

POLICY STATEMENT

Section 26.1, 26.23 Objectives/Policy Statement

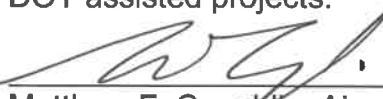
The Pensacola International Airport (“Airport”), owned and operated by the City of Pensacola, has established a Disadvantaged Business Enterprise (DBE) Program in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26. The Airport has received Federal financial assistance from the Department of Transportation, and as a condition of receiving this assistance, the Airport has signed an assurance that it will comply with 49 CFR Part 26 (hereafter referred to as “Part 26”).

It is the policy of the Airport to ensure that DBEs as defined in Part 26, have an equal opportunity to receive and participate in DOT–assisted contracts. It is also the Airport’s policy to engage in the following actions on a continuing basis:

1. Ensure nondiscrimination in the award and administration of DOT- assisted contracts;
2. Create a level playing field on which DBEs 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.

Andrea Levitt, Assistant Airport Director – Finance, has been delegated as the DBE Liaison Officer. In that capacity, Ms. Levitt is 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 in its financial assistance agreements with the Department of Transportation.

The Airport has disseminated this policy statement to the City of Pensacola. This statement has been distributed to DBE and non-DBE business communities that may perform work on Airport DOT-assisted contracts. The distribution was accomplished by advertised in the local newspaper and in a local minority-focused publication, copies of this statement are available from the City Purchasing Department, the Pensacola International Airport, and are distributed to all participants at every pre-bid meeting on DOT assisted projects.


Matthew F. Coughlin, Airport Director

8/28/2020
Date

GENERAL REQUIREMENTS

Section 26.1 Objectives

The objectives are elaborated in the policy statement on the first page of this program.

Section 26.3 Applicability

The Airport is the recipient of Federal airport funds authorized by 49 U.S.C. 47101, *et seq.*

Section 26.5 Definitions

DBEs are for-profit small business concerns where socially and economically disadvantaged individuals own at least a 51% interest and also control management and daily business operations.

African Americans, Hispanics, Native Americans, Asian-Pacific and Subcontinent Asian Americans, and women are presumed to be socially and economically disadvantaged. Other individuals can also qualify as socially and economically disadvantaged on a case-by-case basis.

To participate in the DBE program, a small business owned and controlled by socially and economically disadvantaged individuals must receive DBE certification from the relevant state—generally through the state Uniform Certification Program (UCP).

The Airport will use terms in this program that have their meanings defined in Part 26, §26.5.

Section 26.7 Non-discrimination Requirements

The Airport 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, the Airport 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

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

DBE participation will be reported to Federal Aviation Administration (FAA) as follows:

The Airport will transmit to Federal Aviation Administration (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. The Airport 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

The Airport 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 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.

The Airport Bidders List will include the name, address, DBE and non-DBE status, age of firm, and annual gross receipts of firms, as collected from the Bidders List Form in Attachment 3.

Section 26.13 Federal Financial Assistance Agreement

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

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

The Airport 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 Airport 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 Airport’s 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 Airport 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: The Airport will ensure that the following clause is included in each DOT-funded contract it signs with a contractor or 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:

- 1) Withholding monthly progress payments;
- 2) Assessing sanctions;
- 3) Liquidated damages; and/or
- 4) Disqualifying the contractor from future bidding as non-responsible.

ADMINISTRATIVE REQUIREMENTS

Section 26.21 DBE Program Updates

The Airport 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. The Airport is not eligible to receive DOT financial assistance unless DOT has approved this DBE program and the Airport is in compliance with it and Part 26. The Airport will continue to carry out this program until all funds from DOT financial assistance have been expended. The Airport 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:

Ms. Andrea Levitt
Pensacola International Airport
2430 Airport Blvd., Suite 225
Pensacola, Florida 32504
(850) 436-5000
Email: alevitt@cityofpensacola.com

In that capacity, the DBELO is responsible for implementing all aspects of the DBE program and ensuring that the Airport complies with all provision of 49 CFR Part 26. The DBELO has direct, independent access to the Airport 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 a staff of three (3) 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.
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. Analyzes the Airport's progress toward attainment and identifies ways to improve progress.
7. Participates in pre-bid meetings.
8. Advises the Airport Director on DBE matters and achievement.
9. Determine contractor compliance with good faith efforts.
10. Participates in DBE training seminars.
11. Provides outreach to DBEs and community organizations to advise them of opportunities.

