



**SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY  
FFY 2024 – 2026 Goal Setting and Methodology  
For Participation of Disadvantaged Business Enterprises (DBE)**

**INTRODUCTION:**

The Susquehanna Regional Transportation Authority (SRTA, dba rabbittransit) has established a Disadvantaged Business Enterprise (DBE) Program in accordance with the regulations of the U.S. Department of Transportation (DOT) as found in 49 CFR Part 26. The SRTA anticipates receiving federal financial assistance exceeding \$250,000 annually from the Federal Transit Administration (FTA) in the DOT during Federal Fiscal Years 2024 - 2026. As a condition of receiving this financial assistance, SRTA has signed an assurance that it will comply with 49 CFR Part 26.

The DBE regulations require SRTA to develop and submit to the FTA every three (3) years an overall goal for participation of DBE's in FTA-assisted contracts. This goal must be based on demonstrable evidence of the availability of ready, willing and able DBE's relative to all businesses ready, willing and able to participate in SRTA's DOT assisted contracts. The SRTA goal must reflect its determination of the level of DBE participation expected absent the effect of discrimination. This document describes how SRTA's DBE goal for the three-year period from October 1, 2023 to September 30, 2026 was developed.

This is SRTA's initial submission of its documentation of the development of its proposed overall goal for participation of DBE firms in FTA-assisted contracts over the next three (3) years. Should supplemental materials be needed or further documentations develop during the course of the three (3) years this goal covers, SRTA will resubmit this goal with a summary of revisions.

**BACKGROUND:**

The Susquehanna Regional Transportation Authority, dba rabbittransit, is a regional public transportation provider created on 1/1/2022 by the merger of Central Pennsylvania Transportation Authority (SRTA) and the Cumberland-Dauphin-Harrisburg Transit Authority (dba Capital Area Transit or CAT). SRTA offers a variety of transportation services to the residents of Adams, Columbia, Cumberland, Dauphin, Franklin, Montour, Northumberland, Perry, Snyder, Union and York Counties, as well as the cities of York and Harrisburg. These services include an array of travel modes inclusive of fixed, commuter, and demand response. During FY 2023 (7/1/2022-6/30/2023), approximately 2.9 million trip connections were made across all modes of service for those people who depend on rabbittransit each day to get to work, medical facilities, school and other life-sustaining activities.

SRTA has administrative and maintenance facilities in Harrisburg, PA and York, PA. While there were no significant projects during the prior three-year goal (FFY 2021-2023), the next three year period will include the construction of a new facility in Harrisburg at the site of the current administrative and maintenance facility for CAT. This project will commence during the next three year goal and will include significant federal funds. During the next three (3) year goal period, it is expected that approximately \$12.5m in FTA funds will be used for the project. In addition, SRTA will be undertaking smaller scale projects in both York and Harrisburg (facilities, grounds, equipment, and technological, security, and general organizational infrastructure projects. Those will also be reflected in the overall three year goal for 2024-2026, and are typical, recurring organizational projects.

## **DEVELOPING THE BASE FIGURE:**

SRTA's overall goal is based on demonstrable evidence of the availability of ready, willing and able DBEs relative to all businesses ready, willing and able to participate in the DOT-assisted contracts the Authority is anticipating during the FFY 2024 - 2026 period. The goal reflects the determination of the level of DBE participation the Authority would expect absent the effects of discrimination.

Based on 49 CFR Part 26 and supplemental documents referenced from FTA and the DOT Department of Civil Rights, SRTA worked through the associated tasks of the DBE goal development methodology. The process followed in each of these tasks is described below with a general progression from the base figure, how adjustments were made, and the final goal determination.

## **ESTABLISHMENT OF BASE FIGURE**

### Anticipated DOT-Assisted Contracting Opportunities

To begin the process, SRTA reviewed anticipated funding and the proposed budgeting of those dollars during the FFY 2024 - 2026 period. This review of anticipated funding included evaluation of both the operating budget and the expected capital plan. For its purchases funded through the operating activity, SRTA determined anticipated expenditures through a review of past activity (2023 and prior), as well as expected current and future activity for the organization. Federal funds will be used to fund a portion of those expenses.

The capital funding components were evaluated against the three year projection of the capital plan, as well as anticipated federal funds available to assist in the funding of SRTA's capital program. A significant portion of the capital plan was a review and breakdown of anticipated costs associated with the new facility to be constructed in Harrisburg, as well as the federal funds that will be associated with that project. In addition to the capital plan, SRTA reviewed the Transportation Improvement Plan (TIP) for both York and Harrisburg. The TIP, which covers a four (4) year period, provides detail of expected capital projects and anticipated federal, DOT funding usage.

