



**CITY OF MONROE  
MONROE TRANSIT SYSTEM (MTS)**

**Disadvantaged Business Enterprise (DBE) Goals  
FY 2023-2026**

***Grantee: City of Monroe, LA***

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***Goal Period: October 1, 2023, to September 30, 2026***

**CITY OF MONROE TRANSIT**  
**Disadvantaged Business Enterprise Program (DBE)**  
**Goals FFY 2023-2026**

Pursuant to the requirements of the City of Monroe's Disadvantage Business Enterprise (DBE) Program and in compliance with the United States Department of Transportation Regulations 49 CFR Part 26.45 (g)(2), the City of Monroe Transit System (MTS) announces it proposed overall FTA procurements goals at **Ten point nine-four percent (10.11%) FY 2023 through FY 2026.**

**The Projects to be covered by this Contract Goal**

Capital Passenger Transfer Terminal Replacement

Internet Technology	Construction
Engineering	Site Cleaning
Painting	Flooring, which includes laying tile
Plumbing	Electrical
HVAC	Parking Area Striping
Plumbing Work	

These are some of the activities related to this project.

**Market Area**

After careful research of the historical bidding practices and responses to requests for professional services for the City of Monroe, Monroe Transit has determined that its market area is made up of the following Parishes/Counties:

- |              |             |
|--------------|-------------|
| Bienville    | Madison     |
| Bossier      | Morehouse   |
| Caddo        | Ouachita    |
| Caldwell     | Red River   |
| Claiborne    | Richland    |
| Desoto       | Tensas      |
| East Carroll | Union       |
| Franklin     | Webster     |
| Jackson      | West Carrol |
| Lincoln      | Winn        |

## **Method**

Per the Department of Transportation guidelines, Monroe Transit is utilizing a two-step process to set its goal for FY 2023-2026. The first step examines the relative availability of DBE firms in the established market Area, and the second step allows for adjustments to the relative availability based on:

- ✓ Information from available Disparity Studies;
- ✓ Information gained from research and outreach with;
  - Organizations servicing or representing DBEs;
  - Federal, State, and Local agencies that procure services;
  - Agencies charged with enforcing Civil Rights laws; and
  - State and Local Agencies responsible for minority/women's affairs
- ✓ Historical accomplishments of Transit's DBE Program

## **Relative Availability**

The following documents the relative availability for the proposed project and is utilized in the overall calculation of relative availability for FY 2021-2023 goals. The following is a summary of the method used to calculate this goal.

**Step 1:** The method used to calculate the relative availability of DBEs for Step 1 in this process is 26.45(c) (1) DBE Directories and Census Bureau Data. The base figure was determined by dividing the total DBE firms in the local market area by the total of all firms. **7.69%**

### **Weight Factors:**

Following the procedures to add weight factors based on the individual project estimates, an additional weight factor is applied based on each project's percentage of the total amount of anticipated award construction dollars. **10.11%**

## **Disparity Study and Historical DBE Accomplishments:**

Due to these two factors, we are not able to make adjustments to the goal:

1. The lack of any disparity study being performed in the region stops us from using disparity information.
2. Monroe Transit has not conducted similar capital construction projects to use historical DBE accomplishments.

## **Race Neutral and Race-Conscious Measures**

The MTS DBE goal is 10.11%. The goal will be achieved by this process;

Race-Neutral - .28%

Race-Conscious – 9.83%

## **Public Participation and Outreach**

Monroe Transit's proposed goals will be published on the MTS website ([www.mtsbus.org](http://www.mtsbus.org)) or ([MTS Proposed Goals](#)) for 30 days for public comment or review. The proposed goals and rationale are available for inspection during regular business hours at Monroe Transit, 700 Washington Street. All comments will be summarized, reviewed, and action taken where appropriate. All comments and resulting revisions will be included in the final goal adoption.

Monroe Transit encourages the participation of DBEs in its Development Program. To reach the available DBE community, seek out public input into the goal-setting process, and ensure wide distribution of the information contained in this document, Monroe Transit makes copies of it as the DBE Program and Annual Goals Setting Document available to the local chapter of the Associated General Contractors, local architects and engineers, prospective bidders, and other interested parties.

Since Monroe Transit does not have sub-recipients, to encourage participation by Certified DBE firms, Monroe Transit

1. Provide prospective bidders with information on the State of Louisiana's Certified list of DBE contractors.
2. Contact the State of Louisiana to ascertain the availability of DBE contractors in the Market Area.

## **Stakeholder Outreach**

1. To comply with the Code of Federal Regulations Title 49, Part 26, Section 26.45(g)(1)(i), Monroe Transit held a TEAMS meeting on Wednesday, September 27, 2023, to:
  - ✓ Reach out to minority, women's, and general contractor groups to discuss opportunities for DBEs:

- ✓ Discuss the process to become a certified DBE;
- ✓ Address issues that contractors face with the DBE Certification process;
- ✓ Present the proposed DBE Goal for FYs 2031-2026, and
- ✓ Discuss the proposed construction project that is planned.

The following parties were invited to participate.

- ✓ North Louisiana Economic Council
- ✓ North Delta Regional Planning and Development District/Ouachita Council of Governments Monroe Chamber of Commerce
- ✓ Louisiana Minority Business Council
- ✓ Woman's Business Enterprise Council
- ✓ Hispanic Chamber of Commerce of Louisiana
- ✓ Louisiana Small Business Development Center, Monroe Chapter
- ✓ Louisiana Association of General Contractors
- ✓ LADOTD DBE/SBE Program Manager
- ✓ DBE Firms
- ✓ City of Monroe – MAP Monroe Access Program

The following parties attended the consultation.

- ✓ Rybicki
- ✓ Curt Kelly - Director of Purchasing, City of Monroe
- ✓ Laykeysha Bullock – Contract DBE Facilitator, City of Monroe
- ✓ Charles Butcher – Airport Director, City of Monroe

Questions from the meeting:

When will construction begin on the Passenger Center construction project?  
 The City of Monroe is currently working on the RFP for the Engineer and Architect to design the facility. Construction should probably begin within the following year.

Attached are the following appendices regarding the consultation meeting:

- A. Email invitation to the September 27, 2020, DBE Goal Meeting
  - B. A copy of the online presentation
  - C. List of attendees
  - D. Questions/Comments
  - E. Screenshot of Monroe Transit's website notice
2. In addition, on October 2, 2023, the DBE goal was presented to and approved by the City of Monroe's DBE Committee.

The attendees were:

Curt Kelly – City Purchasing Director

Angel Taylor – City Buyer  
Lakesha Bullock - Contract & DBE Facilitator  
Charles Butcher – Airport Director  
Morgan McAllister – City Engineer  
Brandon Creekbaum – City Attorney  
Stacey Rowell – Director of Administration

Questions from the meeting:

Were the calculations derived in-house, or was a 3<sup>rd</sup> party hired?

Calculations were performed in-house using DBE federal guidelines. The City's DBE facilitator assisted and reviewed the final product. The costs and NAICS codes associated with the Passenger Center project resulted from the 3<sup>rd</sup> party engineer who conducted an estimate. Additional NAICS codes were derived from day-to-day tasks where DBEs are willing and able to perform the work.

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Marc Keenan  
General Manager

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Date