Section 26.27 DBE Financial Institutions

It is the policy of the Airport 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.

The Airport has found no such institutions, but will make efforts to identify institutions that will work with the DBE community with each DBE Program Update.

Section 26.29 Prompt Payment Mechanisms

The Airport requires that all subcontractors performing work on DOT-assisted contracts shall be promptly paid for work performed pursuant to their agreements, in accordance with all relevant federal, state, and local law.

The Airport will include the following clause in each DOT assisted prime contract:

The prime contractor agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than 30 days from the receipt of each payment the prime contract receives from the Airport. The prime contractor agrees to return retainage payments to each subcontractor within 30 days after the subcontractors work is satisfactorily completed. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of the Airport. This clause applies to both DBE and non-DBE subcontracts.

Section 26.31 Directory

The Airport uses the State of Florida DBE directory, maintained by the State. The directory lists the firm's name, address, phone number, date of the most recent certification, and the type of work the firm has been certified to perform as a DBE. In addition, the directory lists each type of work for which a firm is eligible to be certified by using the most specific NAICS code available to describe each type of work.

The State of Florida revises the Directory annually. The Directory may be found at: <https://fdotxwp02.dot.state.fl.us/EqualOpportunityOfficeBusinessDirectory/CustomSearch.aspx>

Section 26.33 Over-concentration

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

Section 26.35 Business Development Programs

The Airport has not established a Business Development Program.

Section 26.37 Monitoring Responsibilities

The Airport 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 Airport's DBE Program.

The Airport actively monitors participation by maintaining a running tally of actual DBE attainments, including a means of comparing these attainments to commitments.

Monitoring Payments to DBEs and Non-DBEs

The Airport will perform interim audits of contract payments to DBEs. The audit will review payments to DBE subcontractors to ensure that the actual amount paid to DBE subcontractors equals or exceeds the dollar amounts stated in the schedule of DBE participation.

The Airport 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 Airport's financial assistance agreement, whichever is longer. These records will be made available for inspection upon request by any authorized representative of FAA or DOT. This reporting requirement extends to all subcontractors, both DBE and non-DBE.

Prompt Payment Dispute Resolution

The Airport will take the following steps to resolve disputes as to whether work has been satisfactorily completed for purposes of §26.29:

- Scheduled meetings between prime contractor and subcontractor, with the Engineer/Architect of Record and the Airport.

Prompt Payment Complaints

Pursuant to Sec. 157 of the FAA Reauthorization Act of 2018, all complaints related to prompt payment will be reported in a format acceptable to the FAA, including the nature and origin of the complaint and its resolution.

Enforcement Actions for Noncompliance of Participants

The Airport will provide appropriate means to enforce the requirements of §26.29. These means include:

- Advise subcontractors of the availability to file a lien against the performance bond of the prime contractor.
- Issue a stop-work order until payments are released to subcontractors.

The Airport will actively implement the enforcement actions detailed above.

Monitoring Contracts and Work Sites

The Airport reviews contracting records and engages in active monitoring of work sites to ensure that work committed to DBEs at contract award or subsequently, is actually performed by the DBEs to which the work was committed. Work site monitoring is performed by the Engineer/Architect of Record for the Airport. Contracting records are reviewed by the DBELO and the Engineer/Architect of Record for the Airport. The Engineer/Architect of Record for the Airport 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

The City of Pensacola City approved ordinance 61-89 to adopt a Small Business Enterprise program to structure contracting requirements to facilitate and encourage competition by small businesses, taking all reasonable steps to eliminate obstacles to their participation, including unnecessary and unjustified bundling of contract requirements that may preclude small business participation in procurements as prime contractors or subcontractors.

The program is a race and gender neutral that encourages economic growth for local small businesses by providing opportunities to compete for all or portions of Pensacola's contract awards. The SBE program endeavors to create greater access for SBEs to participate as primes as well as subcontractors on non-federally funded projects, contracts and purchases. Companies seeking certification will be referred to the City of Pensacola Purchasing Office. Companies seeking certification must be located within the counties of Escambia or Santa Rosa.

