nondiscrimination based on race, color, sex or national origin in the award or performance of this contract. All firms qualifying under this solicitation are encouraged to submit bids/proposals. Award of this contract will be conditioned upon satisfying the requirements of this bid specification. These requirements apply to all bidders/proposers including those who qualify as a DBE. A DBE contract of **XX.X percent** has been established for this contract. The bidder/proposer shall make good faith efforts as defined in Appendix A, 49 CFR Part 26, (Attachment 6) to meet and/or exceed the contract goal for DBE participation in the performance of this contract.

The bidder/proposer will be required to submit the following information to fulfill good faith requirements: 1. the names and addresses of DBE firms that will participate on this contract; 2. a description of the work that each DBE firm will perform; 3. the dollar amount of the participation of each DBE firm participating; 4. documentation that the DBE firm is certified or is in the process of being certified through the Florida UCP system; 5. written documentation of the bidder/proposer's commitment to use a certified (UCP) DBE subcontractor whose participation it submits to meet the contract goal; 6. written confirmation from the DBE that it is participating in the contract as provided in the commitment made under (5); and 7. if the contract goal is not met, evidence of good faith efforts is to be provided."

Section 26.55 Counting DBE Participation

DBE credit will be counted only for work performed by the DBE form. Contractor compliance with its DBE obligations on a contract will not be met until the amount being counted has actually been paid to the DBE.

SUBPART D – CERTIFICATION STANDARDS

Section 26.61 – 26.73 Certification Process

The Airports will utilize the Florida Department of Transportation Unified Certification Program (UCP) DBE Program to certify DBE Firms. The Florida DOT program states it uses the certification standards of Subpart D of Part 26 and the certification procedures of Subpart D of Part 26 to determine eligibility of firms to

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participate as DBE's in DOT-assisted contracts. To be certified as a DBE, a firm must meet all certification eligibility standards. The Florida DOT will make certification decisions based on the facts as a whole.

For information about the certification process or to apply for certification, firms should contact their local certifying entity or the FDOT Equal Opportunities Office:

**Florida Department of Transportation Equal
Opportunities Office**

Ms. Vicki Smith
Certification Manager EOO
Florida Department of Transportation
605 Suwannee Street, MS 65
Tallahassee, FL 32399
(850)414-4746
victoria.smith@dot.state.fl.us

Broward County

115 S. Andrews Avenue
Room A 680
Fort Lauderdale, FL 33301
(954) 357-6134
Sandy-Michael McDonald
SMMCDONALD@broward.org

City of Tallahassee

315 S. Calhoun Street, Suite 450 Tallahassee,
Florida 32301
(850) 300-7566
LaTanya Raffington
Lraffington@oevforbusiness.org

Lee County Port Authority – RSW

11000 Terminal Access Road
Suite 8671
Fort Myers, FL 33913
(239) 590-4625
Julio Rodriguez

**Greater Orlando Aviation Authority (GOAA)
Office of Small Business Development**

5850 B Cargo Road
Orlando FL 32827
(407) 825-7130
George Morning
george.morning@goaa.org

**Hillsborough County Aviation Authority
(HCAA)**

Tampa International Airport
PO Box 22287
Tampa FL 33622

4100 George J. Bean Parkway
Tampa, FL 33607
(813) 870-8738
Cheryl Hawkins
chawkins@tampaairport.com

Jacksonville Transportation Authority (JTA)

PO Drawer "O"
100 N. Myrtle Avenue
Jacksonville FL 32204
(904) 598-8728
Ken Middleton
kmiddleton@jtafla.com

Volusia County

Volusia Transit Authority
950 Big Tree Road
S. Daytona, FL 32119
(386) 756-7496 ext 4128
Chris Leffert

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jarodriguez@flylcpa.com

cleffert@volusia.org

Miami-Dade County
Business Support Services
SBD Division
111 NW 1st Street, #19 Floor
Miami, FL 33128
(305) 375-3121
Claudious Thompson
claud@miamidade.gov

In the event that the FDOT Equal Opportunities Office proposes to remove a DBE's certification, the FDOT will follow procedures consistent with 49 CFR Part 26.87. To ensure separation of functions in the removal, the FDOT has determined that an Administrative Law Judge of the Division of Administrative Hearings (DOAH) will serve as the decision maker in removal proceedings which are contested by the DBE, pursuant to Chapter 120.57, Florida Statutes. The FDOT has established an administrative "firewall" to ensure that the Administrative Law Judge of the Division of Administrative Hearings will not have participated in any way in the decision to commence removal proceedings against the firm. The Division of Administrative Hearings is a separate agency from the FDOT. Administrative Law Judges of the Division of Administrative Hearings are rotated on each case pending before it.

If the FDOT denies a firm's application, it may not reapply until twelve months have passed from the action (Pgs. 15-16, FDOT Disadvantaged Business Enterprise Program, update May 2013).

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SUBPART E – CERTIFICATION PROCEDURES

Section 26.81 Unified Certification Programs

As required by 49 CFR Part 26.81, the FDOT and all other DOT recipients who certify DBEs participate in the Unified Certification Program. The Florida Unified Certification Program agreement was approved by the USDOT.

The Airports participates with the Florida DOT and other agencies within the State in the Unified Certification Program as a non-certifying member.

SUBPART F – COMPLIANCE AND ENFORCEMENT

Section 26.101 Compliance Procedures Applicable to Okaloosa County

Okaloosa County understands that if it fails to comply with any requirement of this part, Okaloosa County may be subject to formal enforcement action under §26.103 or §26.105 or appropriate program sanctions by the concerned operating administration, such as the suspension or termination of Federal funds, or refusal to approve projects, grants or contracts until deficiencies are remedied. Program sanctions may include, in the case of the FHWA program, actions provided for under 23 CFR 1.36; in the case of the FAA program, actions consistent with 49 U.S.C. 47106(d), 47111(d), and 47122; and in the case of the FTA program, any actions permitted under 49 U.S.C. chapter 53 or applicable FTA program requirements.

Section 26.109 Information, Confidentiality, Cooperation and intimidation or retaliation

Information that may reasonably be regarded as confidential business information, consistent with Federal, state, and local law will be safeguarded from disclosure to third parties.

Notwithstanding any provision of Federal or state law, information that may reasonably be construed as confidential business information will not be released to any third party without the written consent of the firm that submitted the information, including applications for DBE certification and supporting information. However, this information will be transmitted to DOT in any certification appeal proceeding under §26.89 or to any other state to which the individual's firm has applied for certification under §26.85.

All participants in the Department's DBE program (including, but not limited to, recipients, DBE firms and applicants for DBE certification, complainants and appellants, and contractors using DBE firms to meet contract goals) are required to cooperate fully and promptly with DOT and recipient compliance reviews, certification reviews, investigations, and other requests for information. Failure to do so shall be a ground for appropriate action against the party involved (e.g., with respect to recipients, a finding of noncompliance; with respect to DBE firms, denial of certification or removal of eligibility and/or suspension and debarment; with respect to a complainant or appellant, dismissal of the complaint or appeal; with respect to a contractor which uses DBE firms to meet goals, findings of non-responsibility for future contracts and/or suspension and debarment).

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Okaloosa County, contractor, or any other participant in the program will not intimidate, threaten, coerce, or discriminate against any individual or firm for the purpose of interfering with any right or privilege secured by this part or because the individual or firm has made a complaint, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing under this part. Okaloosa County understands that it is in noncompliance with Part 26 if it violates this prohibition.

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ATTACHMENTS

Attachment 1	Regulations: 49 CFR Part 26 or website link
Attachment 2	Organizational Chart
Attachment 3	Bidder's List Collection Form
Attachment 4	DBE Directory or link to DBE Directory
Attachment 5	Overall Goal Calculations
Attachment 6	Demonstration of Good Faith Efforts or Good Faith Effort Plan - Forms 1 & 2
Attachment 7	DBE Monitoring and Enforcement Mechanisms
Attachment 8	State's UCP Agreement
Attachment 9	Small Business Element Program
Attachment 10	Annual DBE Participation Forms

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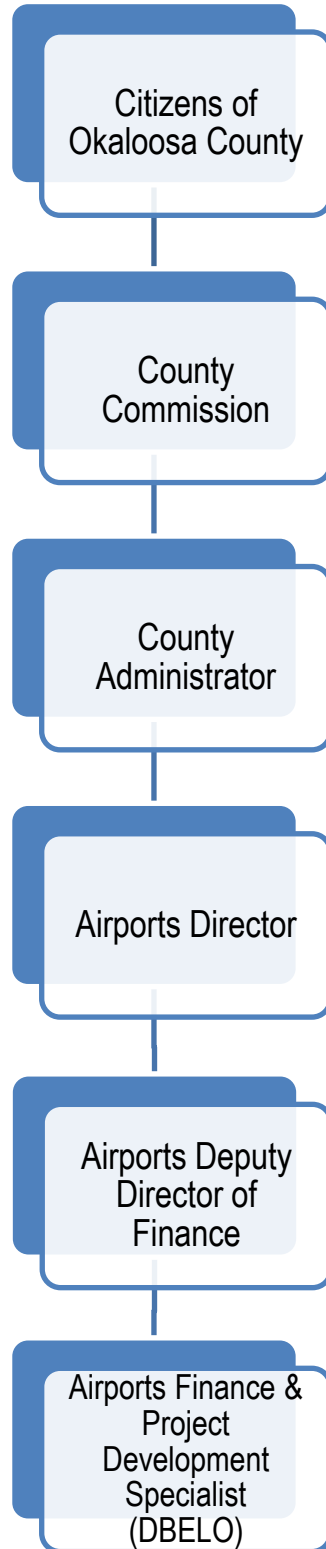
ATTACHMENT 1: Regulations: 49 CFR Part 26

https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title49/49cfr26_main_02.tpl

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ATTACHMENT 2

Airport Organizational Chart



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ATTACHMENT 3

Bidder's List Collection Form

Per Section 26.21, it is important to note that the regulation permits recipients to collect bidders' list information in a variety of ways and at various times.

For example, it may be less burdensome on bidders if the recipient permits them to provide the names and addresses of firms a reasonable time after bids are due. The information provided at such a time may also be in a more easily usable form to the recipient.

Not all bidders' list information need necessarily be collected through the bid process. For example, a recipient could conduct a survey of a sample of firms that have bid or quoted on its projects to determine the age and annual gross receipts of the firms on the bidders' list.

Sample Contractor Bid Opportunity List
Please include completed documentation with bid or proposal package

Prime Contractor/Consultant: _____

Address/Telephone Number: _____

Bid/Proposal Number: _____

Quote Submitted MM/YR: _____

49 CFR Part 26.11 requires Okaloosa County Airports to develop and maintain a "bid opportunity list". The list is intended to be a listing of all firms that are participating or attempting to participate on DOT assisted contracts. The list must include all firms that bid on prime contracts or bid or quote subcontracts and materials supplies on DOT assisted projects, including both DBEs and non-DBEs. For consulting companies, this list must include all sub-consultants contacting you and expressing an interest in teaming with you on a specific DOT assisted project. Prime contractors and consultants must provide information for numbers 1-5 and should provide any information they have available on Numbers 6-9 for themselves and their subcontractors and sub-consultants.

1. Federal Tax ID Number:		8. Firm Type:	
2. Firm Name:		<input type="checkbox"/> UCP DBE	<input type="checkbox"/> Non-DBE
3. Firm Contact:		<input type="checkbox"/> Small Business Enterprise (SBE)	<input type="checkbox"/> Non-SBE
4. Phone:			
5. Address:		9. <input type="checkbox"/> Subcontractor	<input type="checkbox"/> Sub-consultant
		10. Annual Gross Receipts:	

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6. Year Firm Established:		<input type="checkbox"/> Less than \$1 million	<input type="checkbox"/> Between \$10 - \$15 million
7. Services to be Provided:		<input type="checkbox"/> Between \$1 - \$5 million	<input type="checkbox"/> More than \$15 million
		<input type="checkbox"/> Between \$5 - \$10 million	

1. Federal Tax ID Number:		8. Firm Type:	
2. Firm Name:		<input type="checkbox"/> UCP DBE	<input type="checkbox"/> Non-DBE
3. Firm Contact:		<input type="checkbox"/> Small Business Enterprise (SBE)	<input type="checkbox"/> Non-SBE
4. Phone:			
5. Address:		9. <input type="checkbox"/> Subcontractor	<input type="checkbox"/> Sub-consultant
		10. Annual Gross Receipts:	
6. Year Firm Established:		<input type="checkbox"/> Less than \$1 million	<input type="checkbox"/> Between \$10 - \$15 million
7. Services to be Provided:		<input type="checkbox"/> Between \$1 - \$5 million	<input type="checkbox"/> More than \$15 million
		<input type="checkbox"/> Between \$5 - \$10 million	

1. Federal Tax ID Number:		8. Firm Type:	
2. Firm Name:		<input type="checkbox"/> UCP DBE	<input type="checkbox"/> Non-DBE
3. Firm Contact:		<input type="checkbox"/> Small Business Enterprise (SBE)	<input type="checkbox"/> Non-SBE
4. Phone:			
5. Address:		9. <input type="checkbox"/> Subcontractor	<input type="checkbox"/> Sub-consultant
		10. Annual Gross Receipts:	
6. Year Firm Established:		<input type="checkbox"/> Less than \$1 million	<input type="checkbox"/> Between \$10 - \$15 million
7. Services to be Provided:		<input type="checkbox"/> Between \$1 - \$5 million	<input type="checkbox"/> More than \$15 million
		<input type="checkbox"/> Between \$5 - \$10 million	

1. Federal Tax ID Number:		8. Firm Type:	
2. Firm Name:		<input type="checkbox"/> UCP DBE	<input type="checkbox"/> Non-DBE
3. Firm Contact:		<input type="checkbox"/> Small Business Enterprise (SBE)	<input type="checkbox"/> Non-SBE
4. Phone:			
5. Address:		9. <input type="checkbox"/> Subcontractor	<input type="checkbox"/> Sub-consultant

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		10. Annual Gross Receipts:	
6. Year Firm Established:		<input type="checkbox"/> Less than \$1 million	<input type="checkbox"/> Between \$10 - \$15 million
7. Services to be Provided:		<input type="checkbox"/> Between \$1 - \$5 million	<input type="checkbox"/> More than \$15 million
		<input type="checkbox"/> Between \$5 - \$10 million	

Source: *Construction Contractor Bid Opportunity List Form*, Florida Department of Transportation Equal Opportunity Office, Appendix 20, State of Florida Department of Transportation Disadvantaged Business Enterprise Program Plan, Revised May 30, 2013.

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ATTACHMENT 4: Florida Department of Transportation DBE and SBE Directory

Link: <https://fdotxwp02.dot.state.fl.us/EqualOpportunityOfficeBusinessDirectory/>

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ATTACHMENT 5

I. Fiscal Years 2019-2021 Triennial Goal

In establishing the Okaloosa County Airports average overall DBE goal for Fiscal Years (FYs) 2019-2021, October 1, 2019 through September 30, 2021, various minority, women and other small business enterprises, community organizations, educational centers and local economic development centers were consulted as well as the Florida Department of Transportation (FDOT) Civil Rights and the Federal Small Business Administration (SBA). Further, local and regional disparity studies and other documentation, including DBE participation at nearby airports on similar projects, was reviewed to determine if any potential DBE market discrimination exists which may impact participation on airport related projects. Lastly, this information was used to identify Okaloosa County's (Airport Sponsor) continuing efforts to establish a level playing field for DBE participation.