### Identification of a Reasonable, Regional Market

While SRTA anticipates all of the contracting opportunities developed from the above analysis to be associated to the York, Adams, Cumberland, and Dauphin Counties (the areas where SRTA mostly operates and conducts business and service), SRTA attempted to provide a reasonable geographic market to further expand the opportunity of DBE participation. This expansion was done as a single organization with a large geographical footprint. This means that projects in Harrisburg could reasonably attract vendors from York's geographical

presence, and vice versa. Therefore, when expanding the overall geographical market, the process was done at the organizational level and not based on general location of specific projects. The expanded area resulted in the inclusion of Baltimore (MD), Lancaster County, Lebanon County, Perry County, Franklin County, Juniata County, Snyder County, Schuylkill County, and Northumberland County.

Note that the current geographical area that has been designated represents the combined locations that were contained in the individual DBE Goals that were previously developed by SRTA and CAT. The selection of these zones was also made with the intention of supporting the regional business community and better focuses outreach and engagement efforts. The selection is further based on previous experience with contractors utilized by both SRTA and CAT originating from within this area. SRTA (and previously SRTA and CAT) have had limited involvement from contractors outside of this service area.

#### Identification of Ready, Willing, and Able Firms

SRTA utilizes a collection of resources to determine ready, willing, and able firms in both the category of DBE and non-DBE. For DBEs, these are selected based on the Pennsylvania Unified Certification Program (PA UCP), which is the state's certified DBE directory. DBEs counted were those located in the geographic location above. It's also viewed as a central resource to all facets of the program within the state. As noted, all certified firms are maintained on this website and updated regularly. A check against the DOCR's decertification, denials, and appeals is made in conjunction with this step in the process. No issues were noted during this validation. To find all available ready, willing, and able firms, including those DBE firms, the 2022 County Business Patterns (CBP) is utilized. This data is generated by the Census Bureau and 2022 is the most recent year available at the time of the methodology development.

In the evaluation of both DBE and non-DBE firms, they are determined to be ready, willing, and able based on the NAICS classification codes matching the projected contracting opportunities. Enhanced specificity is provided in the PA UCP's directory through the work description section. In this work description DBE firms identify their specific work interests within potentially broader categories. SRTA further utilizes documentation of vendors from our accounting software SAGE ERP 100 and previous bidder's lists on like-contracting to determine if there are potential adjustments to both of these lists. During the comparative utilization of the vendor and bidder list, no changes were made to the overall list of firms meeting the status of ready, willing, and able.

#### Calculating the Base Figure

Based on the above of potential DOT-assisted contracting opportunities, the regional market, and the collection of ready, willing, and able firms it was determined that SRTA has an estimated \$24,642,770 DOT-assisted dollars associated to potential contracting opportunities across thirteen (13) NAICS code classifications. This total DOT-funding was broken down into the thirteen (13) NAICS codes to develop a weight for each associated project. This weight is calculated by dividing the project total by the total DOT funds.

**FIGURE 1: DEVELOPING THE BASE WEIGHT**

**Step 1 - Determine the weight of each type of work by NAICS Code:**

\* Enter all the PTA-assisted projects below. Project amounts should be assigned relevant NAICS Code(s).

	<b>NAICS Code</b>	<b>Project</b>	<b>Amount of DOT funds on Project</b>	<b>% of Total DOT Funds (Weight)</b>
<b>1</b>	236220	General Contracting - Facility	10,005,000	40.60%
<b>2</b>	238210	Electrical - Facility	1,110,000	4.50%
<b>3</b>	238220	HVAC, Plumbing- Facility	2,274,022	9.23%
<b>4</b>	423830	Shop Tools and Equipment	300,000	1.22%
<b>5</b>	423430	Office Equipment	107,040	0.43%
<b>6</b>	423690	Communications	408,700	1.66%
<b>7</b>	561790	Facilities - Maintenance/Repairs	2,511,800	10.19%
<b>8</b>	238170	Gutter/Siding	20,085	0.08%
<b>9</b>	423120	Vehicle Parts/Equipment	3,464,201	14.06%
<b>10</b>	811198	Contracted Maintenance	3,060,983	12.42%
<b>11</b>	488410	Towing	92,814	0.38%
<b>12</b>	424720	Fuel	1,092,189	4.43%
<b>13</b>	423130	Tires	195,936	0.80%
		<b>Total FTA-Assisted Contract Funds</b>	<b>24,642,770</b>	<b>100%</b>

Utilizing the PAUCP and the CBP data, it was determined that there are 2,927 firms, including those DBE firms, capable of performing the projects based strictly on NAICS classification. The total ready, willing, and able DBE firms were determined to be twenty-four (24). This provided a relative availability of .82% of DBE firms by dividing the total number of ready, willing, and able DBEs against the total number of ready, willing, and able firms.