The City defines a Small Business as an independently owned and operated business who employs 50 or less full time employees (1-15 = Tier 1 SBE, 16-50 = Tier 2 SBE), possess a net worth of not more than 1 million dollars, and business located in Escambia or Santa Rosa County.

Certification Process

- Vendor completes an application (located at www.cityofpensacola.com/purchasing) and provides requested documentation.
- Application is reviewed by City Staff.
- Eligible vendors are certified and added to Small Business Enterprise Directory and assigned their appropriate business category(ies).

These three programs are not utilized when prohibited by the Florida Department of Transportation (FDOT) or other governmental agencies.

SUBPART C – GOALS, GOOD FAITH EFFORTS, AND COUNTING

Section 26.43 Set-asides or Quotas

The Airport does not use quotas in any way in the administration of this DBE program.

Section 26.45 Overall Goals

The Airport 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), The Airport will submit its Overall Three-year DBE Goal to the 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 below:

[https://www.faa.gov/about/office org/headquarters offices/acr/bus ent program/media/Schedule of DBE and ACDBE Reporting Requirements Dec 2017 Issue.pdf](https://www.faa.gov/about/office_org/headquarters_offices/acr/bus_ent_program/media/Schedule_of_DBE_and_ACDBE_Reporting_Requirements_Dec_2017_Issue.pdf)

The DBE goals will be established in accordance with the 2-step process as specified in 49 CFR Part 26.45. If the Airport 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 the Airport will seek to fulfill the objectives outlined in 49 CFR Part 26.1.

The first step is to determine a base figure for the relative availability of DBEs in the market area. The Airport will use Census Bureau Data as a method to determine the base figure. The Airport 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.

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 and information about barriers to entry to past competitiveness of DBEs on contracts. The Airport 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.

In establishing the overall goal, the Airport will provide for consultation and publication. This includes consultation with the UWF Small Business Development Center, the Gulf Coast Minority Chamber of Commerce and their membership, the Greater Pensacola Chamber of Commerce and their membership, the City of Pensacola’s Purchasing Department and their registered vendors. The consultation will include a scheduled,

direct, interactive exchange with as many interested stakeholders as possible focused on obtaining information relevant to the goal setting process, and it will occur before the Airport is required to submit the goal methodology to the operating administration for review pursuant to §26.45(f).

In addition to the consultation described above, the public will be informed that the proposed overall goal and its rationale are available for inspection during normal business hours at the Airport's Administrative Offices. This notice will provide that the Airport and the FAA will accept comments on the goals for 30 days from the date of the notice. The FY21 – FY23 DBE Program will also be posted on the Airport's official internet web site.

If the proposed goal changes following review by the FAA, the revised goal will be re-advertised and posted on the official internet web site.

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 the Airport's responses.

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

Project Goals

The Airport will express our contract goals as a percentage of the total amount of a DOT-assisted contract.

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.

Prior Operating Administration Concurrence

The Airport understands that prior to FAA concurrence with the overall goal is not required. However, if the FAA review suggests an adjustment, 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

The Airport will maintain an approved DBE Program and overall DBE goal. The Airport will administer the program in good faith.

If the awards and commitments shown on the Airport's 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, we will:

- (1) Analyze in detail 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; and
- (3) Submit the plan to FAA within 90 days of the end of the affected fiscal year.

Section 26.51 Means to Meet Overall Goals

The Airport will utilize 100% race-neutral means based on the City of Pensacola's current sealed bid purchasing policy/requirements.

The Airport 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

The Airport 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 by means such as those provided under § 26.39.

The Airport will establish contract goals only on those DOT assisted contracts that have subcontracting possibilities. We need not establish a contract goal on every such contract, and the size of contract goals will be adapted to the circumstances of each such contract (e.g., type and location of work, availability of DBEs to perform the particular type of work).

The Airport will express our contract goals as a percentage of the total amount of a DOT assisted contract.

Section 26.53 Good Faith Efforts Procedures in Situations where there are Contract Goals

Demonstration of good faith efforts (pre-award)

The obligation of the bidder/offeror is to make good faith efforts. The bidder/offeror can demonstrate that it has done so either by meeting the contract goal or documenting good faith efforts.