Airports project and funding anticipated for fiscal years 2019-2021 based upon the Airport Divisions current capital improvement program are illustrated in Table 1. It is important to note that DBE participation is required for all federal grant funding that exceeds \$250,000 in a given fiscal year whether provided through the FAA Airport Improvement Program (AIP), FAA Military Airport Program (MAP) or through a State Program. Since it is impossible to determine the source of anticipated state funding prior to issuance, it was confirmed with FDOT Civil Rights that all airport projects likely to receive FDOT funding, either in conjunction with FAA funding or FDOT only funding that exceeds the established \$250,000 threshold, are to be evaluated as part of the DBE and Small Business Enterprise program.

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**TABLE 1
ANTICIPATED PROJECTS AND FUNDING
FISCAL YEARS 2019-2021**

FISCAL YEAR	AIRPORT	PROJECT DESCRIPTION	FEDERAL DOLLARS	STATE DOLLARS	LOCAL DOLLARS	PFC	TOTAL
FY 2019	Destin Ft Walton Beach Airport	Rehab Chillers, Pumps and Controls		\$408,671.00		\$440,329.00	\$849,000.00
	Bob Sikes Airport	Eastside Security Fencing		\$40,000.00	\$10,000.00		\$50,000.00
		Intermodal Access Connector		\$5,297,340.00	\$1,495,678.00		\$6,793,018.00
	Destin Executive Airport	Eastside Security Fencing		\$37,500.00	\$9,500.00		\$47,000.00
		Rehab Taxiway A	\$2,932,527.00	\$900,000.00	\$292,473.00		\$4,125,000.00
		TOTAL 2019	\$2,932,527.00	\$6,683,511.00	\$1,807,651.00	\$440,329.00	\$11,864,018.00
FY 2020	Destin Ft Walton Beach Airport	Design & Construct West Side Terminal		\$645,000.00	\$645,000.00		\$1,290,000.00
		Construct West Commercial Apron	\$2,360,000.00			\$4,480,000.00	\$6,840,000.00
		Expand Capacity of Baggage Handling System	\$900,000.00	\$2,000,000.00	\$90,000.00	\$3,550,000.00	\$6,540,000.00
	Bob Sikes Airport	Tree Removal		\$240,000.00	\$60,000.00		\$300,000.00
		Repaint/Restripe Runway, Taxiway and Signage		\$500,000.00	\$125,000.00		\$625,000.00
		Rehab Runway - Seal Coat	\$900,000.00		\$30,000.00		\$930,000.00
	Destin Executive Airport	Rehab South Apron	\$500,000.00	\$1,242,000.00	\$310,500.00		\$2,052,500.00
		TOTAL 2020	\$4,660,000.00	\$4,627,000.00	\$1,260,500.00	\$8,030,000.00	\$18,577,500.00
FY 2021	Destin Ft Walton Beach Airport	Baggage Claim Expansion	\$2,700,000.00		\$270,000.00		\$2,970,000.00
	Bob Sikes Airport	Rehab South Apron	\$3,900,000.00		\$30,000.00		\$3,930,000.00
	Destin Executive Airport	Repaint/Restripe Runway, Taxiways and Signage		\$500,000.00	\$125,000.00		\$625,000.00
		TOTAL 2021	\$6,600,000.00	\$500,000.00	\$425,000.00	\$0.00	\$7,525,000.00
		TOTAL 2019-2021	\$14,192,527.00	\$11,810,511.00	\$3,493,151.00	\$8,470,329.00	\$37,966,518.00

Source: Okaloosa County Airports Department CIP 2019-2021

Based upon anticipated projects, the County proposes an average DBE-participation goal for FYs 2019-2021 of **14.61%** to be accomplished through 14.61% Race/Gender Conscious (RC) and 0.00% Race/Gender

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Neutral (RN). The anticipated dollar amount to be expended over the three-year period on DBE participation is approximately \$1,336,509.82.

In determining the likely DBE and SBE participation associated with each planned airport project, a three step program as prescribed within the 14 CFR Part 23 was applied. From this information, project, annual and triennial goals were established.

Step 1: Establish Market Area

The established market area was based upon where the substantial majority of airport contracting dollars had been expended along with where the majority of prime contractors and subcontractors were located associated on similar projects. A normal market area is defined as an area or combination of areas where at least 70% of all historical contract dollars for similar projects have been spent.

Table 2

Note the Counties that form the Established Market Area are highlighted in green.

TABLE 2 HISTORICAL CONTRACT PARTICIPATION NORMAL MARKET AREA				
Location (County)	DBE Firms	Non-DBE Firms	Total Firms per Area	Percentage per location
Bay	2	6	8	11%
Columbia	4	0	4	5%
Hillsborough	2	1	3	4%
Leon	3	10	13	17%
Okaloosa	6	12	18	24%
Orange	4	16	20	26%
Santa Rosa	0	2	2	3%
Escambia	1	2	3	4%
Seminole	1	0	1	1%
Jackson	1	1	2	3%
Walton	0	2	2	3%
Proposed Market Area	22	51	73	96%
Total Historical Participation	24	52	76	100%

Source: FDOT DBE Database and TKDA/Amherst Consulting

Further, based upon discussions with both FAA and FDOT Civil Rights, it was recommended that the market area for professional services, such as engineering services, environmental consulting, and land survey and mapping, as well as building and construction supplies should consider DBE and non-DBE contractors for the entire state of Florida. Lastly, based upon discussions with engineers and construction firms, DBE and non-DBE hauling and landscaping firms beyond Okaloosa, Walton, Santa Rosa and Bay Counties historically do not compete for projects in the Okaloosa County area because their costs would be too high for relocating their equipment compared to the work available. As a result, only DBE and Non-DBE contractors in Okaloosa, Walton, Santa Rosa and Bay Counties were considered as the market area for Hauling, Local Freight, and Landscaping services associated with planned Okaloosa County airport projects. Based upon this information, the market area established for anticipated projects planned for

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Fiscal Years 2019-2021 associated with airport related contracts at Destin-Fort Walton Beach Airport, Bob Sikes and Destin Executive Airport consist of the following, Table 3:

TABLE 3 FISCAL YEAR 2019-2021 ESTABLISHED MARKET AREA		
TYPE OF SERVICE	NAICS CODES	MARKET AREA
Professional Services	541XXX & 4881110	Statewide
Construction Services (except Landscaping and Hauling)	26XXXX and 56XXX	Bay County
		Columbia County
		Escambia County
		Hillsborough County
		Leon County
		Okaloosa County
		Orange County
		Santa Rosa County
		Walton County
Landscaping/Grassing and Hauling	561730, 484110 & 484220	Okaloosa County
		Walton County
		Santa Rosa County
		Bay County
Building and Construction Suppliers*	423XXX, 424XXX	Statewide
Notes: *DBE participation for building materials and supplies is 100% for a certified manufacturer or dealer and 60% for materials and supplies provided from a DBE regular dealer as defined in 49 CFR Part 26.55(e) Sources: Okaloosa County Airports Historical Records, FDOT Civil Rights, FAA Civil Rights and TKDA/Amherst Consulting		

Step 2: Prime and Sub-contracting Opportunities

The percentage breakout by NAICS codes were used to provide an evaluation of available contractors and subcontractors in the respective work areas in an effort to develop realistic project as well as the triennial overall goal. Information on ready, willing and available DBE and non-DBE contractors was obtained from the U.S. Census Bureau (www.CenStats.gov), FDOT Disadvantaged Business Enterprise Directory, Dynamic Small Business Administration Database (<http://dsbs.sba.gov>) and historical contractor information provided through the Airport's bidders' list and annual, actual contractor participation documentation. Only disadvantaged business enterprises certified by member agencies or the FDOT, designated as UCP-DBEs, are considered ready, willing and available to perform work at the Airport according to FDOT and DOT guidelines.

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**TABLE 4
FY 2019-21 PLANNED SERVICE PARTICIPATION**

Fiscal Year	Airport	Project	NAICS Codes	FDOT Specialty Code	Description	Anticipated Percentage of Project	Anticipated Funding Breakdown
2019	Destin Ft Walton Beach Airport	Rehab Chillers, Pumps and Controls	541330	941 & 943	Engineer	10%	\$84,900.00
			23821		Electrical Contractors and Installation	10%	\$84,900.00
			<i>Materials and Supplies (Statewide):</i>				
			42344, 42349	220	Building Materials/Supplies	80%	\$679,200.00
Funding Source: FDOT and PFC					TOTAL	100%	\$849,000.00

Fiscal Year	Airport	Project	NAICS Codes	FDOT Specialty Code	Description	Anticipated Percentage of Project	Anticipated Funding Breakdown
2019	Bob Sikes Airport	Eastside Security Fencing					
			541330	941 & 943	Civil and Geotechnical Engineering Services	10%	\$5,000.00
			54136	XXX	Geotechnical Survey and Mapping	2%	\$1,000.00
			<i>Construction Services (Market Area):</i>				
			238910	120, 121 & 125	Site Excavation and Grading	12%	\$6,000.00
			561499	968	Mobilization	1%	\$500.00
			<i>Materials and Supplies (Statewide):</i>				
			42344, 42349	220	Building Materials/Supplies	75%	\$37,500.00
Funding Source: FDOT and Local					Total	100%	\$50,000.00

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Fiscal Year	Airport	Project	NAICS Codes	FDOT Specialty Code	Description	Anticipated Percentage of Project	Anticipated Funding Breakdown
2019	Bob Sikes Airport	Intermodal Access Connector	541330	941 & 943	Civil and Geotechnical Engineering Services	15%	\$1,018,952.70
			<i>Construction Services (Market Area):</i>				
			562910	954	Mitigation Services	2%	\$135,860.36
			237110	425	Drainage	2%	\$135,860.36
			237310	3XX and 339	Highway, Road and Bridge Construction	25%	\$1,698,254.50
			238910	120, 121 & 125	Site Excavation and Grading	4%	\$271,720.72
			238990	710 and 715	Painted Traffic Stripes/Markings	4%	\$271,720.72
			484110		Specialized Freight hauling	5%	\$339,650.90
			561730	580 & 162	Landscaping/Grassing	2%	\$135,860.36
			561499	968	Mobilization	1%	\$67,930.18
			<i>Materials and Supplies (Statewide):</i>				
			42344, 42349	220	Building Materials/Supplies	40%	\$2,717,207.20
Funding Source: FDOT and Local					TOTAL	100%	\$6,793,018.00

Fiscal Year	Airport	Project	NAICS Codes	FDOT Specialty Code	Description	Anticipated Percentage of Project	Anticipated Funding Breakdown
2019	Destin Executive Airport	Eastside Security Fencing					
			541330	941 & 943	Civil and Geotechnical Engineering Services	10%	\$4,700.00
			54136	XXX	Geotechnical Survey and Mapping	2%	\$940.00
			<i>Construction Services (Market Area):</i>				\$0.00
			238910	120, 121 & 125	Site Excavation and Grading	12%	\$5,640.00
			561499	968	Mobilization	1%	\$470.00
			<i>Materials and Supplies (Statewide):</i>				
			42344, 42349	220	Building Materials/Supplies	75%	\$35,250.00
Funding Source: FDOT and Local					Total	100%	\$47,000.00

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Fiscal Year	Airport	Project	NAICS Codes	FDOT Specialty Code	Description	Anticipated Percentage of Project	Anticipated Funding Breakdown
2019	Destin Executive Airport	Rehab Taxiway A	541330	941 & 943	Civil and Geotechnical Engineering Services	10%	\$412,500.00
			54136	XXX	Geotechnical Survey and Mapping	2%	\$82,500.00
			Construction Services (Market Area):				
			562910	954	Mitigation Services	2%	\$82,500.00
			237110	425	Drainage	2%	\$82,500.00
			237310	3XX and 339	Highway, Road and Bridge Construction	36%	\$1,485,000.00
			238910	120, 121 & 125	Site Excavation and Grading	5%	\$206,250.00
			238990	710 and 715	Painted Traffic Stripes/Markings	5%	\$206,250.00
			484220	TRK	Hauling	5%	\$206,250.00
			561730	580 & 162	Landscaping/Grassing	2%	\$82,500.00
			561499	968	Mobilization	1%	\$41,250.00
			Materials and Supplies (Statewide):				
			423	220	Building Materials/Supplies	30%	\$1,237,500.00
Funding Source: FAA, FDOT and Local					Total	100%	\$4,125,000.00

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Fiscal Year	Airport	Project	NAICS Codes	FDOT Specialty Code	Description	Anticipated Percentage of Project	Anticipated Funding Breakdown
2020	Destin-Fort Walton Beach Airport	Design & Construct West Side Terminal	541310		Architectural Design Services	8%	\$103,200.00
			541330		Engineering Services	2%	\$25,800.00
				968	Mobilization	1%	\$12,900.00
			236210		Industrial Building Construction	20%	\$258,000.00
			238120		Structural Steel and Precast Concrete	4%	\$51,600.00
			238140		Masonry Contractors	2%	\$25,800.00
			238150		Glass and Glazing Contractors	1%	\$12,900.00
			238160		Roofing Contracts	1%	\$12,900.00
			238190		Other Foundation, Structure and Building Contractors	1%	\$12,900.00
			23821	986 & 510	Electrical Contractors and Installation	3%	\$38,700.00
			238220		Plumbing, HVAC	2%	\$25,800.00
			238290		Other Building Equipment Contractors	0.50%	\$6,450.00
			23831		Drywall/Insulation	0.50%	\$6,450.00
			238320		Painting and Wall Covering	0.50%	\$6,450.00
			238330		Flooring Contractors	0.50%	\$6,450.00
			238350		Finish Carpentry Contractors	0.50%	\$6,450.00
			23839		Other Building Finishing Contractors	0.50%	\$6,450.00
			238910		Site Preparation Contractors	1%	\$12,900.00
			23899		All other specialty trade contractors	1%	\$12,900.00
			237310	3XX & 339	Highway, Street and Bridge Construction	7%	\$90,300.00
			237990		Other Heavy and Civil Engineering Construction	7%	\$90,300.00
			484110		Specialized Freight hauling	3%	\$38,700.00
			562111		Waste Management and Remediation (Solid Waste)	3%	\$38,700.00
			423320		Construction Materials (Stone and Construction Materials)	20%	\$258,000.00
			423330		Roofing, Siding & Insulation	5%	\$64,500.00
			423390		Other Construction Material Merchant	5%	\$64,500.00
Funding Source: FAA, FDOT and Local					TOTAL	100%	\$1,290,000.00

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Fiscal Year	Airport	Project	NAICS Codes	FDOT Specialty Code	Description	Anticipated Percentage of Project	Anticipated Funding Breakdown
2020	Destin-Fort Walton Beach Airport	Construct West Commercial Apron	541330	941 & 943	Civil and Geotechnical Engineering Services	10%	\$684,000.00
			54136	XXX	Geotechnical Survey and Mapping	2%	\$136,800.00
			<i>Construction Services (Market Area):</i>				
			562910	954	Mitigation Services	2%	\$136,800.00
			237110	425	Drainage	2%	\$136,800.00
			237310	3XX and 339	Highway, Road and Bridge Construction	40%	\$2,736,000.00
			23799		Other Heavy and Civil Engineering Construction	3%	\$205,200.00
			238910	120, 121 & 125	Site Excavation and Grading	4%	\$273,600.00
			238990	710 & 715	Painted Traffic Stripes/Markings	4%	\$273,600.00
			484220	TRK	Hauling	5%	\$342,000.00
			561730	580 & 162	Landscaping/Grassing	2%	\$136,800.00
			561499	968	Mobilization	1%	\$68,400.00
			<i>Materials and Supplies (Statewide):</i>				
			42344, 42349	220	Building Materials/Supplies	25%	\$1,710,000.00
Funding Source: FAA, and PFC					Total	100%	\$6,840,000.00