**FIGURE 2: DETERMINING RELATIVE AVAILABILITY:**

**Step 2 - Determine the relative availability of DBE's by NAICS Code:**

\* Use DBE Directory, census data and/or a bidders list to enter the number of available DBE firms and the number of available firms.

	<b>NAICS Code</b>	<b>Project</b>	<b>Number of DBEs available to perform this work</b>	<b>Number of All firms available to do this work</b>	<b>Relative Availability</b>	
<b>1</b>	236220	General Contracting - Facility	8	424	1.89%	
<b>2</b>	238210	Electrical - Facility	5	681	0.73%	
<b>3</b>	238220	HVAC, Plumbing- Facility	3	988	0.30%	
<b>4</b>	423830	Shop Tools and Equipment	0	226	0.00%	
<b>5</b>	423430	Office Equipment	3	45	6.67%	
<b>6</b>	423690	Communications	0	51	0.00%	
<b>7</b>	561790	Facilities - Maintenance/Repairs	3	134	2.24%	
<b>8</b>	238170	Gutter/Siding	1	78	1.28%	
<b>9</b>	423120	Vehicle Parts/Equipment	0	129	0.00%	
<b>10</b>	811198	Contracted Maintenance	0	42	0.00%	
<b>11</b>	488410	Towing	0	101	0.00%	
<b>12</b>	424720	Fuel	1	3	33.33%	
<b>13</b>	423130	Tires	0	25	0.00%	
		<b>Combined Totals</b>	<b>24</b>	<b>2,927</b>	<b>0.82%</b>	<b><i>Overall availability of DBEs</i></b>

This relative availability was then multiplied by the weight of DOT-funds associated to each project. This resulted in a weighted base figure that was totaled for all projects to generate a weighed base figure. This weighed base figure adjusted the preliminary DBE goal to 2.50%. A total DBE commitment of \$616,069 out of the total DOT-funding of \$24,642,770 during the FFY2024-2026 timeframe would achieve this base figure.

**FIGURE 3: DETERMINING WEIGHED BASE FIGURE:**

Step 3 - (Weight) x (Availability) = Weighted Base F1gure

	NAICS Code	Project	Weight	X	Availability	Weighted Base Figure
1	236220	General Contracting - Facility	40.60%	X	1.89%	0.77%
2	238210	Electrical - Facility	4.50%	X	0.73%	0.03%
3	238220	HVAC, Plumbing- Facility	9.23%	X	0.30%	0.03%
4	423830	Shop Tools and Equipment	1.22%	X	0.00%	0.00%
5	423430	Office Equipment	0.43%	X	6.67%	0.03%
6	423690	Communications	1.66%	X	0.00%	0.00%
7	561790	Facilities - Maintenance/Repairs	10.19%	X	2.24%	0.23%
8	238170	Gutter/Siding	0.08%	X	1.28%	0.00%
9	423120	Vehicle Parts/Equipment	14.06%	X	0.00%	0.00%
10	811198	Contracted Maintenance	12.42%	X	0.00%	0.00%
11	488410	Towing	0.38%	X	0.00%	0.00%
12	424720	Fuel	4.43%	X	33.33%	1.48%
13	423130	Tires	0.80%	X	0.00%	0.00%
	**	<b>SEE COMMENT BELOW</b>			<b>Total</b>	2.56%
					<b>Rounded Weighted Base Figure</b>	<b>2.50%</b>

DBE Est. 3 Year Award	\$ 616,069
DBE Est. Per Year	\$ 205,356
Est. 3-Year DOT Funds	\$ 24,642,770

**\*\*Note that for projects such as the new facility, the NAICS codes represent general categories for general stages of the building project, with expected costs over the next three year period. As SRTA becomes involved in the procurement process and more details of each project are known, there may be opportunities for additional vendors and NAICS Codes. We encourage all participants to periodically check the SRTA website, reach out to the Procurement Analyst, Allen Hollenbach ([ahollenback@rabbittransit.org](mailto:ahollenback@rabbittransit.org)), or the DBE Liaison, Eric Maguire ([emaguire@rabbittransit.org](mailto:emaguire@rabbittransit.org)) to stay current on procurement activity, or to address any questions you may have as new procurements are announced and/or bid.**