The Airport will ensure that all information is complete and accurate and adequately documents the bidder/offeror's good faith efforts before commitment to the performance of the contract by the bidder/offeror.

The Airport treats bidder/offers' compliance with good faith efforts' requirements as a matter of responsiveness – all bidders submit DBE information at the time of bid.

In all solicitations for DOT-assisted contracts for which a contract goal has been established, the following information will be required of every bidder/offeror:

- (1) Award of the contract will be conditioned on meeting the requirements of this section;
- (2) All bidders/offerors will be required to submit the following information to the Airport, at the time of bid:
 - The names and addresses of DBE firms that will participate in the contract;
 - A description of the work that each DBE will perform;
 - The dollar amount of the participation of each DBE firm participating;
 - Written and signed documentation of commitment to use a DBE subcontractor whose participation it submits to meet a contract goal;
 - Written and signed confirmation from the DBE that it is participating in the contract as provided in the prime contractors commitment and
 - If the contract goal is not met, evidence of good faith efforts. The documentation of good faith efforts must include copies of each DBE and non-DBE subcontractor quote submitted to the bidder when a non-DBE subcontractor was selected over a DBE for work on the contract.

Administrative reconsideration

Within seven (7) days of being informed by the Airport that it is not responsive because it has not documented adequate good faith efforts, a bidder/offeror may request

administrative reconsideration. Bidder/offers should make this request in writing to the following reconsideration official:

City of Pensacola
Attn: Purchasing Manager
222 West Main Street
Pensacola, FL 32502
(850) 435-1832
purchasing@cityofpensacola.com

The reconsideration official will not have played any role in the original determination that the bidder/offers did not document sufficient good faith efforts.

As part of this reconsideration, the bidder/offers 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/offers will have the opportunity to meet in person with the reconsideration official to discuss the issue of whether the goal was met or the bidder/offers made adequate good faith efforts to do. The bidder/offers will be sent a written decision on reconsideration, explaining the basis for 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.

Good Faith Efforts procedural requirements (post-solicitation)

The awarded contractor will be required to make available upon request a copy of all DBE subcontracts. The contractor shall ensure that all subcontracts or agreements with DBEs to supply labor or materials include all required contract provisions and mandate that the subcontractor and all lower tier subcontractors perform in accordance with the provisions of Part 26.

Prime contractors will be prohibited from terminating a DBE subcontractor listed in response to a covered solicitation (or an approved substitute DBE firm) without the prior written consent of the Airport. This includes, but is not limited to, instances in which a prime contractor seeks to perform work originally designated for a DBE subcontractor with its own forces or those of an affiliate, a non-DBE firm, or another DBE firm.

Such written consent will be provided only if the Airport agrees, for reasons stated in the concurrence document, that the prime contractor has good cause to terminate the DBE firm. For purposes of this paragraph, good cause includes the following circumstances:

- (1) The listed DBE subcontractor fails or refuses to execute a written contract;
- (2) The listed DBE subcontractor fails or refuses to perform the work of its subcontract in a way consistent with normal industry standards. Provided however, 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 of the prime contractor;
- (3) The listed DBE subcontractor fails or refuses to meet the prime contractor's reasonable, non-discriminatory bond requirements.
 - (4) The listed DBE subcontractor becomes bankrupt, insolvent, or exhibits credit unworthiness;
 - (5) The listed DBE subcontractor is ineligible to work on public works projects because of suspension and debarment proceedings pursuant to 2 CFR Parts 180, 215 and 1,200 or applicable state law;
 - (6) The Airport has determined that the listed DBE subcontractor is not a responsible contractor;
 - (7) The listed DBE subcontractor voluntarily withdraws from the project and provides the Airport written notice of its withdrawal;
 - (8) The listed DBE is ineligible to receive DBE credit for the type of work required;
 - (9) A DBE owner dies or becomes disabled with the result that the listed DBE contractor is unable to complete its work on the contract;
 - (10) Other documented good cause that the Airport has determined compels the termination of the DBE subcontractor. Provided, that good cause does not exist if 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 contractor was engaged or so that the prime contractor can substitute another DBE or non-DBE contractor after contract award.

Before transmitting to the Airport a request to terminate and/or substitute a DBE subcontractor, the prime contractor must give notice in writing to the DBE subcontractor, with a copy to the Airport, of its intent to request to terminate and/or substitute the DBE, and the reason(s) for the request.

