

**PORT OF TILLAMOOK BAY, OREGON
TILLAMOOK MUNICIPAL AIRPORT (TMK)**

ATTACHMENT 5

Overall DBE Three-Year Goal Methodology

Name of Recipient: Tillamook Municipal Airport, owned by Port of Tillamook Bay, Oregon

Goal Period: FY-2024-2025-2026 – October 1, 2023 through September 30, 2026

| | | |
|--------------------------------------|--------------|--------------------|
| DOT-assisted contract amount: | FY-2024 | \$ 450,000 |
| | FY-2025 | \$ 805,134 |
| | FY-2026 | \$ <u>0</u> |
| | Total | \$1,255,134 |

Overall Three-Year Goal: 4.92%, to be accomplished through Race Conscious (RC).

Total dollar amount to be expended on DBEs: 4.92% x \$1,255,134 = \$61,718

Describe the Number and Type of Contracts that the airport anticipates awarding:

Contracts Fiscal Year #1

| | |
|-------------------------------|-----------|
| 1. Airport Master Plan Update | \$450,000 |
|-------------------------------|-----------|

Contracts Fiscal Year #2

| | |
|-----------------------------|-----------|
| 1. Fuel System Construction | \$805,134 |
|-----------------------------|-----------|

Contracts Fiscal Year #3

| | |
|---------------------------|------|
| 1. No project anticipated | \$ 0 |
|---------------------------|------|

Market Area: The Tillamook Municipal Airport is located in Tillamook County, Oregon and aligns with ODOT Administrative region 2 (Northwest Oregon). The market area was determined by the 2021 Oregon Statewide DBE Disparity Study, which identified the State of Oregon, Clark and Skamania Counties in Washington and Payette County in Idaho.

Step 1. Actual relative availability of DBEs

The base figure for the relative availability was calculated as follows:

Method: Use of Disparity Study – Oregon Department of Aviation, Oregon Statewide DBE Disparity Study, completed 2021, which analyzed FAA funded contracts from 2014 through 2019. DBE % figures were taken from figure 9-4, Southwest region figures.

Fiscal Year #1
 For FY-2024, award of the following is anticipated.

| Contract Name | Trade Description | NAICS Code | NAICS Description | Trade \$ | DBE (%) | DBE \$ |
|--|-------------------------------|------------|-------------------------------------|----------------------|--------------|---------------------|
| FY 2024 Airport Master Plan Update | Professional Services: | | | | | |
| | Engineering Services | 541330 | Engineering Services | \$ 25,200.00 | 9.00% | \$ 2,268.00 |
| | Planning | 541320 | Landscape Architectural Services | \$ 370,800.00 | 10.00% | \$ 37,080.00 |
| | Design Surveying & Mapping | 541370 | Survey & Mapping | \$ 54,000.00 | 6.90% | \$ 3,726.00 |
| Total Contract #1 | | | | \$ 450,000.00 | 9.57% | \$ 43,074.00 |
| Total FY 2024 | | | | \$ 450,000.00 | | \$ 43,074.00 |

Fiscal Year #2
 For FY-2025, award of the following is anticipated:

| Contract Name | Trade Description | NAICS Code | NAICS Description | Trade \$ | DBE (%) | DBE \$ |
|---|--|------------|---|------------------------|----------------------|---------------------|
| FY 2025 Fuel System Construction | Professional Services: | | | | | |
| | Construction Engineering & Admin Services | 541330 | Engineering Services | \$ 66,500.00 | 9.00% | \$ 5,985.00 |
| | Testing Laboratories and Services (Includes Geotech Testing) | 541380 | Testing Laboratories and Services | \$ 9,500.00 | 0.60% | \$ 57.00 |
| | Construction: | | | | | |
| | Mechanical Equipment Installation | 238290 | | \$ 154,384.00 | 0% | \$ - |
| | Concrete Work (foundations) | 238110 | Poured Concrete Foundation and Structure Contractors | \$ 57,000.00 | 5.10% | \$ 2,907.00 |
| | Construction Survey & Stakeout | 541370 | Survey & Mapping | \$ 9,500.00 | 6.90% | \$ 655.50 |
| | Electrical Contractors, Lighting, Conduit, Wind Cone, Control Systems | 238210 | Electrical Work | \$ 52,250.00 | 4.10% | \$ 2,142.25 |
| | Excavation, Site Prep, Clearing, Grading, Compaction, Backfilling | 238910 | Site Preparation | \$ 38,000.00 | 9.00% | \$ 3,420.00 |
| | Drainage/Storm Sewer | 237110 | Water and Sewer Line and Related Structure Construction | \$ 57,000.00 | 6.10% | \$ 3,477.00 |
| | Flagging, Traffic Control, other services | 561990 | Other Construction Work | \$ 9,500.00 | 0% | \$ - |
| | Equipment: | | | | | |
| | Petroleum Storage Tanks Manufacturer | 332420 | Metal Tank (Heavy Gauge) Manufacturing | \$ 161,500.00 | 0% | \$ - |
| | Pumping Equipment Manufacturer | 333914 | Measuring, Dispensing and Other Pumping Equip Manufacturing | \$ 190,000.00 | 0% | \$ - |
| | Total Contract #1 | | | | \$ 805,134.00 | 2.32% |
| Total FY 2025 | | | | \$ 805,134.00 | | \$ 18,643.75 |
| Total Tillamook Municipal Airport FY 2024-2026 | | | | \$ 1,255,134.00 | 4.92% | \$ 61,717.75 |

Fiscal Year #3
 For FY-2026, no awards anticipated.