## STEP 2 ADJUSTMENT OF BASE FIGURE

This is the first DBE goal that is being developed by SRTA. A review of all calculations and the initial unadjusted goal, SRTA has noted that the result is consistent with what we would expect to see from the organization. The resulting goal is consistent with the most recent, and final, individual goals for SRTA and CAT. For the most part, the activity that will occur using DOT funding during the next three year period will be consistent with the use of funds previously by both SRTA and CAT. We do not expect different results, or a significant change in the DBEs available and utilized for those projects and funds usage. The significant change that will be occurring during the next three-year goal period is that construction of a new facility will occur in Harrisburg. While both organizations have oftentimes struggled to reach the DBE goal previously, the expectation is that with this facility project, SRTA will have significant opportunities for DBE participation. And while the overall goal is not significantly greater than the combined prior goals, the dollar amounts that should go to DBE firms will increase significantly as the project progresses.

Therefore, in reviewing the requirements under step 2, SRTA has determined that it will not adjust the base figure of 2.50 %. This decision is based on historical DBE results for both SRTA and CAT, and the number of DBE firms available (which is relatively consistent in the projects that SRTA has planned for the next three years). We feel that the base calculation represents SRTA's most appropriate DBE participation goal.

In addition, at the time of the above goal establishment, SRTA did not have any current disparity studies in hand relating to the jurisdiction, therefore no adjustments are being made at this time.

## **RACE NEUTRAL AND CONSCIOUS GOAL PROJECTIONS:**

In terms of specific race/gender neutral measures SRTA will utilize the following methods:

- Informing prime contractors of the PA UCP directory when subcontracting opportunities are available.
- Providing information to DBEs on potential subcontracting opportunities where feasible.
- Arranging solicitations, time to present bids/proposals, bid quantities, specifications, quantities and delivery schedules to facilitate DBE and small business participation where feasible.
- Providing assistance and information regarding the bidding process and procurement policies.
- Offering clear and detailed instructions in bid specifications, procedures, and general bidding requirements.

SRTA anticipates meeting the entire 2.50%, overall goal by race/gender neutral means. This determination is based on the transition of our anticipated DOT-funded contracting opportunities back to normal levels after the capital project associated to the facility renovation. Otherwise, the amount of DBE participation in DOT-assisted contracts during prior fiscal years achieved without establishing goals for specific contracts was consistent with previous projections. As the fiscal year progresses and DBE participation is monitored, SRTA will consider a race/gender-conscious goal for specific contracts, if warranted, in order to achieve the overall goal. Specifically, this will be considered if a shortfall was to occur at the end of any reporting year.

## **PUBLIC CONSULTATION AND OUTREACH:**

SRTA began the process by developing the base figure and adjustment analysis. Upon completion of this baseline assessment a timeline was developed to ensure that this information was made available to all interested parties in the form of interest groups, business networks, and community organizations with mission components relevant to the program objectives. The projected goal and methodology timeline anticipated consultation outreach during the month of October, 2024. The initial outreach consisted of emails and phone calls directed at all perceived relevant stakeholders, civic groups, chambers of commerce, business and trade associations, and community groups. Intended recipients were encouraged to pass along the goal to any additional parties they felt would benefit from reviewing the goal. The final outreach occurred through a Zoom session led by SRTA's DBE Liaison on Thursday November 7, 2024. The same parties were invited to attend the session or provide feedback regarding the goal, and to pass along the invitation as they felt appropriate. Upon completion of the outreach, it was determined that there would be no modifications made to the goal. The final goal was uploaded to the SRTA website on Monday, November 11, 2024, at which time the goal was uploaded into TrAMS for FTA review.