The prime contractor must give the DBE five days to respond to the prime contractor's notice and advise the Airport and the prime contractor of the reasons, if any, why the DBE objects to the proposed termination of its subcontract and why the prime contractor's action should not be approved. If required in a particular case as a matter of public necessity (e.g., safety), a response period shorter than five days may be provided.

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

If the contractor fails or refuses to comply in the time specified, the Airport may issue an order stopping all or part of payment/work until satisfactory action has been taken. If the contractor still fails to comply, the Airport may issue a termination for default proceeding.

Section 26.55 Counting DBE Participation

DBE participation will be counted toward overall and contract goals as provided in §26.55. The participation of a DBE subcontractor will not be counted toward a contractor's final compliance with its DBE obligations on a contract until the amount being counted has actually been paid to the DBE.

Pursuant to Sec. 150 of the FAA Reauthorization Act of 2018, firms that exceed the business size standard in § 26.65(b) will remain eligible for DBE certification and credit on FAA-funded projects as long as they do not exceed the small business size standard, as adjusted by the United States Small Business Administration, for the NAICS code(s) in which they are certified.

SUBPART D – CERTIFICATION STANDARDS

Section 26.61 – 26.73 Certification Process

The Airport is a non-certifying member of the Florida Unified Certification Program (FUCP). FUCP will use the certification standards of Subpart D of Part 26 to determine the eligibility of firms to participate as DBEs in DOT-assisted contracts. To be certified as a DBE, a firm must meet all certification eligibility standards. FUCP members make all certification decisions based on the facts as a whole.

For information about the certification process or to apply for certification, firms should contact:

FDOT Equal Opportunity Office (850) 414-4745
DBECert.Help@dot.state.fl.us

SUBPART E – CERTIFICATION PROCEDURES

Section 26.81 Unified Certification Programs

The Airport is the member of a Unified Certification Program (UCP) administered by State of Florida. The UCP will meet all of the requirements of this section.

SUBPART F – COMPLIANCE AND ENFORCEMENT

Section 26.101 Compliance Procedures Applicable to Pensacola International Airport

The Airport understands that if it fails to comply with any requirement of this part, the Airport 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

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

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

The Airport, 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. The Airport understands that it is in noncompliance with Part 26 if it violates this prohibition.

ATTACHMENTS

Attachment 1	Regulations: 49 CFR Part 26; Link to website
Attachment 2	Organizational Chart
Attachment 3	Bidder's List Collection Form
Attachment 4	DBE Directory; Link to website
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