Fiscal Year	Airport	Project	NAICS Codes	FDOT Specialty Code	Description	Anticipated Percentage of Project	Anticipated Funding Breakdown
2020	Destin Ft Walton Beach Airport	Expand Capacity of Baggage Handling System					
			541330	941	Civil Engineering Services	10%	\$654,000.00
			541340	947	Drafting/CADD Services	2%	\$130,800.00
			23821		Electrical Contractors and Installation	15%	\$981,000.00
			<i>Materials and Supplies (Statewide):</i>				
			42344, 42349	220	Building Materials/Supplies	73%	\$4,774,200.00
Funding Source: FAA, FDOT, PFC and Local					TOTAL	100%	\$6,540,000.00

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Fiscal Year	Airport	Project	NAICS Codes	FDOT Specialty Code	Description	Anticipated Percentage of Project	Anticipated Funding Breakdown
2020	Bob Sikes Airport	Tree Removal					
			541330	941	Civil Engineering Services	5%	\$15,000.00
			541340	947	Drafting/CADD Services	1%	\$3,000.00
			541370	946	Mapping and Survey	1%	\$3,000.00
			54162	950	Environmental Consulting Services	5%	\$15,000.00
			561730	580 & 162	Landscape and Grass	83%	\$249,000.00
			484220	TRK	Hauling	5%	\$15,000.00
Funding Source: FDOT and Local					TOTAL	100%	\$300,000.00

Fiscal Year	Airport	Project	NAICS Codes	FDOT Specialty Code	Description	Anticipated Percentage of Project	Anticipated Funding Breakdown
2020	Bob Sikes Airport	Repaint/Restripe Runway, Taxiway and Signage	541330	941 & 943	Civil and Geotechnical Engineering Services	5%	\$31,250.00
			54136	XXX	Geotechnical Survey and Mapping	1%	\$6,250.00
			23821		Electrical Contractors and Installation	25%	\$156,250.00
			<i>Construction Services (Market Area):</i>				
			238990	710 and 715	Painted Traffic Stripes/Markings	68%	\$425,000.00
			561499	968	Mobilization	1%	\$6,250.00
Funding Source: FDOT and Local					Total	100%	\$625,000.00

Fiscal Year	Airport	Project	NAICS Codes	FDOT Specialty Code	Description	Anticipated Percentage of Project	Anticipated Funding Breakdown
2020	Bob Sikes Airport	Rehab Runway - Seal Coat	541330	941 & 943	Civil and Geotechnical Engineering Services	3%	\$27,900.00
			54136	XXX	Geotechnical Survey and Mapping	1%	\$9,300.00
			<i>Construction Services (Market Area):</i>				\$0.00
			238990	710 and 715	Painted Traffic Stripes/Markings	95%	\$883,500.00
			561499	968	Mobilization	1%	\$9,300.00
Funding Source: FAA and Local					Total	100%	\$930,000.00

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Fiscal Year	Airport	Project	NAICS Codes	FDOT Specialty Code	Description	Anticipated Percentage of Project	Anticipated Funding Breakdown
2020	Destin Executive Airport	Rehab South Apron	541330	941 & 943	Civil and Geotechnical Engineering Services	10%	\$205,250.00
			54136	XXX	Geotechnical Survey and Mapping	2%	\$41,050.00
			<i>Construction Services (Market Area):</i>				
			562910	954	Mitigation Services	2%	\$41,050.00
			237110	425	Drainage	2%	\$41,050.00
			237310	3XX and 339	Highway, Road and Bridge Construction	40%	\$821,000.00
			23799		Other Heavy and Civil Engineering Construction	3%	\$61,575.00
			238910	120, 121 & 125	Site Excavation and Grading	4%	\$82,100.00
			238990	710 and 715	Painted Traffic Stripes/Markings	4%	\$82,100.00
			484220	TRK	Hauling	5%	\$102,625.00
			561730	580 & 162	Landscaping/Grassing	2%	\$41,050.00
			561499	968	Mobilization	1%	\$20,525.00
			<i>Materials and Supplies (Statewide):</i>				
			42344, 42349	220	Building Materials/Supplies	25%	\$513,125.00
Funding Source: FAA, FDOT and Local					Total	100%	\$2,052,500.00

Fiscal Year	Airport	Project	NAICS Codes	FDOT Specialty Code	Description	Anticipated Percentage of Project	Anticipated Funding Breakdown
2021	Destin Ft Walton Beach Airport	Baggage Claim Expansion	541330	941	Civil Engineering Services	10%	\$297,000.00
			541340	947	Drafting/CADD Services	2%	\$59,400.00
			23821		Electrical Contractors and Installation	15%	\$445,500.00
			<i>Materials and Supplies (Statewide):</i>				\$0.00
			42344, 42349	220	Building Materials/Supplies	73%	\$2,168,100.00
Funding Source: FAA and Local					TOTAL	100%	\$2,970,000.00

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Fiscal Year	Airport	Project	NAICS Codes	FDOT Specialty Code	Description	Anticipated Percentage of Project	Anticipated Funding Breakdown
2021	Bob Sikes Airport	Rehab South Apron	541330	941 & 943	Civil and Geotechnical Engineering Services	10%	\$393,000.00
			54136	XXX	Geotechnical Survey and Mapping	2%	\$78,600.00
			<i>Construction Services (Market Area):</i>				\$0.00
			562910	954	Mitigation Services	2%	\$78,600.00
			237110	425	Drainage	2%	\$78,600.00
			237310	3XX and 339	Highway, Road and Bridge Construction	40%	\$1,572,000.00
			23799		Other Heavy and Civil Engineering Construction	3%	\$117,900.00
			238910	120, 121 & 125	Site Excavation and Grading	4%	\$157,200.00
			238990	710 & 715	Painted Traffic Stripes/Markings	4%	\$157,200.00
			484220	TRK	Hauling	5%	\$196,500.00
			561730	580 & 162	Landscaping/Grassing	2%	\$78,600.00
			561499	968	Mobilization	1%	\$39,300.00
			<i>Materials and Supplies (Statewide):</i>				
			42344, 42349	220	Building Materials/Supplies	25%	\$982,500.00
Funding Source: FAA and Local					Total	100%	\$3,930,000.00

Fiscal Year	Airport	Project	NAICS Codes	FDOT Specialty Code	Description	Anticipated Percentage of Project	Anticipated Funding Breakdown
2021	Destin Executive Airport	Repaint/Restripe Runway, Taxiways and Signage	541330	941 & 943	Civil and Geotechnical Engineering Services	5%	\$31,250.00
			54136	XXX	Geotechnical Survey and Mapping	1%	\$6,250.00
			23821		Electrical Contractors and Installation	25%	\$156,250.00
			<i>Construction Services (Market Area):</i>				\$0.00
			238990	710 and 715	Painted Traffic Stripes/Markings	68%	\$425,000.00
			561499	968	Mobilization	1%	\$6,250.00
Funding Source: FDOT and Local					Total	100%	\$625,000.00

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Step 3: Determine Project DBE Goals

a. Weighted Base Goal Calculations

There are multiple methods of determining both the project and overall triennial goal as outlined in Section 26.45 of the DBE Program. One of the more effective methods of determining likely DBE participation is by using a weighted goal. This methodology consists of applying the estimated percentage of the anticipated type of work (e.g. landscaping and grassing) to the base percentage of estimated DBE and non-DBE contractors within that field.

For example, if on a project where landscaping and grassing (NAICS codes 56173) represents approximately 10% of the total fee and there are two (2) DBE and 25 total contractors within the established market area, then the weighted percentage for landscaping and grassing would be 0.80 percent ($(2/25) \times 10\%$).

The total base weighted DBE percentage, therefore, would consist of the sum of each weighted percentage by type of work.

1. The data sources used to derive the numerator was determined using the following information:

- FDOT DBE Directory, August 2018
- Vendor Data

The numerator is composed of the number of DBE contractors and subcontractors ready, willing and available to participate in the type of DOT (and State funded) contracts over \$250,000 planned for fiscal years 2019-2021 based upon NAICS specialty codes. According to FDOT Civil Rights, only UCP-DBE and/or MBE contractors can be used to establish the DBE goal. The UCP-DBE certification defines that a DBE firm is certified by member agencies within the Florida Unified Certification Program, and the MBE certification defines DBEs certified by the FDOT. Since the Airport Sponsor can only use certified DBEs to establish or record DBE participation, it is recommended that the Airport Sponsor advise potential contractors to become certified under the FDOT DBE program.

2. The data source used to derive the denominator was determined using the following data:

- US Census Bureau's County Business Pattern (CBP) database (www.CenStats.gov), 2012, and
- Airport historical data

The denominator consists of the total number of contractors and subcontractors (DBE and non-DBE) located within the established market area, which are ready, willing and able to participate on eligible planned projects. The number of contractors available was based upon NAICS code categories.

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b. Adjust the Base Figure

After calculating the base figure for the relative availability of DBEs within the established market area, evidence was examined to determine what adjustment, if any, was needed to “fine tune” the base figure to arrive at the overall goal. Several methods could be used to adjust the weighted base goal, two of the most accurate methodologies include applying actual historical DBE participation on similar projects to the base goal which would provide a more accurate estimate of likely DBE race/gender-conscious and race/gender neutral participation. The other methodology used to adjust the weighted base DBE goal includes applying information from disparity or other similar studies to determine the likely race/gender-conscious and neutral participation in the absence of discrimination.

Historical Disadvantaged Business Participation and Other Indicators of DBE Capacity (26.45(d)(1)(i))

No Historical actual participation on similar types of projects were obtained.

Thus, based upon historical participation on similar projects, the weighted DBE goal(s) were adjusted using the following formula.

$$\text{Adjusted DBE Goal} = (\text{Weighted Project Goal} + \text{Historical Median Actual Participation})/2$$

Disparity Studies

Disparity Studies were not used to adjust the weighted project goals since no recent disparity studies for the Panhandle region have been produced and the last disparity completed for the State of Florida was dated 1997. Both statewide disparity studies completed in late 1989 and 1997 did not show any significant issues related to utilizing women owned businesses and minority businesses as prime contractors. Further, as documented in “Measuring Disparity in Government Procurement: Problems with Using Census Data in Estimating Availability” by Stephen E. Celec, Dan Voich, Jr., E. Joe Nosari, and Melvin T. Stith, Sr., it was noted that the use of Economic Census data does not accurately provide availability estimates of qualified, willing and able women and minority firms. In addition, these data are also not accurate enough to “allow for valid tests of an inference of discriminatory exclusion”¹.

Disparity studies have recently been completed for the Jacksonville Area, Orlando Area and Hillsborough County. Several of these disparity studies identified that a “local-only” approach, especially related to construction activities, has allowed for greater participation opportunities as well as limited the use of minority set aside programs. This approach has historically benefited all contractors, DBE and non-DBE alike, by “leveling the playing field” for obtaining airport-related planning, design and construction work.

In addition, prime consultants and contractors on past and on-going projects continue to use local DBE contractors as much as possible based upon the level of experience and expertise related to the type of work. This has been shown time and again by the historical distribution of projects within the established

¹ Abstract, “Measuring Disparity in Government Procurement: Problems with Using Census Data in Estimating Availability” by Stephen E. Celec, Dan Voich, Jr., E. Joe Nosari, and Melvin T. Stith, Sr., 2000

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market area. Since prime contractors in the past have used DBE subcontractors on similar design and construction projects as those planned for FYs 2019-2021, it is anticipated that adjusting the DBE weighted base goal by historical DBE participation provides an accurate goal assessment. Further, contractors, whose corporate offices may be located outside the market area, typically have a local presence/office within an adjacent county or in the established market area. As a result, typically the local office of such a firm performs at least 50 percent of the contract workload.

Evidence from Related Fields

The regulations also allow an adjustment to the weighted base DBE goal based upon evidence from related fields that show how opportunities for DBEs to form, grow and compete have impacted their numbers within the established market area. However, in reviewing information provided by the Florida Department of Transportation with regard to DBE participation, no evidence was available. As a result, no adjustment to the weighted base figure was made.

Breakout of Likely “Race and Gender Neutral” (RN) and “Race and Gender Conscious” (RC) Project Participation

Although it is the intent of the County to attain the majority of DBE participation using RN means, it is likely, based upon historical participation on similar projects, that portions of the overall DBE adjusted project goals will be achieved using RC measures (e.g. establishing specific goals on bid documentation). Still any participation by a DBE prime contractor or sub-contractor beyond the established goal is designated as race/gender neutral.

Okaloosa County Airports will attempt to meet the maximum feasible portion of its overall goal by using race/gender-neutral means of facilitating DBE participation. Okaloosa County Airports uses the following race-neutral means to increase DBE participation per 49 CFR Part 26.51(b):

1. ☒ Arranging solicitations, times for the presentation of bids, quantities, specifications and delivery schedules in ways that facilitate DBE and other small business participation. For example, this could include unbundling large contracts to make them more accessible to small businesses; requiring or encouraging prime contractors to subcontract portions of work that they might otherwise perform on their own;
2. ☒ Providing assistance in overcoming limitations such as inability to obtain bonding or financing. For example, this could include such means as simplifying the bonding process; reducing bonding requirements; eliminating the impact of surety costs from bids, or providing services to help DBEs and other small businesses obtain bonding and financing;
3. ☒ Providing technical assistance and other services;
4. ☒ Carrying out information and communications programs on contracting procedures and specific contract opportunities. For example, this could include 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; provision of information in languages other than English, where appropriate;

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5. ☒ Implementing a supportive services program to develop and improve immediate and long-term business management, record keeping and financial and accounting responsibility;
6. ☒ Providing services to help DBEs and other small businesses improve long-term development; increase opportunities to participate in a variety of kinds of work; handle increasingly significant projects and achieve eventual self-sufficiency;
7. ☒ Establishing a program to assist new start-up firms, particularly in fields in which DBE participation has been historically low;
8. ☒ Ensuring distribution of your DBE directory through print and electronic means to the widest feasible universe of potential prime contractors; and,
9. ☒ Assisting DBEs and other small businesses to develop their capability to utilize emerging technology and conduct business through electronic media.

If the Airport Sponsor must rely on contract goals to meet some portion of the overall DBE goal, then such goals will be submitted to the DOT for approval before issuing a contract solicitation.

The Airport Sponsor will adjust the estimated breakout of race-neutral and race-conscious participation as needed to reflect actual DBE participation (see 26.51(f)) and will track and report race/gender-neutral and race/gender-conscious participation separately.

For reporting purposes, race/gender-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.

The Airport Sponsor maintains data separately on DBE achievements for contracts with and without contract goals, respectively. In order to meet the maximum feasible portion of the overall goal using race/gender-neutral means of facilitating DBE participation, historical planned and actual participation for similar projects were used to determine the likely RN and RC participation for each project.