This list of agencies contacted in the consultation outreach is provided in Attachment A, below. These agencies were initially contacted via phone call, with an ensuing follow-up email. Note that overall there was limited success in the initial outreach process- voicemails were left when necessary. While we were able to reach several of the parties, the initial discussions consisted of an explanation of what we were doing, why we were doing it, and the encouragement of feedback in response to the follow-up email that was to be sent. There were no specific questions or comments at this time relative to the DBE goal, or the DBE program for SRTA. Note that there were no phone calls received regarding the



goal. There was, however, one email response. The purpose of the email was to gain clarification as to how NAICS codes were developed and used in the various projects that comprise the goal. The email received and our response are noted in Attachment B below. Based on the comment received, SRTA has added detail related to the goal. Specifically, the information added is to ensure all users that there may be additional opportunities available, and that the NAICS codes shown are the general codes for projects expected, but that as projects occur, there may be opportunities in them that reach additional codes. All interested parties have been encouraged to reach out to SRTA personally, or to periodically check our website for more detailed and/or specific projects that may be occurring.

SRTA hosted its DBE Consultative Webinar on Thursday, November 7, 2024, June 26, 2020, which had a total attendance of three (3). A complete listing of activities and details of the webinar is identified in Attachment C. This webinar included a presentation component that introduced the federal DBE program (CFR 49 Part 26), SRTA's DBE program, the PA UCP, and highlighted the goal methodology as defined above, which included walking through the base figure and the calculations that led to that objective. It was also an opportunity to highlight some of the anticipated projects. During the discussion, SRTA explained the importance of the DBE program to SRTA, the community, and how our organization is working to provide opportunities to DBEs in the local geographical area. The webinar concluded with an open discussion, which permitted attendees to pose questions or provide feedback directly to SRTA. Note that there were no questions related to the goal itself or goal methodology. Questions posed were related to becoming a DBE and the certification process. The DBELO shared his screen and showed participants the PAUCP website, and also showed them how to navigate through the screens to start the certification process. DBELO also provided basic requirements that needed to be met for an organization to become a DBE (and encouraged those wishing to start the certification process to explore the PAUCP site for details on specific requirements), and provided phone numbers for the DBE Supportive Services Center (#833-736-6323), and the PA DOT EEO (#717-787-5891), where more information could be obtained and questions posed. Although the attendance was not very large, the discussion that ensued was encouraging. SRTA is hopeful that the program will grow and more stakeholders will become involved in the process and the program itself.

Of the discussion, comments, and feedback, nothing in the consultative efforts indicated any reason or recommendation to adjust SRTA's goals or methodology. No recommendations for adjustment were documented. Based on the lack of recommendations and limited input overall, SRTA does not see the consultative process identifying a requirement to adjust the base figure.

As no adjustments were deemed necessary, and as SRTA will only be posting the finalized goal to its website, there was no need to initiate a wait period prior to submitting the final goal to FTA. The public notice and DBE Goal was posted to SRTA's website (<https://www.rabbittransit.org>) on Friday, November 15, 2024. The proposed final goal was also submitted to FTA on Friday, November 15, 2024.

## **DBE GOAL FFY2021 - 2024**

SRTA's overall goal for FFY2024 – 2026 is 2.50% of the federal financial assistance the Authority will expend on DOT-assisted contracts, exclusive of FTA funds to be used for the purchase of transit vehicles. The amount of federal assistance SRTA projects to receive and utilize in the next three fiscal years for the procurement of goods or services with DBE contracting opportunities is \$24,642,770. Based on an overall DBE goal of 2.50%, this means SRTA anticipates \$616,069 in expenditures with eligible DBE firms during the FFY2024 - 2026 period. SRTA estimates this overall goal will be met through race/gender-neutral means.

## ATTACHMENT A

Eric Maguire

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**From:** Eric Maguire  
**Sent:** Wednesday, October 2, 2024 11:51 AM  
**To:** Eric Maguire  
**Subject:** SRTA (rabbittransit) Draft DBE Goal 2024-2026  
**Attachments:** SRTA DBE Goal and Methodology FY2024-2026 DRAFT.docx

Hello!

I hope things are going well for you. My name is Eric Maguire (SRTA DBE Liaison Officer), and I am writing to you on behalf of the Susquehanna Regional Transportation Authority (SRTA). SRTA was formed as a merger between Central Pennsylvania Transportation Authority (CPTA) and Capital Area Transit (CAT). SRTA is currently in the process of preparing its DBE program goals for the next three years, and at the same time is looking for, and encouraging, feedback regarding the goal and goal-setting process from our local communities and community leaders. SRTA receives federal funds through the Department of Transportation, and our goal is to have disadvantaged businesses contract with us for some of the work that we do. For the period 2024-2026, SRTA is expecting approximately \$24,642,770 in federal funds for projected projects, and are hoping to award a minimum of 2.50% of those contracts to disadvantaged businesses. A significant portion of the federal expenditures will be related to a newly constructed Administrative/Maintenance and Transfer center facility that is scheduled to be constructed on Cameron Street, although there are additional projects and opportunities as well. We strongly encourage you to review the attached goal methodology and calculation and encourage any feedback and/or input in this process as we finalize our goal. Your input will assist SRTA in ensuring that the goal we develop is tailored to the communities for which we operate and impact. We are requesting information on the availability of DBEs and DBE firms, with our ultimate goal being to ensure that disadvantaged businesses are given the opportunity to contract with SRTA, and that they are operating on an equal playing field as all other businesses and firms.