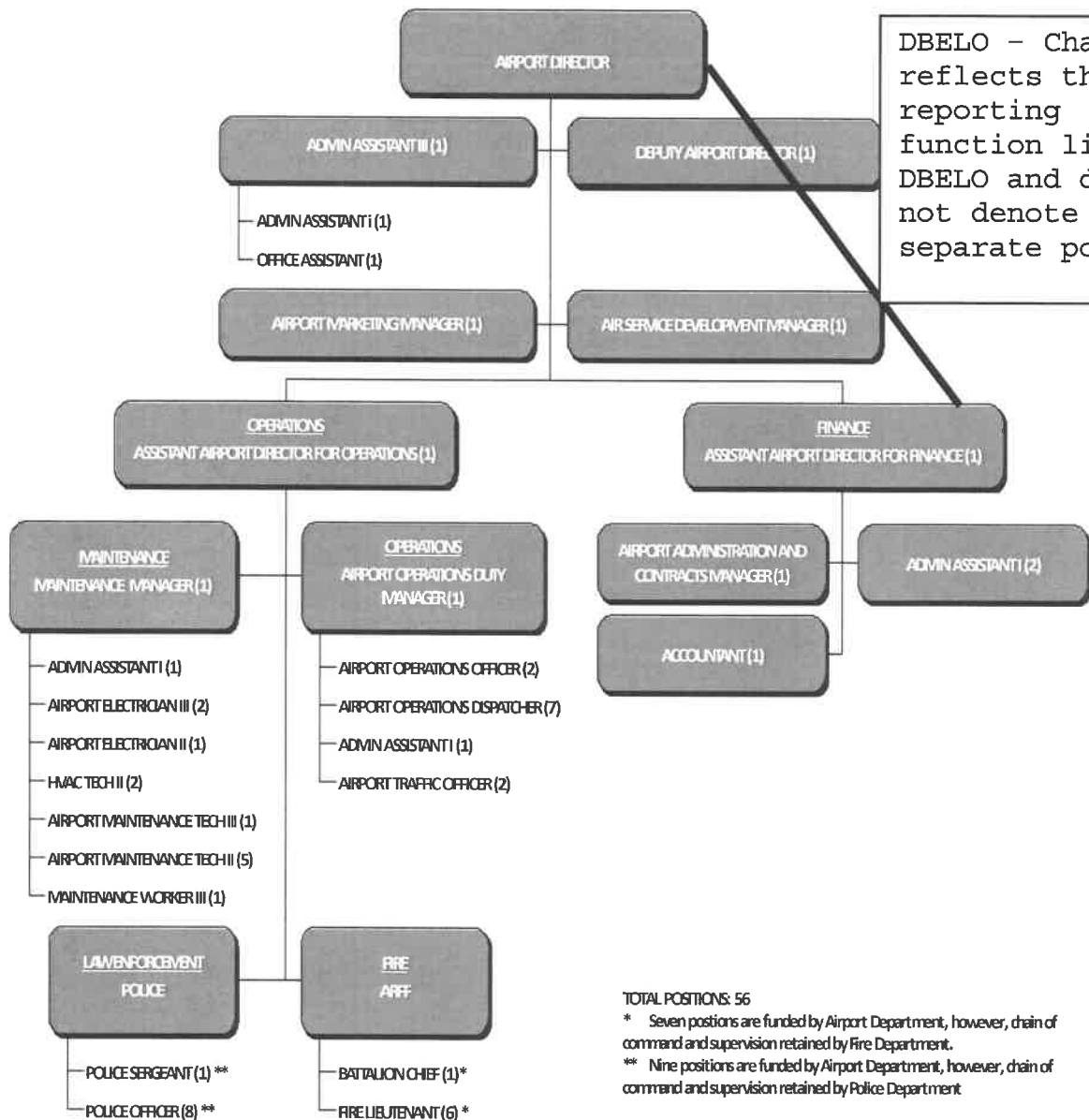
ATTACHMENT 1

Regulations: 49 CFR Part 26; Link to Website

<https://ecfr.io/Title-49/Part-26>

ATTACHMENT 2

Organizational Chart



ATTACHMENT 3

Bidder's List Collection Form

The Pensacola International Airport (PNS) is required per 49 CFR 26. 11 (c) to create and maintain a comprehensive Bidders List. The Bidders List Form will be used to determine the relative availability of Disadvantaged Business Enterprise (DBE) and non-DBEs, and will assist with establishing the agency's annual DBE goal. Each Bidders List is a compilation of bidders, proposers, quoters, subcontractors, manufacturers, and suppliers of materials and services who have submitted bids during the advertising period of a specific project. Please provide the following mandatory data:

Part A: Business Data

Business Name: _____

Business Address:

Street	City	State	Zip
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County Business is located in: _____

Name of Contact Person: _____

Phone: () _____ 6. Fax: () _____

Email Address: _____

Is this business certified as a Disadvantaged Business Enterprise? Yes No

Business Annual Gross Receipts:

Less than \$500,000	\$500,000 to \$1,000,000	\$1,000,000 to \$2,000,000	\$2,000,000 to \$5,000,000
Over \$5,000,000			

Age of Business: _____ Years _____ Months

Part B: Project and Work Description

RFP # _____

Project Name: _____

Provide brief description of scope of work, services, and/or materials to be performed/furnished:

Will you subcontract any of your work? Yes* No

(* If "Yes," the subcontractor(s) must complete an individual Bidders List Form also.)

Part C: Signature

The undersigned declares that the information set forth on this page is current, complete, and accurate.

Authorized Signature: _____ Date: _____

Printed Name: _____ Title: _____

ATTACHMENT 4

Florida DOT DBE Directory; Link to Website

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

ATTACHMENT 5

Overall DBE Three-Year Goal Methodology

FY 2021 – FY 2023

AMOUNT OF GOAL

The Pensacola International Airport, a Department of the City of Pensacola, expects to spend approximately \$10,339,000 in contracts from FY 2021 – 2023. Of these contracts, the Airport has set a goal of expending approximately **\$871,281** with DBE's during this period for an overall goal of **8.4%**.