The anticipated RC and RN breakout is based upon the median amount by which the Airports exceeded their goal on similar projects, which is evidence of race-neutral participation. This percentage, therefore, represents the project's likely race-neutral participation and the remainder of the goal would be designated as race-conscious participation, also known as the contract goal.

The Airport will adjust the estimated breakout of RC and RN DBE participation as needed to reflect actual DBE participation (Section 26.51(f)) and track and report RN and RC participation separately. For reporting purposes, the RN DBE participation includes, but is not limited to, the following:

- DBE participation through a prime contract obtained through customary competitive procurement procedures;

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- DBE participation through a subcontract on a prime contract that does not carry a DBE goal,
- DBE participation on a prime contract exceeding the 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.

Based upon these criteria, the following adjusted project goals were established for each project planned for Fiscal Years 2019-2021.

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**TABLE 5
WEIGHTED PROJECT GOALS AND ANTICIPATED
RACE-CONSCIOUS AND RACE-NEUTRAL BREAKOUT
FY 2019 - 2021**

DESTIN-FORT WALTON BEACH AIRPORT: REHAB CHILLERS, PUMPS & CONTROLS -FISCAL YEAR 2019

NAICS	Description	Anticipated Percentage of Project	Anticipated Funding Breakdown	Total Contractors	Total Available DBEs	Base %	Weighted %
541330	Engineer	10%	\$84,900.00	4,205	394	9.37%	0.94%
23821	Electrical Contractors and Installation	10%	\$84,900.00	815	19	2.33%	0.23%
Materials and Supplies (Statewide):							
42344, 42349	Building Materials/Supplies	80%	\$679,200.00	533	39	7.32%	5.85%
	TOTAL	100%	\$849,000.00	5,553	452	19.02%	7.02%

GOALS	PERCENTAGE PARTICIPATION	FEE PARTICIPATION
Project Goal	7.02%	\$59,631.78
Race Conscious Goal (Contract Goal)	7.02%	\$59,631.78
Race Neutral Goal	0.00%	\$0.00
Sources: Okaloosa County Airports and TKDA		

BOB SIKES AIRPORT: EASTSIDE SECURITY FENCING - FISCAL YEAR 2019

NAICS	Description	Anticipated Percentage of Project	Anticipated Funding Breakdown	Total Contractors	Total Available DBEs	Base %	Weighted %
541330	Civil and Geotechnical Engineering Services	10%	\$5,000.00	4205	394	9.37%	0.02%
54136	Geotechnical Survey and Mapping	2%	\$1,000.00	44	3	6.82%	0.14%
Construction Services (Market Area):							
238910	Site Excavation and Grading	12%	\$6,000.00	244	38	15.57%	1.87%
561499	Mobilization	1%	\$500.00	81	2	2.47%	0.02%
Materials and Supplies (Statewide):							
42344, 42349	Building Materials/Supplies	75%	\$37,500.00	533	39	7.32%	5.49%
	TOTAL	100%	\$50,000.00	5,107	476	41.55%	7.54%

GOALS	PERCENTAGE PARTICIPATION	FEE PARTICIPATION
Project Goal	7.54%	\$3,770.75
Race Conscious Goal (Contract Goal)	7.54%	\$3,770.75
Race Neutral Goal	0.00%	\$0.00
Sources: Okaloosa County Airports and TKDA		

**Okaloosa County Airports
Disadvantaged and Small Business Enterprise
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BOB SIKES AIRPORT: INTERMODAL ACCESS CONNECTOR - FISCAL YEAR 2019

NAICS	Description	Anticipated Percentage of Project	Anticipated Funding Breakdown	Total Contractors	Total Available DBEs	Base %	Weighted %
541330	Civil and Geotechnical Engineering Services	15%	\$1,018,952.70	4205	394	9.37%	1.41%
Construction Services (Market Area):							
562910	Mitigation Services	2%	\$135,860.36	55	26	47.27%	0.95%
237110	Drainage	2%	\$135,860.36	124	2	1.61%	0.03%
237310	Highway, Road and Bridge Construction	25%	\$1,698,254.50	93	45	48.39%	12.10%
238910	Site Excavation and Grading	4%	\$271,720.72	244	38	15.57%	0.62%
238990	Painted Traffic Stripes/Markings	4%	\$271,720.72	418	82	19.62%	0.78%
484110	Specialized Freight hauling	5%	\$339,650.90	58	2	3.45%	0.17%
561730	Landscaping/Grassing	2%	\$135,860.36	167	9	5.39%	0.11%
561499	Mobilization	1%	\$67,930.18	81	2	2.47%	0.02%
Materials and Supplies (Statewide):							
42344, 42349	Building Materials/Supplies	40%	\$2,717,207.20	533	39	7.32%	2.93%
	Total	100%	\$6,793,018.00	6557	245	151.09%	17.71%

GOALS	PERCENTAGE PARTICIPATION	FEE PARTICIPATION
Project Goal	17.71%	\$1,203,304.71
Race Conscious Goal (Contract Goal)	17.71%	\$1,203,304.71
Race Neutral Goal	0.00%	\$0.00
Sources: Okaloosa County Airports and TKDA		

DESTIN EXECUTIVE AIRPORT: EASTSIDE SECURITY FENCING - FISCAL YEAR 2019

NAICS	Description	Anticipated Percentage of Project	Anticipated Funding Breakdown	Total Contractors	Total Available DBEs	Base %	Weighted %
541330	Civil and Geotechnical Engineering Services	10%	\$4,700.00	4205	394	9.37%	0.94%
54136	Geotechnical Survey and Mapping	2%	\$940.00	44	3	6.82%	0.14%
Construction Services (Market Area):							
238910	Site Excavation and Grading	12%	\$5,640.00	244	38	15.57%	1.87%
561499	Mobilization	1%	\$470.00	81	2	2.47%	0.02%
Materials and Supplies (Statewide):							
42344, 42349	Building Materials/Supplies	75%	\$35,250.00	533	39	7.32%	5.49%
	Total	100%	\$47,000.00	5,107	476	41.55%	8.45%

GOALS	PERCENTAGE PARTICIPATION	FEE PARTICIPATION
Project Goal	8.45%	\$2,980.28
Race Conscious Goal (Contract Goal)	8.45%	\$2,980.28
Race Neutral Goal	0.00%	\$0.00
Sources: Okaloosa County Airports and TKDA		

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DESTIN EXECUTIVE AIRPORT: REHAB TAXIWAY A - FISCAL YEAR 2019

NAICS	Description	Anticipated Percentage of Project	Anticipated Funding Breakdown	Total Contractors	Total Available DBEs	Base %	Weighted %
541330	Civil and Geotechnical Engineering Services	10%	\$412,500.00	4,205	394	9.37%	0.94%
54136	Geotechnical Survey and Mapping	2%	\$82,500.00	44	3	6.82%	0.14%
Construction Services (Market Area):							
562910	Mitigation Services	2%	\$82,500.00	55	26	47.27%	0.95%
237110	Drainage	2%	\$82,500.00	124	2	1.61%	0.03%
237310	Highway, Road and Bridge Construction	40%	\$1,485,000.00	93	45	48.39%	19.35%
238910	Site Excavation and Grading	4%	\$206,250.00	244	38	15.57%	0.62%
238990	Painted Traffic Stripes/Markings	4%	\$206,250.00	418	82	19.62%	0.78%
484220	Hauling	5%	\$206,250.00	58	2	3.45%	0.17%
561730	Landscaping/Grassing	2%	\$82,500.00	167	9	5.39%	0.11%
561499	Mobilization	1%	\$41,250.00	81	2	2.47%	0.02%
Materials and Supplies (Statewide):							
423	Building Materials/Supplies	28%	\$1,237,500.00	533	39	7.32%	2.05%
	Total	100%	\$4,125,000.00	\$6,022.00	\$642.00	167.28%	25.17%

GOALS	PERCENTAGE PARTICIPATION	FEE PARTICIPATION
Project Goal	25.17%	\$1,038,147.19
Race Conscious Goal (Contract Goal)	25.17%	\$1,038,147.19
Race Neutral Goal	0.00%	\$0.00
Sources: Okaloosa County Airports and TKDA		

FY 2019 Goals	Percentage	Dollar Amount
FY 2019 Estimated Annual Goal:	13.18%	\$2,307,834.71
FY 2019 Estimated Contract Goal	13.18%	\$2,307,834.71
FY 2019 Estimated Race Neutral Goal	0.00%	\$0.00

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DESTIN-FORT WALTON BEACH AIRPORT: DESIGN & CONSTRUCT WEST SIDE TERMINAL - FISCAL YEAR 2020

NAICS	Description	Anticipated Percentage of Project	Anticipated Funding Breakdown	Total Contractors	Total Available DBEs	Base %	Weighted %
541310	Architectural Design Services	8%	\$103,200.00	1142	76	7%	0%
541330	Engineering Services	2%	\$25,800.00	4205	394	9%	0%
968	Mobilization	1%	\$12,900.00	81	2	2%	1%
236210	Industrial Building Construction	20%	\$258,000.00	55	3	5%	2%
238120	Structural Steel and Precast Concrete	4%	\$51,600.00	34	17	50%	3%
238140	Masonry Contractors	2%	\$25,800.00	244	6	2%	0%
238150	Glass and Glazing Contractors	1%	\$12,900.00	74	0	0%	0%
238160	Roofing Contracts	1%	\$12,900.00	197	2	1%	1%
238190	Other Foundation, Structure and Building Contractors	1%	\$12,900.00	80	0	0%	0%
23821	Electrical Contractors and Installation	3%	\$38,700.00	815	19	2%	0%
238220	Plumbing, HVAC	2%	\$25,800.00	1133	7	1%	0%
238290	Other Building Equipment Contractors	0.5%	\$6,450.00	98	1	1%	1%
23831	Drywall/Insulation	0.5%	\$6,450.00	254	11	4%	0%
238320	Painting and Wall Covering	0.5%	\$6,450.00	466	18	3.86%	0.02%
238330	Flooring Contractors	0.5%	\$6,450.00	242	1	0.41%	0.00%
238350	Finish Carpentry Contractors	0.5%	\$6,450.00	357	4	1.12%	0.01%
23839	Other Building Finishing Contractors	0.5%	\$6,450.00	96	2	2.08%	0.01%
238910	Site Preparation Contractors	1%	\$12,900.00	244	38	15.57%	0.16%
23899	All other specialty trade contractors	1%	\$12,900.00	418	82	19.62%	0.20%
237310	Highway, Street and Bridge Construction	7%	\$90,300.00	93	45	48.39%	3.39%
237990	Other Heavy and Civil Engineering Construction	7%	\$90,300.00	57	4	7.02%	0.49%
484110	Specialized Freight hauling	3%	\$38,700.00	58	2	3.45%	0.10%
562111	Waste Management and Remediation (Solid Waste)	3%	\$38,700.00	85	0	0.00%	0.00%
423320	Construction Materials (Stone and Construction Materials)	20%	\$258,000.00	237	26	10.97%	2.19%
423330	Roofing, Siding & Insulation	5%	\$64,500.00	207	0	0.00%	0.00%
423390	Other Construction Material Merchant	5%	\$64,500.00	285	11	3.86%	0.19%
	TOTAL	100%	\$1,290,000.00	11,257	233	116.35%	6.76%

GOALS	PERCENTAGE PARTICIPATION	FEE PARTICIPATION
Project Goal	6.76%	\$87,180.22
Race Conscious Goal (Contract Goal)	6.76%	\$87,180.22
Race Neutral Goal	0.00%	\$0.00
Sources: Okaloosa County Airports and TKDA		

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DESTIN-FORT WALTON BEACH AIRPORT: DESIGN & CONSTRUCT WEST SIDE TERMINAL - FISCAL YEAR 2020

NAICS	Description	Anticipated Percentage of Project	Anticipated Funding Breakdown	Total Contractors	Total Available DBEs	Base %	Weighted %
541330	Civil and Geotechnical Engineering Services	10%	\$684,000.00	4205	394	9.37%	0.94%
54136	Geotechnical Survey and Mapping	2%	\$136,800.00	44	3	6.82%	0.14%
Construction Services (Market Area):							
562910	Mitigation Services	2%	\$136,800.00	55	26	47.27%	0.95%
237110	Drainage	2%	\$136,800.00	124	2	1.61%	0.03%
237310	Highway, Road and Bridge Construction	40%	\$2,736,000.00	93	45	48.39%	19.35%
23799	Other Heavy and Civil Engineering Construction	3%	\$205,200.00	57	4	7.02%	0.21%
238910	Site Excavation and Grading	4%	\$273,600.00	244	28	11.48%	0.46%
238990	Painted Traffic Stripes/Markings	4%	\$273,600.00	418	82	19.62%	0.78%
484220	Hauling	5%	\$342,000.00	52	2	3.85%	0.19%
561730	Landscaping/Grassing	2%	\$136,800.00	167	9	5.39%	0.11%
561499	Mobilization	1%	\$68,400.00	81	2	2.47%	0.02%
Materials and Supplies (Statewide):							
42344, 42349	Building Materials/Supplies	25%	\$1,710,000.00	533	39	7.32%	1.83%
	Total	100%	\$6,840,000.00	6,073	636	171%	25%

GOALS	PERCENTAGE PARTICIPATION	FEE PARTICIPATION
Project Goal	25.01%	\$1,710,969.79
Race Conscious Goal (Contract Goal)	25.01%	\$1,710,969.79
Race Neutral Goal	0.00%	\$0.00
Sources: Okaloosa County Airports and TKDA		

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DESTIN-FORT WALTON BEACH AIRPORT: EXPAND CAPACITY OF BAGGAGE HANDLING SYSTEM - FISCAL YEAR 2020

NAICS	Description	Anticipated Percentage of Project	Anticipated Funding Breakdown	Total Contractors	Total Available DBEs	Base %	Weighted %
541330	Civil Engineering Services	10%	\$654,000.00	4,205	394	9.37%	0.94%
541340	Drafting/CADD Services	2%	\$130,800.00	248	151	60.89%	1.22%
23821	Electrical Contractors and Installation	15%	\$981,000.00	815	19	2.33%	0.35%
Materials and Supplies (Statewide):							
42344, 42349	Building Materials/Supplies	73%	\$4,774,200.00	533	39	7.32%	5.34%
	TOTAL	100%	\$6,540,000.00	5,801	603	80%	7.85%

GOALS	PERCENTAGE PARTICIPATION	FEE PARTICIPATION
Project Goal	7.85%	\$513,120.45
Race Conscious Goal (Contract Goal)	7.85%	\$513,120.45
Race Neutral Goal	0.00%	\$0.00
Sources: Okaloosa County Airports and TKDA		

BOB SIKES AIRPORT: TREE REMOVAL - FISCAL YEAR 2020

NAICS	Description	Anticipated Percentage of Project	Anticipated Funding Breakdown	Total Contractors	Total Available DBEs	Base %	Weighted %
541330	Civil Engineering Services	5%	\$15,000.00	4,205	394	9.37%	0.47%
541340	Drafting/CADD Services	1%	\$3,000.00	248	151	60.89%	0.61%
541370	Mapping and Survey	1%	\$3,000.00	643	71	11.04%	0.11%
54162	Environmental Consulting Services	5%	\$15,000.00	660	169	25.61%	1.28%
561730	Landscape and Grass	83%	\$249,000.00	167	9	5.39%	4.47%
484220	Hauling	5%	\$15,000.00	58	2	3.45%	0.17%
	TOTAL	100%	\$300,000.00	5981	796	116%	7.11%