Feedback can be sent via email to myself, Eric Maguire @ [emaguire@rabbittransit.org](mailto:emaguire@rabbittransit.org); through written comments sent via mail to my attention at 901 N. Cameron St., Harrisburg, PA 17101; or can be done through phone calls to my direct line, #717-233-5657 X5158.

We thank you in advance for your time and any feedback you would like to provide. Feel free to pass this email and my contact information along to anyone you feel may benefit or have feedback they would like to provide.

If you have any questions, please let me know.

Eric

**Eric Maguire** | Grants and Procurement Manager  
*Susquehanna Regional Transportation Authority*  
Serving Adams, Columbia, Cumberland, Dauphin, Franklin,  
Harrisburg City, Montour, Northumberland, Perry, Snyder, Union and York

BCC Listing for Initial Outreach for DBE Goal (10/2/2024)

Eric Maguire <emaguire@rabbittransit.org>; Harrisburg Chamber 2 (cbrindle@hbgrc.org); Harrisburg Chamber 3 (nkeiner@hbgrc.org); hyoung@keystonebusinessalliance.org (hyoung@keystonebusinessalliance.org); York Builders Association (melissa@yorkbuilders.com); PA DBE Support Center (cmoultrie@cheyney.edu); PA Chamber of Business and Industry (gmcdonel@pachamber.org); Mechanicsburg Chamber of Commerce (info@mechanicsburgchamber.org); African American Chamber of Commerce (info@chamberforus.org); Carlisle Chamber of Commerce (info@carlislechamber.org); West Shore Chamber of Commerce (wschamber@wschamber.org); Lancaster County Chamber of L&I (TChaffier@lcci.com); Baltimore County Chamber (ltaylor@baltcountychamber.com); Gettysburg Chamber (jenniferm@gettysburgchamber.org); Hanover Chamber (office@hanoverchamber.com); Lancaster Chamber (info@lancasterchamber.com); Lebanon Valley Chamber (mmessina@lvchamber.org); York County Chamber (SPinos@YCEAPA.org); PA Diversity Coalition (info@thepadc.com); Cumberland County Area Economic Development Corp (lori@cumberlandbusiness.com); info@hyp.org (info@hyp.org); Women's Network of York (womensnetworkofyork@gmail.co); PA Small Business Development Center (sbdc@ship.edu); Women in Transportation Central PA (cdeardorff@sqcivil.com)

## ATTACHMENT B

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**From:** Crystalann Deardorff <cdeardorff@sqcivil.com>  
**Sent:** Friday, November 1, 2024 12:39 PM  
**To:** Eric Maguire <emaguire@rabbittransit.org>  
**Cc:** Marc Pinto <mpinto@sqcivil.com>  
**Subject:** RE: SRTA (rabbittransit) Draft DBE Goal 2024-2026

**Caution:** This is an external email and may be malicious. Please take care when clicking links or opening attachments.

Hello Eric,

Thank you for the opportunity to review and provide input. We looked through the document and found it interesting that the charts used to determine the # of firms ready, willing, and able, does not include professional engineering or other professional services like Environmental and Surveying/Mapping. Are these specifically excluded from the calculation for some reason?

Susquehanna Civil is PA UCP DBE certified for the following NAICS codes, but they are not included in your calculation:  
NAICS 541330: ENGINEERING SERVICES  
NAICS 541370: SURVEYING AND MAPPING (EXCEPT GEOPHYSICAL) SERVICES  
NAICS 541620: ENVIRONMENTAL CONSULTING SERVICES

I know of a few firms like ours that are also ready, willing, and able to perform these services for SRTA. For example, we are a subconsultant to Gannett Fleming on an rabbittransit Engineering Open End Contract. We have not received any assignments to date but are ready, willing, and able to assist with the right project when it comes along.