The base goal projection after weighting is as follows:

- Total Weighted DBE Availability: \$61,718
- Total for All Trades: \$1,255,134

Dividing the weighted DBE totals by the total estimate for all trades gives a base DBE availability figure for the projects anticipated during the goal-setting period. This figure is expressed as a percentage and serves as the basis for the three-year overall goal.

Base of DBE Goal: 4.92%

Step 2: Adjustments to Step 1 base figure

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

Not enough historical data on DBE participation is available to reference to make an adjustment to the Step 1 base figure; therefore, the Port is adopting the Step 1 base figure as the overall goal for this three-year goal period.

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

Tillamook Municipal Airport will meet the maximum feasible portion of the overall goal by using RN means of facilitating DBE participation.

1. Arranging solicitations, times for the presentation of bids, quantities, specifications, and delivery schedules in ways that facilitates DBE, and other small businesses, participation;
2. Carrying out information and communications programs on contracting procedures and specific contract opportunities;
3. Referring DBE’s and other small businesses to 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;
4. Referring DBE’s to 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;
5. Ensuring distribution of DBE directory, through print and electronic means, to the widest feasible universe of potential prime contractors;
6. Consider unbundling large contracts to make them more accessible to small businesses when possible.
7. Provide instructions and clarification on bid specifications, general bidding requirements, and procurement policies and procedures; and
8. Discuss the DBE goal and DBE requirements at Pre-bid meetings to encourage prime contractors to solicit DBE firms in subcontracting opportunities.

Tillamook Municipal Airport estimates that in meeting the established overall goal of 4.92%, it will obtain 0% from RN participation and 4.92% through RC measures.

This breakout is based on:

The Tillamook Municipal Airport does not have a history of DBE participation or over-achievement of goals to reference and expects to obtain its DBE participation through the use of DBE contract goals or a conscious effort to obtain DBE participation. Therefore, the entire goal of 4.92% is to be obtained through race-conscious participation.

Tillamook Municipal Airport will adjust the estimated breakout of RN and RC DBE participation as needed to reflect actual DBE participation [see §26.51(f)] and track and report RN and RC participation separately. For reporting purposes, RN DBE participation includes, but is not necessarily limited to the following: DBE participation through a prime contract obtained through customary competitive procurement procedures; DBE participation through a subcontract on a prime contract that does not carry a DBE goal, DBE participation on a prime contract exceeding a contract goal, and DBE participation through a subcontract from a prime contractor that did not consider a firm's DBE status in making the award.

PUBLIC PARTICIPATION

Consultation:

In establishing the overall goal, Tillamook Municipal Airport provided for consultation and publication. This process included consultation with minority, women's, and general contractor groups, community organizations, and other officials or organizations which could be expected to have information concerning the availability of disadvantaged and non-disadvantaged businesses, the effects of discrimination on opportunities for DBEs, and the Airport's efforts to establish a level playing field for the participation of DBEs. The consultation included a scheduled, direct, interactive exchange with as many interested stakeholders as possible focused on obtaining information relevant to the goal setting process, and was conducted before the goal methodology was submitted to the operating administration for review. Details of the consultation are as follows.

A virtual consultation meeting was held at 1:30 P.M. on March 11, 2025 via Microsoft Teams. The following people were in attendance:

- Michele Bradley, General Manager/DBELO, Port of Tillamook Bay
- Geoff Vaughn, Project Manager, Precision Approach Engineering
- Kelley Brouwer, Project Administrative Assistant, Precision Approach Engineering
- Will Chappell, Editor, Tillamook Headlight Herald

Topics discussed and comments received at the meeting included:

- Program Plan document and its parts
- Discussion about the intent of DBE goals and contract goal
- Goal methodology and use of disparity study
- Pre-Bid meeting agenda to include DBE contract goal and compliance requirements
- Publication and public comment period
- Monitoring, Commercially Useful Function and Prompt Payment

Following the consultation, the following public notice was published on the Airport's official website, informing the public of the proposed goal and its rationale. Any comments received after submittal of this document to FAA will be forwarded to FAA and kept as part our DBE records.

PUBLIC NOTICE

Port of Tillamook Bay hereby announces its proposed Disadvantaged Business Enterprise (DBE) participation goal of 4.92% for federally-funded contracts/agreements. The proposed goal pertains to federal fiscal years 2024 through 2026.

The proposed goal and its methodology are available for inspection on the Tillamook Municipal Airport's website <https://www.potb.org/tillamook-municipal-airport-tmk> for 30 days from the date of this publication.

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

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