GOALS	PERCENTAGE PARTICIPATION	FEE PARTICIPATION
Project Goal	7.11%	\$21,340.65
Race Conscious Goal (Contract Goal)	7.11%	\$21,340.65
Race Neutral Goal	0.00%	\$0.00
Sources: Okaloosa County Airports and TKDA		

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BOB SIKES AIRPORT: REPAINT/RESTRIIP RUNWAY, TAXIWAY & SIGNAGE - FISCAL YEAR 2020

NAICS	Description	Anticipated Percentage of Project	Anticipated Funding Breakdown	Total Contractors	Total Available DBEs	Base %	Weighted %
541330	Civil and Geotechnical Engineering Services	5%	\$31,250.00	4,205	394	9.37%	0.47%
54136	Geotechnical Survey and Mapping	1%	\$6,250.00	44	3	6.82%	0.07%
23821	Electrical Contractors and Installation	25%	\$156,250.00	815	19	2.33%	0.58%
Construction Services (Market Area):							
238990	Painted Traffic Stripes/Markings	68%	\$425,000.00	418	82	19.62%	13.34%
561499	Mobilization	1%	\$6,250.00	81	2	2.47%	0.02%
		100%	\$625,000.00	5,563	500	41%	14.48%

GOALS	PERCENTAGE PARTICIPATION	FEE PARTICIPATION
Project Goal	14.48%	\$90,542.36
Race Conscious Goal (Contract Goal)	14.48%	\$90,542.36
Race Neutral Goal	0.00%	\$0.00
Sources: Okaloosa County Airports and TKDA		

BOB SIKES AIRPORT: REHAB RUNWAY SEAL COAT - FISCAL YEAR 2020

NAICS	Description	Anticipated Percentage of Project	Anticipated Funding Breakdown	Total Contractors	Total Available DBEs	Base %	Weighted %
541330	Civil and Geotechnical Engineering Services	3%	\$27,900.00	4,205	394	9.37%	0.28%
54136	Geotechnical Survey and Mapping	1%	\$9,300.00	44	3	6.82%	0.07%
Construction Services (Market Area):							
238990	Painted Traffic Stripes/Markings	95%	\$883,500.00	418	82	19.62%	18.64%
561499	Mobilization	1%	\$9,300.00	81	2	2.47%	0.02%
	Total	100%	\$930,000.00	4,748	481	38%	19.01%

GOALS	PERCENTAGE PARTICIPATION	FEE PARTICIPATION
Project Goal	19.01%	\$176,796.08
Race Conscious Goal (Contract Goal)	19.01%	\$176,796.08
Race Neutral Goal	0.00%	\$0.00
Sources: Okaloosa County Airports and TKDA		

**Okaloosa County Airports
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DESTIN EXECUTIVE AIRPORT: REHAB SOUTH APRON - FISCAL YEAR 2020

NAICS	Description	Anticipated Percentage of Project	Anticipated Funding Breakdown	Total Contractors	Total Available DBEs	Base %	Weighted %
541330	Civil and Geotechnical Engineering Services	10%	\$205,250.00	4,205	394	9.37%	0.94%
54136	Geotechnical Survey and Mapping	2%	\$41,050.00	44	3	6.82%	0.14%
Construction Services (Market Area):							
562910	Mitigation Services	2%	\$41,050.00	55	26	47.27%	0.95%
237110	Drainage	2%	\$41,050.00	124	2	1.61%	0.03%
237310	Highway, Road and Bridge Construction	40%	\$821,000.00	93	45	48.39%	19.35%
23799	Other Heavy and Civil Engineering Construction	3%	\$61,575.00	57	4	7.02%	0.21%
238910	Site Excavation and Grading	4%	\$82,100.00	244	38	15.57%	0.62%
238990	Painted Traffic Stripes/Markings	4%	\$82,100.00	418	82	19.62%	0.78%
484220	Hauling	5%	\$102,625.00	58	2	3.45%	0.17%
561730	Landscaping/Grassing	2%	\$41,050.00	187	9	4.81%	0.10%
561499	Mobilization	1%	\$20,525.00	81	2	2.47%	0.02%
Materials and Supplies (Statewide):							
42344, 42349	Building Materials/Supplies	25%	\$513,125.00	533	39	7.32%	1.83%
	Total	100%	\$2,052,500.00	6,099	646	174%	25.15%

GOALS	PERCENTAGE PARTICIPATION	FEE PARTICIPATION
Project Goal	25.15%	\$233,864.23
Race Conscious Goal (Contract Goal)	25.15%	\$233,864.23
Race Neutral Goal	0.00%	\$0.00
Sources: Okaloosa County Airports and TKDA		

FY 2020 Goals	Percentage	Dollar Amount
FY 2020 Estimated Annual Goal:	15.05%	\$404,827.97
FY 2020 Estimated Contract Goal	15.05%	\$404,827.97
FY 2020 Estimated Race Neutral Goal	0.00%	\$0.00

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DESTIN-FORT WALTON BEACH AIRPORT: BAGGAGE CLAIM EXPANSION - FISCAL YEAR 2021

NAICS	Description	Anticipated Percentage of Project	Anticipated Funding Breakdown	Total Contractors	Total Available DBEs	Base %	Weighted %
541330	Civil Engineering Services	10%	\$297,000.00	4,205	394	9.37%	0.94%
541340	Drafting/CADD Services	2%	\$59,400.00	44	3	6.82%	0.14%
23821	Electrical Contractors and Installation	15%	\$445,500.00	815	19	2.33%	0.35%
Materials and Supplies (Statewide):							
42344, 42349	Building Materials/Supplies	73%	\$2,168,100.00	533	39	7.32%	5.34%
	Total	100%	\$2,970,000.00	5597	455	25.84%	6.76%

GOALS	PERCENTAGE PARTICIPATION	FEE PARTICIPATION
Project Goal	6.76%	\$200,905.65
Race Conscious Goal (Contract Goal)	6.76%	\$200,905.65
Race Neutral Goal	0.00%	\$0.00
Sources: Okaloosa County Airports and TKDA		

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BOB SIKES AIRPORT: REHAB SOUTH APRON - FISCAL YEAR 2021

NAICS	Description	Anticipated Percentage of Project	Anticipated Funding Breakdown	Total Contractors	Total Available DBEs	Base %	Weighted %
541330	Civil and Geotechnical Engineering Services	10%	\$393,000.00	4,205	394	9.37%	0.94%
54136	Geotechnical Survey and Mapping	2%	\$78,600.00	44	3	6.82%	0.14%
Construction Services (Market Area):							
562910	Mitigation Services	2%	\$78,600.00	55	26	47.27%	0.95%
237110	Drainage	2%	\$78,600.00	124	2	1.61%	0.03%
237310	Highway, Road and Bridge Construction	40%	\$1,572,000.00	91	45	49.45%	19.78%
23799	Other Heavy and Civil Engineering Construction	3%	\$117,900.00	57	4	7.02%	0.21%
238910	Site Excavation and Grading	4%	\$157,200.00	244	38	15.57%	0.62%
238990	Painted Traffic Stripes/Markings	4%	\$157,200.00	418	82	19.62%	0.78%
484220	Hauling	5%	\$196,500.00	58	2	3.45%	0.17%
561730	Landscaping/Grassing	2%	\$78,600.00	166	9	5.42%	0.11%
561499	Mobilization	1%	\$39,300.00	81	2	2.47%	0.02%
Materials and Supplies (Statewide):							
42344, 42349	Building Materials/Supplies	25%	\$982,500.00	533	39	7.32%	1.83%
	Total	100%	\$3,930,000.00	6,076	646	175.39%	25.58%

GOALS	PERCENTAGE PARTICIPATION	FEE PARTICIPATION
Project Goal	25.58%	\$1,005,460.99
Race Conscious Goal (Contract Goal)	25.58%	\$1,005,460.99
Race Neutral Goal	0.00%	\$0.00
Sources: Okaloosa County Airports and TKDA		

**Okaloosa County Airports
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DESTIN EXECUTIVE AIRPORT: REPAINT/RESTRIP RUNWAY, TAXIWAYS & SIGNAGE - FISCAL YEAR 2021

NAICS	Description	Anticipated Percentage of Project	Anticipated Funding Breakdown	Total Contractors	Total Available DBEs	Base %	Weighted %
541330	Civil and Geotechnical Engineering Services	5%	\$31,250.00	4,205	394	9.37%	0.47%
54136	Geotechnical Survey and Mapping	1%	\$6,250.00	44	3	6.82%	0.07%
23821	Electrical Contractors and Installation	25%	\$156,250.00	815	19	2.33%	0.58%
Construction Services (Market Area):							
238990	Painted Traffic Stripes/Markings	68%	\$425,000.00	418	82	19.62%	13.34%
561499	Mobilization	1%	\$6,250.00	81	2	2.47%	0.02%
	Total	100%	\$625,000.00	5,563	500	40.61%	14.48%

GOALS	PERCENTAGE PARTICIPATION	FEE PARTICIPATION
Project Goal	14.48%	\$90,524.36
Race Conscious Goal (Contract Goal)	14.48%	\$90,524.36
Race Neutral Goal	0.00%	\$0.00
Sources: Okaloosa County Airports and TKDA		

FY 2021 Goals	Percentage	Dollar Amount
FY 2021 Estimated Annual Goal:	15.61%	\$1,296,981.01
FY 2021 Estimated Contract Goal	15.61%	\$1,298,981.01
FY 2021 Estimated Race Neutral Goal	0.00%	\$0.00

Proposed Overall DBE Goals

Annual Goals

Based upon anticipated projects and funding established for Fiscal Years 2019-2021, the overall three year DBE goal was based upon the average of each year's average annual goals. Therefore, the proposed DBE goals and funding for each year are as follows:

FISCAL YEAR 2019-2021 ESTIMATED ANNUAL GOAL SUMMARY		
FISCAL YEAR	AVERAGE ANNUAL DBE PERCENTAGE	ANNUAL DBE DOLLAR VALUE
2019	13.18%	\$2,307,834.71
2020	15.05%	\$404,827.97
2021	15.61%	\$1,296,891.01
Sources: Okaloosa County Airports Capital Improvement Program, August 2018, and TKDA/Amherst Consulting		

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Three Year Overall Goal (Triennial Goal)

The proposed overall three year goal is reflected as an average of annual goals over the three year period.

$$\text{Overall three year goal} = (13.18\% + 15.05\% + 15.61\%) / 3$$

Overall three year goal = 14.61% or \$1,336,517.90

Three Year Goal (FY19-21)	Percentage	Dollar Amount
Estimated 3-Year Annual Goal:	14.61%	\$1,336,517.90
Estimated 3-Year Contract Goal	14.61%	\$1,336,517.90
Estimated 3-Year Race Neutral Goal	0.00%	\$0.00

Since this figure is based both on a weighted and adjusted goal associated with past actual participation on similar projects, it is believed that this overall three year goal provides an accurate achievable goal of DBE participation based upon the type of work likely to be awarded during the three-year period.

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

The Airport Sponsor will meet the maximum feasible portion of its overall goal by using RN means of facilitating DBE participation. Thus, based upon the anticipated RC and RN participation forecast for each project, average annual RN and RC goals were established as illustrated in the table below. From this information, Okaloosa County Airports estimates that in meeting its overall three-year average goal of 14.61% approximately 0.00% will be from RN participation and 14.61% from RC measures (e.g. bid advertisement).

FY 2019-2021 DBE GOAL ESTIMATED RACE CONSCIOUS AND RACE NEUTRAL PARTICIPATION		
GOAL	AVERAGE PERCENT PARTICIPATION	ESTIMATED TOTAL DOLLAR VALUE OVER THREE YEARS
Overall Three Year Goal	14.61%	\$1,336,517.90
Race Conscious Participation	14.61%	\$1,336,517.90
Race Neutral Participation	0.00%	\$0.00

The County will adjust the estimated breakout of RN and RC DBE participation as needed to reflect actual DBE participation and will track and report RN and RC participation separately.

a. Contract Goals

Contract goals were established so that, over the period to which the overall goal applies (October 1, 2018 through September 30, 2021), they will cumulatively result in meeting any portion of the County’s overall goal that is not projected to be met through the use of RN means only. The County has, therefore, established contract goals only on those federally assisted contracts that have subcontracting possibilities.

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The County need not establish a contract goal on every such contract, and the size of the contract goals will be adapted to the circumstances of each contract (e.g. type and location of work, availability of DBEs to perform the particular type of work, etc.). Contract goals may also be adjusted with the permission of DOT and FAA Civil Rights staff if information or data becomes available which may impact the established goals. For example, if during year 1, the Airport Sponsor's actual DBE participation exceeds the established overall goal, then the contract goal associated with projects in Fiscal Years 2020 and 2021 could be adjusted downward showing that the Sponsor's race neutral methods are an effective means of obtaining minority business participation.

As part of this contract goals process, it is recommended, but not required, that Okaloosa County Airports Division implement the following initiatives to support DBE participation on federally funded projects:

- Consider utilizing preference points for subcontracting to DBEs on design or construction related solicitations rather than a low bid process. This would allow the Airport to award points to a proposer who meets or exceeds the determined project DBE goal for DBE utilization in their proposal;
- Impose contract goals only on those contractors or consultants that have historically showed a very low DBE participation. This method would allow the contractors and consultants that have historically shown high DBE participation to continue to select those contracts and opportunities for DBE participation that best meet their needs. This approach would also provide the necessary incentive for contractors and consultants to increase and maintain a higher DBE participation; and/or
- Apply a mathematical formula to provide an objective measure of Good Faith Efforts applied to low bid goals where the DBE commitment is less than the contract goal. This methodology is currently used by several State DOTs.

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Therefore, based upon likely RC and RN participation, project contract goals and an overall three-year contract goal were established based upon projects anticipated for Fiscal Years 2019-2021 as illustrated in table below. Note that the overall Triennial Contract Goal is based upon average annual race conscious participation. This goal may be adjusted if DBE participation exceeds established goals.

PLANNED CONTRACT GOALS FISCAL YEARS 2016-2018				
FISCAL YEAR	AIRPORT	PROJECT	CONTRACT GOAL	ESTIMATED DBE PARTICIPATION (\$)
2019	Destin-Fort Walton Beach Airport	Rehab Chiller, Pumps & Controls	7.02%	\$59,631.78
2019	Bob Sikes Airport	Eastside Security Fencing	7.54%	\$3,770.75
		Intermodal Access Connector	17.71%	\$1,203,304.71
2019	Destin Executive Airport	Eastside Security Fencing	8.45%	\$2,980.28
		Rehabilitate Taxiway A	25.17%	\$1,038,147.19
		Average 2019	13.18%	\$3,307,834.71
2020	Destin-Fort Walton Beach Airport	Design & Construct West Side Terminal	6.76%	\$87,180.22
		Construct West Commercial Apron	25.01%	\$1,710,969.79
		Expand Capacity of Baggage Handling System	7.85%	\$513,120.45
2020	Bob Sikes Airport	Tree Removal	7.11%	\$21,340.65
		Repaint/Restripe Runway, Taxiway & Signage	14.48%	\$90,524.36
		Rehab Runway – Seal Coat	19.01%	\$176,796.08
2020	Destin Executive Airport	Rehab South Apron	25.15%	\$233,864.23
		Average 2020	15.05%	\$404,827.97
2021	Destin-Fort Walton Beach Airport	Baggage Claim Expansion	6.76%	\$200,905.65
2021	Bob Sikes Airport	Rehab South Apron	25.58%	\$1,005,460.99
2021	Destin Executive Airport	Repaint/Restripe Runway, Taxiway & Signage	14.48%	\$90,524.36
		Average 2018	15.61%	\$1,296,981.01
		Three Year (2019-2021) Overall Average Contract Goal	14.61%	\$1,336,517.90
Source: TKDA/Amherst Consulting				

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Public Participation

Consultation

As part of the DBE goals submittal, Okaloosa County and their consultant held a 'Town Hall' Meeting on **October 4, 2018 at 9:00am** located at Destin-Fort Walton Beach Airport to answer any questions as well as present the DBE goals. In addition to the 'Town Hall' meeting, the County's consultant contacted several stakeholders, listed in the table below, to obtain information related to DBE and ACDBE goal setting and small business participation opportunities at the Okaloosa County Airports. Lastly, the draft DBE goal report was available for public comment for 30-days at the Destin-Fort Walton Beach Airport Administration Offices. A copy of the correspondence and any and all comments received are included in Appendix B of this report. If pertinent information was obtained that may impact the forecast DBE goals, this information was also included in Appendix B and the goal report was updated to address this new data.