Regards,

**Crystalann M. Deardorff, PE, CBI**  
**Senior Vice President of Business Development**



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[www.sqcivil.com](http://www.sqcivil.com)

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**From:** Eric Maguire <[emaguire@rabbittransit.org](mailto:emaguire@rabbittransit.org)>  
**Sent:** Wednesday, October 2, 2024 7:27 PM  
**To:** Eric Maguire <[emaguire@rabbittransit.org](mailto:emaguire@rabbittransit.org)>  
**Subject:** SRTA (rabbittransit) Draft DBE Goal 2024-2026

**From:** Eric Maguire  
**Sent:** Monday, November 4, 2024 4:59 PM  
**To:** 'Crystalann Deardorff' <cdeardorff@sqcivil.com>  
**Cc:** Marc Pinto <mpinto@sqcivil.com>  
**Subject:** RE: SRTA (rabbittransit) Draft DBE Goal 2024-2026

Hello Crystalann. Thank you for reaching out. Regarding your questions about the current goal and the NAICS codes you see vs. what you don't see, I will do my best to try to make my response as clear and simple as I can. For many of the projects that we are going to be completing over the next 3 years, we are developing them internally, and can typically be more specific about what we are going to be doing (examples like towing expenses, HVAC maintenance to our facility, purchasing tools and equipment). Those are generally easier for us to attach to specific NAICS codes.

The Facility project that is currently underway on Cameron Street is a little different. For us, internally, we have yet to incur any expenses related to the project except for the purchase of the land, for which we utilized State funds. We have not had any additional expenses for the project. This project has strong PA DOT support, and they have been involved from the beginning. Much of the work that has already been completed for the project, which has been ongoing, has been led by a 3<sup>rd</sup> party, with the support of PA DOT. The current goal we are developing will include the initial federal expenses that we will incur on the project (which will begin with site work such as demolition, land prep, removal, etc.). The total expected expenditures over the life of the next goal for the Facility is approximately \$12.5m. For the current goal that we are developing, we actually reached out to the 3<sup>rd</sup> party Engineering firm to get a breakdown of the expected cost over not just the next 2-3 years, but over the life of the project. We were given a very general breakdown of the costs over that period by contractor type (GC, EC, etc.). Therefore, when we input the information into the goal, and included the NAICS for the project, we used the higher level, general code that applied to each category. We were not given specific amounts broken down into smaller pieces, and therefore did not go deeper regarding the codes we assigned. That will actually be done on a case by case basis when we start to be involved in the procurement process.

With all of that being said, that does not mean that when the project begins to move forward, there will not be other opportunities for DBE involvement. What we developed was an expected use of federal funds, but is not all-inclusive, and doesn't mean other opportunities will not come up. As the facility project moves forward, and we start expending federal funds, we are expecting to have significant opportunities for DBE participation, and we expect to have more detailed scopes of work when we are actively participating in the procurements. We are also in discussions internally as to whether or not we will be putting a separate DBE goal onto this project, because of the scope and the dollar value of the project.

As we go through our procurement process moving forward, we will also be reaching out to make sure that DBEs are aware of the opportunities that are going to be available. We will do this through emails, such as the ones I have been sending, as well as letting interested parties aware that opportunities are coming, posting procurements to our website. If you are interested in some of these opportunities, just let me know, and I will add you to the list of interested parties that we reach out to in advance to inform of opportunities. That will allow you to see what we have going on regarding future procurements. You could then make the determination if it is something you would be interested in bidding on or being a part of. I would also suggest that you periodically check our website <https://www.rabbittransit.org> for

procurement opportunities. We post all of our competitive procurements on our website, and that is a great resource. In addition, our procurement analyst, Allen Hollenbach ([ahollenbach@rabbittransit.org](mailto:ahollenbach@rabbittransit.org)) is a very good resource if you have

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questions regarding upcoming procurements. He handles the day-to-day procurement activities, and has a great deal of knowledge about projects and project statuses.

Hopefully that makes things a little clearer and answers your questions. We will definitely have DBE opportunities during the life of the next goal, and we will definitely be reaching out to gather support for those opportunities (whether prime or sub opportunities), and we look forward to you having the opportunity to be a part of the process should you so choose.

If you had any other questions or wanted additional information just let me know.