Anticipated Type of Contracts to be Awarded:

Contracts Fiscal Year #1

1. Commercial Airport (MRO) Campus Expansion
 - a. Estimated Cost \$ 68,000,000.00
 - b. Funded: Local and State

Contracts Fiscal Year #2

1. Taxiway A Reconstruction – Design
 - a. Estimated Cost \$ 500,000.00
 - b. Funded: Local and FAA
2. North Remain-Overnight (RON) Ramp – Design/Construction
 - a. Estimated Cost \$ 4,550,000.00
 - b. Funded: Local and FAA

Contracts Fiscal Year #3

1. Runway 8/26 Rehabilitation – Design
 - a. Estimated Cost \$ 1,000,000.00
 - b. Funded: Local and State
2. Construct Hangar Improvements
 - a. Estimated Cost \$ 4,000,000.00
 - b. Funded: Local and State
3. New Parallel Taxiway – Design
 - a. Estimated Cost \$ 1,875,000.00
 - b. Funded: Local, State, and FAA
4. Taxiway D Upgrade – Design
 - a. Estimated Cost \$ 550,000.00
 - b. Funded: Local, State, and FAA
5. Runway 17/35 Extension – Design
 - a. Estimated Cost \$ 1,500,000.00
 - b. Funded: Local and FAA

- 6. Taxiway A Reconstruction – Construction
 - a. Estimated Cost \$ 4,500,000.00
 - b. Funded: Local and FAA
- 7. Taxiway A Extension – Design
 - a. Estimated Cost \$ 160,000.00
 - b. Funded: Local and State

DOT-Assisted Contract Amount:	FY-2021	\$	0.00
	FY-2022	\$	2,725,000.00
	FY-2023	\$	7,614,000.00
	Total	\$	<u>10,339,000.00</u>

NORMAL MARKET AREA

The Normal Market Area for eligible firms interested in doing business with the Airport would be Northern Florida and Southern Alabama.

Northern Florida would consist of the following counties:
Escambia, Santa Rosa, Okaloosa, and Walton

Southern Alabama would consist of the following counties:
Baldwin, Mobile, and Escambia

RELEVANT NAICS CODES

Based on information provided by Airport Staff concerning the proposed projects for the goal period, a list of NAICS codes corresponding to these projects is shown below:

FY 2021 Projects		
PROJECT	ACTIVITY	NAICS CODE
Commercial Airport (MRO) Campus Expansion	Asphalt/Concrete Paving	238990
	Clearing & Grubbing	238910
	Construction Management	236220
	Electrical Work	238210
	Engineering Services	541330
	Excavation & Grading	238910
	Line Painting	237310
	Plumbing & HVAC Work	238220
	Site Testing	541380
	Storm Water Construction	237110
	Survey/Mapping Services	541370
	Temporary Erosion Control	238910
	Water and Sewer Line and Related Structures	237110

Pensacola International Airport
Disadvantaged Business Enterprise Program
FY21 – FY23

Project Name	NAICS Codes	NAICS Description	Trade (\$)
Commercial Airport (MRO) Campus Expansion	236220	Construction Management	\$ 6,800,000.00
	237110	Storm Water Construction	\$ 3,400,000.00
	237110	Water and Sewer Line and Related Structures	\$ 4,590,000.00
	237310	Line Painting	\$ 3,400,000.00
	238210	Electrical Work	\$ 3,400,000.00
	238220	Plumbing & HVAC Work	\$ 3,400,000.00
	238910	Clearing & Grubbing	\$ 680,000.00
	238910	Excavation & Grading	\$ 2,720,000.00
	238910	Temporary Erosion Control	\$ 1,360,000.00
	238990	Asphalt/Concrete Paving	\$ 34,000,000.00
	541330	Engineering Services	\$ 3,400,000.00
	541370	Survey/Mapping Services	\$ 510,000.00
	541380	Site Testing	\$ 340,000.00
		Total	\$ 68,000,000.00