OKALOOSA COUNTY DBE AND COMMUNITY ORGANIZATIONS		
TYPE OF ORGANIZATION	NAME OF ORGANIZATION	CONTACT INFORMATION
Business/Community Organization	Ft. Walton Beach Chamber of Commerce	34 Miracle Strip Parkway,
		Ft. Walton Beach, FL 32549
		(850) 244-8191
	Eglin AFB, AAC/Small Business Office	Eglin Air Force Base, FL
		(850) 882-2843
	Economic Development Council of Okaloosa County FL	Larry Sassano, Executive Director
		P.O. Box 4097
		Ft. Walton Beach, FL 32549 (850) 651-7374
Minority/Women's Organization	Greater Federated Women's Club	P.O. Box 1634 Panama City, FL 32402
Minority Organization	Filipino-American Association	Fred Jimenez, Public Relations BBFAA 3440 Gardenview Way Tallahassee, FL 32309

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OKALOOSA COUNTY DBE AND COMMUNITY ORGANIZATIONS		
TYPE OF ORGANIZATION	NAME OF ORGANIZATION	CONTACT INFORMATION
Community Organization	Northwest Florida State College Business and Sociology Departments	Dr. Joyce Goldstein, Division
		Director, Department of Social Sciences
		Ms. Natalie Williams, Division
		Director, Department of Business and
		Computer Applications
		100 College Blvd
		Niceville, FL 32578-1295 (850) 678-5111
Minority Organization	National Association for the Advancement of Colored People Research, Training and Advocacy Team	NAACP National Headquarters
		4805 Mt. Hope Drive,
		Baltimore MD 21215
		(877) NAACP-98
		(410) 580-5777 ccampbell@naacpnet.org
Chamber of Commerce/Economic Development	Florida Chamber of Commerce	Florida Chamber of Commerce
		136 South Bronough Street
		P.O. Box 11309
		Tallahassee, FL 32302-3309
		Phone: 850-521-1200 Email: info@flchamber.com
Business/Community Organization	Navarre Chamber of Commerce	8543 Navarre Beach Pkwy
		Navarre, FL 32566 (850) 939-3267
Business/Community Organization	Destin Chamber of Commerce	4484 Legendary Drive
		Destin, FL 32541 (850) 837-6241
Business/Community Organization	Crestview Chamber of Commerce	Wayne Harris, Executive Director
		502 South Main Street, Crestview, FL 32536 (850) 682-3212

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OKALOOSA COUNTY DBE AND COMMUNITY ORGANIZATIONS		
TYPE OF ORGANIZATION	NAME OF ORGANIZATION	CONTACT INFORMATION
Business/Community Organization	Community Foundation of North Florida, Inc.	Joy R. Walking, Executive Director
		420 East Call Street, Ste 3
		Tallahassee, FL 32301
		(850) 222-2899
Florida Business - Small Business Organization Non-Profit	Small Business Administration South Florida District Office	100 S. Biscayne Blvd.
		7th Floor
		Miami Florida 33131
		www.sba.gov/fl.south
		(305) 536-5521
		(305) 536-5058 (Fax)
Minority Business Development Organization - Non-Profit	Florida State Hispanic Chamber of Commerce	4095 State Road 7
		Wellington, FL 33449
		(904) 307-2931
Minority Business Development Organization - Non-Profit	Florida Black Business Investment Board, Inc.	2019 Centre Pointe Blvd
		Suite 101
		Tallahassee FL 32308
		Paula Duncan
		Business Development Manager
		(850) 878-0826
Minority Business Development Organization - Non-Profit	Florida Black Chamber of Commerce	945 West Michigan Avenue
		Suite 12B
		Pensacola Florida 32505
		Thomas Alston
		Director of Community Development
		(850) 465-9872

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**APPENDIX A
ADVERTISEMENT**

Okaloosa County Airports Disadvantaged and Small Business Enterprise Three Year Goals Fiscal Years 2019-2021

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9/25/2018

Notice of Publication of
Meeting and FY
2019-2021 DBE and FY
2017-2019 ACDBE
Goals

Okaloosa County, in accordance with United States Department of Transportation policies, has developed contract and three year (Fiscal Years 2017-2019) Disadvantaged Business Enterprise Concession for Destin-Fort Walton Beach Airport (VPS) and (Fiscal Years 2019-2021) Construction Goals and Okaloosa County Airport System (Destin-Fort Walton Beach Airport, Destin Executive Airport and Bob Sikes Airport), respectively.

As part of the public review process, a Disadvantaged/Small Business Enterprise meeting will be held at the Destin-Fort Walton Beach Airport located at 1701 State Road 65 N., Eglin AFB, FL 32542 from 9:00 to 10:00 a.m. CST on October 4, 2018. The meeting will include a presentation of the proposed goal methodologies as well as the Airport Department's continued efforts to attract DBE and SBE participation.

In addition to the meeting, the proposed goals and methodologies will be available for inspection and comment for a period of 90 days following the date of this notice at the Administrative Offices of the Destin-Fort Walton Beach Airport between 8:00 am and 5:00 pm CST as well as also being available on the County's website at <http://www.co.okaloosa.fl.us> and the Airports website at <https://www.flyvps.com/>. Comments received during the 90 days review period will be incorporated into the respective finalized DBE Goal Reports.

For information related to the 3-year Airport Concession DBE and Design/Construction DBE Goals, please contact Ms. Cheryl Barrow, Airports Finance & Project Development Specialist, at (850) 681-7160 or cbarrow@myokaloosa.co.
9/25/2018

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**APPENDIX B
PUBLIC COMMENTS**

**Okaloosa County Airports
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Airport Concession E-Mail and Letter Correspondence:

Okaloosa County Airports Department is in the process of establishing its DBE goal participation associated with planned projects at Destin-Fort Walton Beach, Bob Sikes and Destin Executive Airports for Fiscal Years 2019-2021. Anticipated projects include, but are not limited to, various airfield engineering projects including apron and taxiway improvements and rehabilitation, tree removal, terminal improvements, etc. Services likely to be required include: architecture, engineering, building construction/modifications, planning, environmental, electrical, HVAC, plumbing, various construction related services (e.g. paving, site preparation, remediation, etc.), landscaping, paving, material supply, survey, aerial photography, etc. Further, anticipated DBE participation was not limited to federally funded projects only but also included State funded projects over \$250,000 as required by the FDOT Equal Opportunities Office.

Using the requirements outlined in CFR 49 Part 26, individual project goals, including anticipated race/gender-conscious and race/gender-neutral participation were determined. From this information, the three-year average goal for fiscal years 2019-2021 was established. The following table outlines anticipated DBE participation:

FY 2019-2021 DBE GOAL		
ESTIMATED RACE CONSCIOUS AND RACE NEUTRAL PARTICIPATION		
GOAL	AVERAGE PERCENT PARTICIPATION	ESTIMATED TOTAL DOLLAR VALUE OVER THREE YEARS
Overall Three Year Goal	14.61%	\$1,336,517.90
Race Conscious Participation	14.61%	\$1,336,517.90
Race Neutral Participation	0.00%	\$0.00

The anticipated average DBE goal for the three-year period is 14.61% based upon the average weighted project goals and historical participation on similar projects. DBE, both race and gender-conscious and race and gender-neutral are monitored and reported to FAA on a yearly basis. If adjustments are warranted as a result of changes in demographics, projects, availability of ready, willing and able DBE and non-DBE contractors, etc., then the DBE goal(s) may be adjusted, with permission by FAA and US DOT, to reflect these changes.

Since the recently calculated draft DBE Participation Goal for State and Federally funded airport projects at Okaloosa County is less than that anticipated by FDOT, do you or members of your organization have any documentation of existing social or economic barriers which may be currently preventing minorities including women and/or small business enterprises from applying and winning construction related services at the airport? Further, do you know of any other impediments which have or may impact minorities, women and/or other small businesses from effectively competing on airport related projects advertised by Okaloosa County Airports Division?

We would appreciate your replying with any information you would be willing to offer. Please if you have any comments or questions, do not hesitate to contact Danielle Gernert at (772) 492-9111 or danielle.gernert@amherst-consulting.com within two weeks of receipt of this e-mail/letter. The DBE Goal report will be available for review and comment for a period of 30 days at Okaloosa County

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Airports Department Administrative Offices located at Destin-Fort Walton Beach Airport, 1701 Florida 85, Eglin AFB, FL 32542. In addition an open public outreach meeting will be held on October 4, 2018 from 9:00 am to 10:00 am CST at the Destin-Fort Walton Beach Airport to discuss the draft Triennial Planning, Design and Construction DBE Goal (49 CFR Part 26) and Airport Concessions DBE Goals (49 CFR Part 23) and goal setting methodologies. Any information received will be reviewed and incorporated into the respective final goal reports. Please if you have any questions or need more information, do not hesitate to contact me. Thank you for your assistance in this matter.

Respectfully,
D.Gernert

Newspaper Advertisement

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As part of this effort, a public outreach/"town hall" meeting was held on **October 4, 2018** to present the airport projects planned for fiscal years 2019 through 2021, the associated DBE contract and triennial goals in addition to goal methodology and contractor good faith efforts. Information obtained from this meeting as well as other Okaloosa County Airports Department outreach are included in this document and may have been used, if relevant, to establishing the final recommended triennial goal.

As required, County Airport staff published a notice of the proposed overall goal in the ***Northwest Florida Daily News*** on **September 25, 2018** as well as on the Destin-Fort Walton Beach Airport's and Okaloosa County's websites, www.flyvps.com and <http://www.co.okaloosa.fl.us>, respectively informing the public that the proposed goal and its rationale are available for inspection during normal business hours at the airport administration building for 30 days following the date of the notice.

Included in the advertisement is notification that Okaloosa County (Airport Sponsor), Airport Consultant and DOT will accept comments on the goals for **30 days** from the date of the notice. Copies of the newspaper advertisements are included as part of this document. All firms, both DBE and non-DBE, were also invited to contact Airport Sponsor for information regarding bidding opportunities on federally funded airport improvement projects. The County's overall goal submission to FAA and DOT includes a summary of information and comments received during this public participation process.

The following comments were received during the public review period.

The Sponsor or Consultant received comments from these individuals or organizations within the advertised review period:

No comments or questions received as of November 4, 2018. Review period completed as of November 5, 2018.

The Sponsor's (or its representative) response to these comments is as follows:

No comments or questions received as of November 4, 2018. Review period completed as of November 5, 2018.

ATTACHMENT 6

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Demonstration of Good Faith Efforts

It is important to emphasize that the Airport's determination concerning the sufficiency of a firm's Good Faith Efforts (GFE) is a judgment call based on all of the information (both qualitative and quantitative). Providing mere pro forma efforts by following quantitative formulas and/or mechanized checklists are not Good Faith Efforts. According to Appendix A of Part 26 (attached), "Circumstances of procurements vary widely, and GFE determinations must fit each individual situation as closely as possible." See 64 Fed. Reg. 5114 (1999).

All good faith effort documentation must be submitted with the bid including:

1. The names and addresses of DBE firms that will participate in the contract;
2. A description of the work that each DBE will perform;
3. The dollar amount of participation for each DBE firm;
4. Documentation that the DBE is certified or in the process of being certified under the Florida UCP program.
5. Written and signed documentation of commitment to use a DBE subcontractor whose participation it submits to meet a contract goal;
6. Written and signed confirmation from the DBE that it is participating in the contract as provided in the prime contractor's commitment; and
7. If the contract goal is not met, written documented evidence of good faith efforts.

Failure to submit the required good faith effort documentation will render the bid non-responsive if the DBE goal is not met. For Good Faith Effort assistance, please contact Ms. Cheryl Barrow, Airports Finance & Project Development Specialist/DBELO, 1701 State Road 85 North, Eglin AFB, FL 32542, 1-850-651-7160, cbarrow@myokaloosa.com.

The underutilized disadvantaged business enterprise (UDBE) commitments of the bidder are the best overall measure of GFEs. The greater the difference between the goal and DBE commitments, the greater the amount of GFEs are expected. For example, if the contract goal is 11% and the bidder's DBE commitment is 10%, the bidder doesn't have to demonstrate very much more effort to obtain UDBEs to get an adequate GFE determination. However, if the bidder's UDBE commitment is 7%, the bidder has to demonstrate a lot of effort for the recipient to determine that it made adequate GFEs.

Further, the DBE effort of other bidders, especially the DBE commitment of the 2nd and 3rd low bidders, is a very powerful tool that can be used to evaluate the GFEs of the apparent low bidder. For example, when the apparent low bidder fails to meet the contract goal, but the second low bidder meets it, it can reasonably raise the question of whether, with additional efforts, the apparent low bidder could have met the goal.

This procedure gives the recipient an additional factor to support their GFE decision because it will cite objective data and information regarding other bidders. This factor could be significant depending upon the extent of the difference between the apparent low bidder's commitment and the goal and the extent of the difference between the apparent low bidder's commitment and the second and third low bidder's commitment.

Use of this factor will create competition among bidders for DBE participation. They will not solely be concerned about being the low bidder. They will have to factor in DBE participation in their bid.

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To limit confusion with regard to the meaning of “Good Faith Efforts” with regard to a contractor’s efforts to obtain DBE participation of federally funded projects, the Airport has established the following objective measurement of GFEs in addition to reviewing documentation provided by contractors related to proposed DBE participation. This will be applied to apparent low bids received on proposals with a contract goal where the DBE Commitment is significantly less than the contract goal.

The Calculated GFE shall be determined by taking 80 percent of the average of DBE commitments submitted by each bidder. The contract goal percentage will be included in the calculation as if it is an additional bidder. Only that amount of a bidder’s DBE goal attainment that does not exceed the established goal shall be used in the calculation. Responsiveness of the low apparent bidder will be determined by comparing the percent of DBE commitment of each bidder to the 80 percent of the average value in addition to DBE and SBE contract bid information provided. If the bidder’s commitment is less than the 80 percent of the average value, they may be considered non-responsive. If the bidder’s commitment is greater than or equal to the 80 percent of the average value, they could be considered responsive for DBE commitment.