Regards,

Eric

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**From:** Crystalann Deardorff <[cdeardorff@sqcivil.com](mailto:cdeardorff@sqcivil.com)>

**Sent:** Friday, November 1, 2024 12:39 PM

**To:** Eric Maguire <[emaguire@rabbittransit.org](mailto:emaguire@rabbittransit.org)>

**Cc:** Marc Pinto <[mpinto@sqcivil.com](mailto:mpinto@sqcivil.com)>

**Subject:** RE: SRTA (rabbittransit) Draft DBE Goal 2024-2026

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## ATTACHMENT C

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<b>Subject:</b>	DBE Goal Outreach (BH/Info)
<b>Location:</b>	Zoom
<b>Start:</b>	Thu 11/7/2024 1:00 PM
<b>End:</b>	Thu 11/7/2024 2:30 PM
<b>Recurrence:</b>	(none)
<b>Meeting Status:</b>	Accepted
<b>Organizer:</b>	Bev Hockenberry
<b>Required Attendees:</b>	Bev Hockenberry; Eric Maguire
<b>Optional Attendees:</b>	emaguire@comcast.net

Good Evening All. I am following up on my prior email regarding the SRTA DBE Goal for 2024-2026, to inform you of a Zoom meeting that has been scheduled to discuss the current goal draft, as well as the SRTA DBE Program. Per the details below, the meeting is scheduled for Thursday November 7, 2024, and will run from 1:00 PM – 2:30 PM. We are hopeful that you will attend the meeting and also value any and all input or questions that you may wish to share regarding the proposed 3 year goal or the DBE program itself. As a reminder, the meeting will take place to assist SRTA in the development/finalization of our 3-Year DBE goal that will be submitting to the Federal Transit Administration (FTA). As part of the requirements, we are to seek and encourage feedback from the communities for which our service and presence impacts. Part of the outreach and consultative process is a chance for us to have Face-to-Face interactions with our community and constituents. We encourage your participation!

Specifically, the meeting will be used for SRTA to share information, and to address any questions and comments related to the following:

1. SRTA DBE Program
2. 3-Year DBE Goal (2024-2026)
3. Why we have the DBE Program/Goal and what we hope to accomplish with the program
4. Why we are working at leveling the playing field

During the meeting we will be accepting any and all feedback.

If you are unavailable for the meeting or do not wish to attend, we still value your feedback regarding the proposed goal that was previously provided. Feedback can be done through email, or through phone calls to me at 717.233.5657 x5158. Details for the Zoom info are below, should you wish to join next Thursday afternoon.

Thank you in advance for your consideration and any feedback provided!



## **Discussion Points (SRTA Presentation)**

### **1. Why We have the DBE Program and Goal; what we hope to accomplish with the program**

#### **Main Points:**

- a. 49 CFR Part 26 is the regulation
- b. To ensure nondiscrimination in the award and administration of DOT-assisted contracts in the Department's highway, transit, and airport financial assistance programs;
- c. (b) To create a level playing field on which DBEs can compete fairly for DOT-assisted contracts;
- d. To ensure that only firms that fully meet this part's eligibility standards are permitted to participate as DBEs;
- e. To help remove barriers to the participation of DBEs in DOT-assisted contracts;
- f. To promote the use of DBEs in all types of federally assisted contracts and procurement activities conducted by recipients.
- g. To assist the development of firms that can compete successfully in the marketplace outside the DBE program; and
- h. To provide appropriate flexibility to recipients of Federal financial assistance in establishing and providing opportunities for DBEs.

### **2. SRTA's Program and why we are looking to level the playing field**

#### **Main Points:**

- a. Our efforts is to make sure that we are using Federal funding properly, and that we are encouraging (and getting) as much diverse participation as we can get.
- b. We are a part of the community, and we want to improve the lives of those that we affect, or come into contact with.
- c. As a service our goal is to make the lives of people better. It is similar with our DBE program. We want to positively impact the local community and the local businesses.
- d. We want to invest the funds we receive back into the local community.
- e. We understand there are a lot of small businesses in our community that often feel like they are not getting opportunities. That's what we are looking to eliminate.
- f. The outreach we do and are doing today are only one piece of what we do to make sure we are doing our part to support local DBEs

### **3. Current Draft Goal (2.50%)**

#### **Main Points:**

- a. Projects and federal funds in the goal
- b. Determining NAICS Codes
- c. Step by Step walkthrough of goal calculation
- d. Feedback and determination of possible adjustment
- e. Final goal submittal (by 11/15/2024)

### **4. Open Discussion**

#### **Provide Links and Phone Numbers**

- a. PAUCP: <https://paucp.dbesystem.com/>
- b. Certification Application and Process: <https://penndot.dbesystem.com/>
- c. DBE Supportive Service Center (#833-736-6323)
- d. PA DOT EEO (#717-787-5891)