The calculated good faith effort shall be determined by the following formula:

G = Calculated Good Faith Effort based on the percentage of bidder commitments to the nearest tenth of a percent

C = DBE commitment of each bidder expressed as a percentage of their Bid Total, to the nearest tenth of a percent. The contract goal percentage will be used if the bidder’s commitment is greater than the contract goal.

D = DBE Contract Goal

N = Number of total bidders on project

$$G = (0.80(C + D)) / N + 1$$

If $C < G$, the bid will likely be considered non-responsive due to the DBE Commitment.

Example: Taxiway Rehabilitation

Total Weighted and Adjusted Goal = 13.00%

Race Neutral Percentage = 1.77%

Race Conscious/Contract Goal (D) = 11.23%

Five Contractors bid on Project with the following DBE Participation:

C1 = 7%

C2 = 4%

C3 = 10%

C4 = 11.23%

C5 = 13%*, 11.23% is used in calculation since DBE bid is above contract goal

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Thus, D = 11.23%

N= 5 contractors

$C = (7\% + 4\% + 10\% + 11.23\% + 11.23\%)$

$\text{Good Faith Effort} = (.80 * (7\% + 4\% + 10\% + 11.23\% + 11.23\%)) + 11.23\% / (5 + 1)$

$\text{Good Faith Effort} = ((.80 * (43.46\%)) + 11.23\%) / 6$

Good Faith Effort Percentage = 7.67% therefore firms 1 and 2 may be considered non-responsive.

Note: This cannot be used only to determine if a bidder is non-responsive. The bidder must also provide detailed documentation outlining its efforts to obtain DBE or SBE participation including letters, advertisement, phone calls, etc. Refer to Appendix A of Part 26, attached, for more information.

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Appendix A to Part 26 - Guidance Concerning Good Faith Efforts

I. When, as a recipient, you establish a contract goal on a DOT- assisted contract, a bidder must, in order to be responsible and/or responsive, make good faith efforts to meet the goal. The bidder can meet this requirement in either of two ways. First, the bidder can meet the goal, documenting commitments for participation by DBE firms sufficient for this purpose. Second, even if it doesn't meet the goal, the bidder can document adequate good faith efforts. This means that the bidder must show that it took all necessary and reasonable steps to achieve a DBE goal or other requirement of this part which, by their scope, intensity, and appropriateness to the objective, could reasonably be expected to obtain sufficient DBE participation, even if they were not fully successful.

II. In any situation in which you have established a contract goal, part 26 requires you to use the good faith efforts mechanism of this part. As a recipient, it is up to you to make a fair and reasonable judgment whether a bidder that did not meet the goal made adequate good faith efforts. It is important for you to consider the quality, quantity, and intensity of the different kinds of efforts that the bidder has made. The efforts employed by the bidder should be those that one could reasonably expect a bidder to take if the bidder were actively and aggressively trying to obtain DBE participation sufficient to meet the DBE contract goal. Mere pro forma efforts are not good faith efforts to meet the DBE contract requirements. We emphasize, however, that your determination concerning the sufficiency of the firm's good faith efforts is a judgment call: meeting quantitative formulas is not required.

III. The Department also strongly cautions you against requiring that a bidder meet a contract goal (i.e., obtain a specified amount of DBE participation) in order to be awarded a contract, even though the bidder makes an adequate good faith efforts showing. This rule specifically prohibits you from ignoring bona fide good faith efforts.

IV. The following is a list of types of actions which you should consider as part of the bidder's good faith efforts to obtain DBE participation. It is not intended to be a mandatory checklist, nor is it intended to be exclusive or exhaustive. Other factors or types of efforts may be relevant in appropriate cases.

A. Soliciting through all reasonable and available means (e.g. attendance at pre-bid meetings, advertising and/or written notices) the interest of all certified DBEs who have the capability to perform the work of the contract. The bidder must solicit this interest within sufficient time to allow the DBEs to respond to the solicitation. The bidder must determine with certainty if the DBEs are interested by taking appropriate steps to follow up initial solicitations.

B. Selecting portions of the work to be performed by DBEs in order to increase the likelihood that the DBE goals will be achieved. This includes, where appropriate, breaking out contract work items into economically feasible units to facilitate DBE participation, even when the prime contractor might otherwise prefer to perform these work items with its own forces.

C. Providing interested DBEs with adequate information about the plans, specifications, and requirements of the contract in a timely manner to assist them in responding to a solicitation.

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D. (1) Negotiating in good faith with interested DBEs. It is the bidder's responsibility to make a portion of the work available to DBE subcontractors and suppliers and to select those portions of the work or material needs consistent with the available DBE subcontractors and suppliers, so as to facilitate DBE participation. Evidence of such negotiation includes the names, addresses, and telephone numbers of DBEs that were considered; a description of the information provided regarding the plans and specifications for the work selected for subcontracting; and evidence as to why additional agreements could not be reached for DBEs to perform the work.

(2) A bidder using good business judgment would consider a number of factors in negotiating with subcontractors, including DBE subcontractors, and would take a firm's price and capabilities as well as contract goals into consideration. However, the fact that there may be some additional costs involved in finding and using DBEs is not in itself sufficient reason for a bidder's failure to meet the contract DBE goal, as long as such costs are reasonable. Also, the ability or desire of a prime contractor to perform the work of a contract with its own organization does not relieve the bidder of the responsibility to make good faith efforts. Prime contractors are not, however, required to accept higher quotes from DBEs if the price difference is excessive or unreasonable.

E. Not rejecting DBEs as being unqualified without sound reasons based on a thorough investigation of their capabilities. The contractor's standing within its industry, membership in specific groups, organizations, or associations and political or social affiliations (for example union vs. non-union employee status) are not legitimate causes for the rejection or non-solicitation of bids in the contractor's efforts to meet the project goal.

F. Making efforts to assist interested DBEs in obtaining bonding, lines of credit, or insurance as required by the recipient or contractor.

G. Making efforts to assist interested DBEs in obtaining necessary equipment, supplies, materials, or related assistance or services.

H. Effectively using the services of available minority/women community organizations; minority/women contractors' groups; local, state, and Federal minority/women business assistance offices; and other organizations as allowed on a case-by-case basis to provide assistance in the recruitment and placement of DBEs.

I. In determining whether a bidder has made good faith efforts, you may take into account the performance of other bidders in meeting the contract. For example, when the apparent successful bidder fails to meet the contract goal, but others meet it, you may reasonably raise the question of whether, with additional reasonable efforts, the apparent successful bidder could have met the goal. If the apparent successful bidder fails to meet the goal, but meets or exceeds the average DBE participation obtained by other bidders, you may view this, in conjunction with other factors, as evidence of the apparent successful bidder having made good faith efforts.

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Forms 1, 2, 3, 4 and 5(construction only) should be provided as part of the solicitation documents:

FORM 1: Disadvantaged Business Enterprise (DBE) Utilization

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

_____ The bidder/proposer is committed to a minimum of _____% DBE utilization on this contract.

_____ The bidder/proposer (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 as outlined in Appendix A of 49 CFR Part 26.

Name of bidder/proposer's firm: _____

State Registration Number: _____

By: _____
(Signature) (Title)

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Form 2: Letter of Intent

Name of Bidder/Proposer's Firm: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

Name of DBE Firm: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

Description of work to be performed by DBE Firm:

The Bidder/Proposer 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/proposer does not receive award of the prime contract, any and all representations in this Letter of Intent and Affirmation shall be null and void.

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**Form 3: Breakdown of Work Items
Template**

Work Areas or Materials	Prime Bidder Performs (Y/N)	Estimated Amount (\$)	Estimated Percentage of Contract

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**Form 4: DBE Contact Tracking
(Template)**

Name of Prime Firm:
Contact List:
Project Description:

Calls Made By:
Name:

Only List DBEs and SBEs

Name of Business Contacted	Initial Contact (Email, Phone or Letter)	Date of Initial Contact	Contact Person	Telephone Number	Follow-up Phone Call	Who did Calling	Date and Time of Call	Result of Conversation

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**Form 5: Bid Summary Sheet (Construction Only)
Template**

Name of Prime Contractor:

Project Description:

Project Manager:

Work Area or Material	NAICS Code or FDOT Code	Subcontractors, Suppliers, Manufacturers and Trucking	DBE or SBE Designation	Amount of Bid Not Used (Bid(s) Rejected)	Amount of Bid Used (Bid(s) Selected)	"X" if Bid Used or Reason why Bid Not Selected
SITE WORK						
ELECTRICAL						
TRUCKING						
HIGHWAY, ROAD, BRIDGE CONSTRUCTION						

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ATTACHMENT 7

II. DBE Monitoring and Enforcement Mechanisms

Okaloosa County Airports Division has a variety of remedies to enforce the DBE requirements contained in its contracts, including but not limited to, the following:

- A. The County will bring to the attention of the Department of Transportation (DOT) any false, fraudulent or dishonest conduct in connection with the program, so that DOT can take steps (e.g., referral to the Department of Justice for criminal prosecution, referral to the DOT Inspector General, action under suspension and debarment or Program Fraud and Civil Penalties rules) provided in 26.07.
- B. The County will pursue breach of contract action pursuant to the terms of the contract
- C. The County will pursue breach of contract action pursuant to Florida Statutes 287.094, *Minority business enterprise programs; penalty for discrimination and false representation*.
- D. The County will implement a monitoring and enforcement mechanism to ensure that work committed to DBEs at contract award is actually performed by the DBEs. This mechanism will provide for a running tally of actual DBE attainments (e.g. payments actually made to DBE firms), including a means of comparing these attainments to commitments. This will be accomplished by:
 - The DBE Liaison Officer or one of his staff will monitor compliance of DBEs and prime contractors/vendors.
 - Prime contractors/vendors are required to submit accomplishment reports with each invoice along with proof of DBE/SBE payment(s) to the contract administrator.
 - This information is entered into a database to track DBE accomplishments and activity.
 - From this information, the DBELO or her representative will calculate the percentage and dollar amount of DBE participation.
 - If it appears that DBE participation is not consistent with the goal, then the Prime will be contacted to confirm the accuracy of the payment data received.
 - If it is determined that a problem exists, then the Contract Administrator with support from the County Contract Compliance Department will work with the prime contractor/vendor to resolve the issue.
- E. In our reports of DBE participation to DOT, the County will show both commitments and attainments as required by the DOT reporting forms.

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ATTACHMENT 8

DBE Certification Procedures

Okaloosa County and the Okaloosa County Airports are non-certifying members of the State's Uniform Certification Program. As a result, the County and the Airport accepts and records DBE participation for those firms that are certified by one of the accepted State certifying agencies and designated as UCP DBEs in the FDOT's "real time" DBE Directory at:

<https://www3.dot.state.fl.us/EqualOpportunityOffice/biznet/mainmenu.asp>.

This directory includes all DBEs currently certified by the following agencies:

Florida Department of Transportation
Broward County
City of Tallahassee
Greater Orlando Aviation Authority
Hillsborough County Aviation Authority
Jacksonville Transportation Authority
Lee County Port Authority
Miami-Dade County, and
Volusia County.

**Florida Department of Transportation Civil Rights
Unified Certification Program Agreement**

Okaloosa County Airports are non-certifying member of the Florida Uniform Certification Program, and, as such, will recognize disadvantaged and small businesses certified by the Florida Department of Transportation and certifying members of the current program including, but not limited to, Greater Orlando Aviation Authority, Hillsborough County Aviation Authority, Miami-Dade County, etc. The Airport will direct prime contractors and sub-contractors to review the FDOT DBE Directory when considering potential DBE and SBE contractors as well as directly local small businesses that may qualify as DBEs to contact one of the nearby local agencies of FDOT for certification and inclusion into the database.

As part of the pre-bid meetings, the Airport will explain the program and provide information where prime contractors may obtain information including specialties and contact data for certified DBEs and SBEs within the Airport's current market area. It is important to note that the DBE program discourages a local only preference but merely requires a DBE to be certified. Therefore, prime contractors may go beyond the currently established market area to find qualified DBE and SBE organizations based upon the type of work required.

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ATTACHMENT 9

Small Business Element Program

The Airports and its Sponsor are committed to procuring race and gender-neutral small business enterprise participation in construction, professional services and procurement, as prime and subcontractors. Since DBE firms are also defined as small businesses, participation by these entities will augment the Airport's race-neutral efforts to meet their DBE goal(s). In facilitating participation by small businesses, the Airports hopes to facilitate additional opportunities for DBE participation in addition to expanding opportunities for all small businesses.

a. Definitions:

"Small Business Enterprise" or SBE for the purposes of this section means a for-profit business:

1. That is at least 51% owned and controlled by one or more individuals who are U.S. citizens or legal resident aliens.
2. Whose management and daily business operations are controlled by one or more of the individuals who own the small business; and
3. That is not dominant in its field, and which its size is not greater than the Small Business Administration business size standard(s) found in 13 CFR Part 121 appropriate to the type(s) of work the firm seeks to perform in DOT-assisted contracts under this section of the Airport's DBE Program.

b. Certification and Verification:

The Airport and its Sponsor will accept the following certifications for participation in the small business element of the Airport's DBE Program:

1. Florida Unified Certification Program (UCP) Certification – Valid DBE certification by a certifying UCP member which stipulates that a firm was determined to meet all requirements outlined in 49 CFR Part 26. All certification determinations are evidenced by a letter of DBE certification issued by a UCP certifying agency. A list of Florida UCP Certifying Agencies is provided in Attachment 10. The Applicant shall submit a copy of the certification letter and verification of status on the current Florida UCP database.
2. State of Florida Department of Management Services Certification – Valid certification by the State of Florida Department of Management Services along with two years of business tax returns or a copy of the business' current balance sheet if the business has been established for less than twelve (12) months to verify ability to meet size standards;
3. City/County/Authority Certification – The SBE shall provide a current, valid city, county and/or authority government certification indicating eligibility to participate in women, minority and/or veteran's procurements. Further, applicants also must submit two years of business tax returns or a copy of the business' current balance sheet if the business has been established for less than twelve (12) months to verify ability to meet size standards;
4. SBA 8(a) Business Development Certification – The applicant will submit a copy of the Federal 8(a) certification as described in 13 CFR Part 121 and 124 and two years of business tax returns or a copy of the business' current balance sheet if the business has been established for less than twelve (12) months to verify ability to meet size standards.

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c. Methods:

To facilitate competition and expand opportunities for small businesses, the Airport has and continues to take all reasonable steps to eliminate potential obstacles to small businesses that may preclude their participation in procurements as prime contractors or subcontractors. The Airport will meet this objective using a combination of the following methods and strategies.

1. On a case-by-case basis, the Airport and Okaloosa County may consider dividing a project into smaller-sized packages (i.e. unbundling) that are within the financial resources and capacity of SBEs. Solicitation documents will clearly identify these contract opportunities. The Airport will determine the feasibility of unbundling by reviewing the grant application for the federal project and determining the work elements that are likely to be grouped for construction and/or purchase. The Airport will also consider the economic feasibility, constructability and schedule impacts associated with unbundling a project to provide additional opportunities for small business participation.
2. In certain multi-year, design-build contracts or other large contracts the Airport will encourage bidders on the prime contract to specify elements of the contract or specific subcontracts that are of a size that small businesses, including DBEs, can reasonably perform;
3. On prime contracts that do not have DBE contract goals, the Airport may encourage the prime contractor to provide subcontracting opportunities of a size that small businesses, including DBEs, can reasonably perform, rather than self-performing all the work involved.
4. To meet the portion of our overall goal projected to be met through race-neutral measures, the Airport will ensure that a reasonable number of prime contracts are of a size that small businesses, including DBEs, can reasonably perform.
5. The Airport advertises contracting opportunities through various outlets, including local newspapers, websites, and public meetings. The Airport also addresses the small business enterprise element and opportunities during pre-bid and other public outreach meetings including the periodic Chamber of Commerce Economic development meetings. Okaloosa County Airports and Okaloosa County staff are also available via phone or email to address small business and disadvantaged business questions and concerns. These meetings and other contact will continue to illustrate the Airport's commitment to the new small business enterprise (SBE) element and encourage participation of both SBE and DBE firms on airport-related projects.

The Airports will utilize a variety of methods to facilitate small business participation. In each FAA and FDOT-assisted contract, the DBELO will document the method in which the small business elements will be implemented.

d. Implementation:

The Airports will implement this SBE Program element of its DBE Program within 90 days of receipt of FAA approval. The Airport will utilize the time to properly set up the program in order to maximize the successful implementation of this program element. Activities will include:

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1. Review, in coordination with the Development Staff, all upcoming projects in an effort to determine which, if any, will be conducive to any of the selected small business program strategies outlined above.
2. Review, in coordination with Development Staff, Compliance, and Contract/Legal staff the necessary revisions and modifications to solicitation language and documentation prior to implementation.
3. Coordination with current consultants, contractors, FAA ADO and FDOT Equal Opportunities office to identify existing and upcoming projects that may be candidates for “unbundling” or other race-neutral methods to support small business participation as well as providing information regarding small business certification, bid documentation, good faith efforts, monitoring and payment requirements, etc.

e. Principal Responsible Person

The principal responsible person for overseeing and implementing the Airport's Small Business Program will be the Disadvantaged Business Enterprise Liaison Officer.

f. Assurances:

The Airports make the following assurances regarding the small business element of the Airport's DBE Program:

1. The DBE Program, including its small business element is not prohibited by state law;
2. Certified DBEs that meet the size requirements established under the DBE program are presumptively eligible to participate in the small business element of the DBE Program;
3. There are no geographic or local preferences/limitations imposed on FAA-assisted contracts and the DBE Program is open to small businesses regardless of location;
4. There are no limits on the number of contracts awarded to firms participating in the DBE Program;
5. Reasonable effort will be made to avoid creating barriers to the use of new, emerging or untried businesses; and
6. Steps will continue to be taken to encourage minority and/or women-owned firms participating in the small business element of the DBE Program that are eligible for DBE certification to obtain UCP DBE certification.

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ATTACHMENT 10

Annual DBE Participation Forms

As required in **Appendix B of 49 CFR Part 26**, the Airport must provide an annual report of awarded and actual participation of disadvantaged business participation, both race-neutral and race-conscious, to FAA/DOT by December 1. At this time, small business enterprise participation does not need to be submitted to the FAA/DOT. However, the Airport will monitor small business participation on FAA and FDOT projects in order to determine potential race-neutral DBE participation as well as historical small business participation on particular projects. Documentation required for tracking both disadvantaged and small business participation is provided in the following forms. The Airport requires these forms to be provided not only for work completed or awarded prior to September 30th of each fiscal year, but requires the prime and sub-contractor participation form to accompany the invoice documentation.

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**UNIFORM REPORT OF DBE PARTICIPATION
REPORT DIRECTIONS**

Recipients of Department of Transportation (DOT) funds are expected to keep accurate data regarding the contracting opportunities available to firms paid for with DOT dollars. Failure to submit contracting data relative to the DBE program will result in noncompliance with Part 26. All dollar values listed on this form should represent the DOT share attributable to the Operating Administration (OA): Federal Highway Administration (FHWA), Federal Aviation Administration (FAA) or Federal Transit Administration (FTA) to which this report will be submitted.

1. Indicate the DOT (OA) that provides your Federal financial assistance. If assistance comes from more than one OA, use separate reporting forms for each OA. If you are an FTA recipient, indicate your Vendor Number in the space provided.
2. If you are an FAA recipient, indicate the relevant AIP Numbers covered by this report. If you are an FTA recipient, indicate the Grant/Project numbers covered by this report. If more than ten attach a separate sheet.
3. Specify the Federal fiscal year (i.e., October 1-September 30) in which the covered reporting period falls.
4. State the date of submission of this report.
5. Check the appropriate box that indicates the reporting period that the data provided in this report covers. For FHWA and FTA recipients, if this report is due June 1, data should cover October 1 - March 31. If this report is due December 1, data should cover April 1 - September 30. If the report is due to the FAA, data should cover the entire year.
6. Provide the name and address of the recipient.
7. State your overall DBE goal(s) established for the Federal fiscal year of the report being submitted to and approved by the relevant OA. Your overall goal is to be reported as well as the breakdown for specific Race Conscious and Race Neutral projections (both of which include gender-conscious/neutral projections). The Race Conscious projection should be based on measures that focus on and provide benefits only for DBEs. The use of contract goals is a primary example of a race conscious measure. The Race Neutral projection should include measures that, while benefiting DBEs, are not solely focused on DBE firms. For example, a small business outreach program, technical assistance, and prompt payment clauses can assist a wide variety of businesses in addition to helping DBE firms.

Section A: Awards and Commitments Made During this Period

The amounts in items 8(A)-10(I) should include all types of prime contracts awarded and all types of subcontracts awarded or committed, including: professional or consultant services, construction, purchase of materials or supplies, lease or purchase of equipment and any other types of services. All dollar amounts are to reflect only the Federal share of such contracts and should be rounded to the nearest dollar.

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Line 8: Prime contracts awarded this period: The items on this line should correspond to the contracts directly between the recipient and a supply or service contractor, with no intermediaries between the two.

8(A). Provide the total dollar amount for all prime contracts assisted with DOT funds and awarded during this reporting period. This value should include the entire Federal share of the contracts without removing any amounts associated with resulting subcontracts.

8(B). Provide the total number of all prime contracts assisted with DOT funds and awarded during this reporting period.

8(C). From the total dollar amount awarded in item 8(A), provide the dollar amount awarded in prime contracts to certified DBE firms during this reporting period. This amount should not include the amounts sub contracted to other firms.

8(D). From the total number of prime contracts awarded in item 8(B), specify the number of prime contracts awarded to certified DBE firms during this reporting period.

8(E&F). This field is closed for data entry. Except for the very rare case of DBE-set asides permitted under 49 CFR part 26, all prime contracts awarded to DBES are regarded as race- neutral.

8(G). From the total dollar amount awarded in item 8(C), provide the dollar amount awarded to certified DBEs through the use of Race Neutral methods. See the definition of Race Neutral in item 7 and the explanation in item 8 of project types to include.

8(H). From the total number of prime contracts awarded in 8(D), specify the number awarded to DBEs through Race Neutral methods. 8(I). Of all prime contracts awarded this reporting period, calculate the percentage going to DBEs. Divide the dollar amount in item 8(C) by the dollar amount in item 8(A) to derive this percentage. Round percentage to the nearest tenth.

Line 9: Subcontracts awarded/committed this period:

Items 9(A)-9(I) are derived in the same way as items 8(A)-8(I), except that these calculations should be based on subcontracts rather than prime contracts. Unlike prime contracts, which may only be awarded, subcontracts may be either awarded or committed.

9(A). If filling out the form for general reporting, provide the total dollar amount of subcontracts assisted with DOT funds awarded or committed during this period. This value should be a subset of the total dollars awarded in prime contracts in 8(A), and therefore should never be greater than the amount awarded in prime contracts. If filling out the form for project reporting, provide the total dollar amount of subcontracts assisted with DOT funds awarded or committed during this period. This value should be a subset of the total dollars awarded or previously in prime contracts in 8(A). The sum of all subcontract amounts in consecutive periods should never exceed the sum of all prime contract amounts awarded in those periods.

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9(B). Provide the total number of all sub contracts assisted with DOT funds that were awarded or committed during this reporting period.

9(C). From the total dollar amount of sub contracts awarded/committed this period in item 9(A), provide the total dollar amount awarded in sub contracts to DBEs

9(D). From the total number of sub contracts awarded or committed in item 9(B), specify the number of sub contracts awarded or committed to DBEs

9(E). From the total dollar amount of sub contracts awarded or committed to DBEs this period, provide the amount in dollars to DBEs using Race Conscious measures.

9(F). From the total number of sub contracts awarded or committed to DBEs this period, provide the number of sub contracts awarded or committed to DBEs using Race Conscious measures.

9(G). From the total dollar amount of sub contracts awarded/committed to DBEs this period, provide the amount in dollars to DBEs using Race Neutral measures.

9(H). From the total number of sub contracts awarded/committed to DBEs this period, provide the number of sub contracts awarded to DBEs using Race Neutral measures.

9(I). Of all subcontracts awarded this reporting period, calculate the percentage going to DBEs. Divide the dollar amount in item 9(C) by the dollar amount in item 9(A) to derive this percentage. Round percentage to the nearest tenth.

Line 10: Total contracts awarded or committed this period. These fields should be used to show the total dollar value and number of contracts awarded to DBEs and to calculate the overall percentage of dollars awarded to DBEs.

10(A)-10(B). These fields are unavailable for data entry.

10(C – H). Combine the total values listed on the prime contracts line (Line 8) with the corresponding values on the subcontracts line (Line 9).

10(I). Of all contracts awarded this reporting period, calculate the percentage going to DBEs. Divide the total dollars awarded to DBEs in item 10(C) by the dollar amount in item 8(A) to derive this percentage. Round percentage to the nearest tenth.

Section B: Breakdown by Ethnicity & Gender of Contracts Awarded to DBEs this period.

11 – 17. Further breakdown the contracting activity with DBE involvement. The Total Dollar Amount to DBEs in 17(C) should equal the Total Dollar Amount to DBEs in 10(C).

Likewise the total number of contracts to DBEs in 17(F) should equal the Total Number of Contracts to DBEs in 10(D).

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Line 16: The “Non-Minority” category is reserved for any firms whose owners are not members of the presumptively disadvantaged groups already listed, but who are either “women” OR eligible for the DBE program on an individual basis. All DBE firms must be certified by the Unified Certification Program to be counted in this report.

Section C: Payments on Ongoing Contracts Line 18(A – E).

Submit information on contracts that are currently in progress. All dollar amounts are to reflect only the Federal share of such contracts, and should be rounded to the nearest dollar.

18(A). Provide the total dollar amount paid to all firms performing work on contracts.

18(B). Provide the total number of contracts where work was performed during the reporting period.

18(C). From the total number of contracts provided in 18(A) provide the total number of contracts that are currently being performed by DBE firms for which payments have been made.

18(D). From the total dollar amount paid to all firms in 18(A), provide the total dollar value paid to DBE firms currently performing work during this period.

18(E). Provide the total number of DBE firms that received payment during this reporting period. For example, while 3 contracts may be active during this period, one DBE firm may be providing supplies or services on all three contracts. This field should only list the number of DBE firms performing work.

18(F) Of all payments made during this period, calculate the percentage going to DBEs. Divide the total dollar value to DBEs in item 18(D) by the total dollars of all payments in 18(B). Round percentage to the nearest tenth.

Section D: Actual Payments on Contracts Completed this Reporting Period

This section should provide information only on contracts that are closed during this period. All dollar amounts are to reflect the entire Federal share of such contracts, and should be rounded to the nearest dollar.

19(A). Provide the total number of contracts completed during this reporting period that used Race Conscious measures. Race Conscious contracts are those with contract goals or another race conscious measure.

19(B). Provide the total dollar value of prime contracts completed this reporting period that had race conscious measures.

19(C). From the total dollar value of prime contracts completed this period in 19(B), provide the total dollar amount of dollars awarded or committed to DBE firms in order to meet the contract goals. This applies only to Race Conscious contracts.

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19(D). Provide the actual total DBE participation in dollars on the race conscious contracts completed this reporting period.

19(E). Of all the contracts completed this reporting period using Race Conscious measures, calculate the percentage of DBE participation. Divide the total dollar amount to DBEs in item 19(D) by the total dollar value provided in 19(B) to derive this percentage. Round to the nearest tenth.

20(A)-20(E). Items 21(A)-21(E) are derived in the same manner as items 19(A)-19(E), except these figures should be based on contracts completed using Race Neutral measures.

20(C). This field is closed.

21(A) - 21(D). Calculate the totals for each column by adding the race conscious and neutral figures provided in each row above.

21(C). This field is closed.

21(E). Calculate the overall percentage of dollars to DBEs on completed contracts. Divide the Total DBE participation dollar value in 21(D) by the Total Dollar Value of Contracts Completed in 21(B) to derive this percentage. Round to the nearest tenth.

23. Name of the Authorized Representative preparing this form.

24. Signature of the Authorized Representative.

25. Phone number of the Authorized Representative.

****Submit your completed report to your Regional or Division Office**

REPORT OF CERTIFIED DBE CONTRACTORS

Airport Name:	Okaloosa County Airports
----------------------	---------------------------------

**Okaloosa County Airports
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Airport Sponsor:	Okaloosa County
City:	Eglin Air Force Base
State:	FL
Goal Period:	From: Thru:
Preparer:	
Telephone Number:	
Date Prepared:	

Name of DBE Firm:	
Address:	
City:	
State/Zip Code:	
Telephone No.:	
Type of Work:	
Dollar Amount of Work	
AIP Grant No.:	
Disadvantaged Group:	

Name of DBE Firm:	
Address:	
City:	
State/Zip Code:	
Telephone No.:	
Type of Work:	
Dollar Amount of Work	
AIP Grant No.:	
Disadvantaged Group:	

REPORT OF CERTIFIED SBE CONTRACTORS

Airport Name:	Okaloosa County Airports
----------------------	--------------------------

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Airport Sponsor:	Okaloosa County
City:	Eglin Air Force Base
State:	FL
Goal Period:	From: Thru:
Preparer:	
Telephone Number:	
Date Prepared:	

Name of SBE Firm:	
Address:	
City:	
State/Zip Code:	
Telephone No.:	
Type of Work:	
Dollar Amount of Work	
AIP Grant No.:	

Name of SBE Firm:	
Address:	
City:	
State/Zip Code:	
Telephone No.:	
Type of Work:	
Dollar Amount of Work	
AIP Grant No.:	

Part 26/DBE Goal for Eglin AFB/Destin-Ft Walton Beach (VPS)

Dashboard	Main	DBE/ACDBE Programs	DBE Goals & Reports	Compliance Reviews	Complaints	Inquiries	Assessments
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[Return to List](#)

This goal has been approved. No further action is required.

Period	FY 19-21 10/1/2018 to 9/30/2021		
Goal Required	Yes		
Goal Status	Approved		
Submitted	11/7/2018 by Danielle Priest		
Approved	12/14/2018 by Keturah Pristell		
Brief Goal Narrative	DBE Goals FY19-21 for the 3 Okaloosa County Airports (VPS, DST & CEW)		
	<u>Overall</u>	<u>Race Neutral</u>	<u>Race Conscious</u>
Total Goal	14.61%	0.00%	14.61%
Year 1 Goal	13.18%	0.00%	13.18%
Year 2 Goal	15.05%	0.00%	15.05%
Year 3 Goal	15.61%	0.00%	15.61%

Files

Actions	Type	File	Added
view	Part 26 Goal Methodology Document	Okaloosa County Airports	11/7/2018 by Danielle Priest

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