NAICS Codes	DBE Firms	All Firms	% of DBE Firms Available	% of Estimated Work	Weighted Total Available
236220	14	186	7.5%	10.0%	0.8%
237110	4	50	8.0%	11.8%	0.9%
237310	25	42	59.5%	5.0%	3.0%
238210	4	315	1.3%	5.0%	0.1%
238220	3	428	0.7%	5.0%	0.0%
238910	17	134	12.7%	7.0%	0.9%
238990	62	146	42.5%	50.0%	21.2%
541330	20	325	6.2%	5.0%	0.3%
541370	2	39	5.1%	0.8%	0.0%
541380	0	35	0.0%	0.5%	0.0%
WEIGHTED STEP 1 DBE BASE FIGURE					27.2%

Sources:

Alabama Department of Transportation Human Resources Bureau
Florida Department of Transportation DBE Directory
U.S. Census Bureau, 2018 County Business Patterns by Legal Form of Organization and Employment Size Class for US, States, and Selected Geographies

Pensacola International Airport
Disadvantaged Business Enterprise Program
FY21 – FY23

FY 2022 Projects		
PROJECT	ACTIVITY	NAICS CODE
Taxiway A Reconstruction - Design	Asphalt/Concrete Paving	238990
North RON Ramp - Design/Construction	Clearing & Grubbing	238910
	Construction Management	236220
	Electrical Work	238210
	Engineering Services	541330
	Excavation & Grading	238910
	Line Painting	237310
	Site Testing	541380
	Storm Water Construction	237110
	Survey/Mapping Services	541370
	Temporary Erosion Control	238910

Project Name	NAICS Codes	NAICS Description	Trade (\$)
Taxiway A Reconstruction - Design	541330	Engineering Services	\$ 500,000.00
		Total	\$ 500,000.00
North RON Ramp - Design/Construction	236220	Construction Management	\$ 910,000.00
	237110	Storm Water Construction	\$ 318,500.00
	237310	Asphalt/Concrete Paving	\$ 2,275,000.00
	237310	Line Painting	\$ 455,000.00
	238210	Electrical Engineer Services	\$ 159,250.00
	238910	Excavation & Grading	\$ 136,500.00
	238910	Temporary Erosion Control	\$ 45,500.00
	238910	Clearing & Grubbing	\$ 136,500.00
	541330	Engineering Services	\$ 56,875.00
	541370	Survey/Mapping Services	\$ 11,375.00
	541380	Site Testing	\$ 45,500.00
		Total	\$ 4,550,000.00

Pensacola International Airport
Disadvantaged Business Enterprise Program
FY21 – FY23

NAICS Codes	DBE Firms	All Firms	% of DBE Firms Available	% of Estimated Work	Weighted Total Available
236220	14	186	7.5%	21.5%	1.6%
237110	4	50	8.0%	7.5%	0.6%
237310	25	42	59.5%	64.4%	38.3%
238210	4	315	1.3%	3.8%	0.0%
238910	17	134	12.7%	7.5%	1.0%
541330	20	325	6.2%	13.1%	0.8%
541370	2	39	5.1%	0.3%	0.0%
541380	0	35	0.0%	1.1%	0.0%
WEIGHTED STEP 1 DBE BASE FIGURE					42.4%

Sources:

Alabama Department of Transportation Human Resources Bureau

Florida Department of Transportation DBE Directory

U.S. Census Bureau, 2018 County Business Patterns by Legal Form of Organization and Employment Size Class for US, States, and Selected Geographies

FY 2023 Projects		
PROJECT	ACTIVITY	NAICS CODE
Runway 8/26 Rehabilitation - Design	Asphalt/Concrete Paving	238990
Construct Hangar Improvements	Clearing & Grubbing	238910
New Parallel Taxiway - Design	Construction Management	236220
Taxiway D Upgrade - Design	Electrical Work	238210
Runway 17/35 Extension - Design	Engineering Services	541330
Taxiway A Reconstruction - Construction	Excavation & Grading	238910
Taxiway A Extension - Design	Line Painting	237310
	Plumbing & HVAC Work	238220
	Site Testing	541380
	Storm Water Construction	237110
	Survey/Mapping Services	541370
	Temporary Erosion Control	238910
	Water and Sewer Line and Related Structures	237110

Pensacola International Airport
Disadvantaged Business Enterprise Program
FY21 – FY23

Project Name	NAICS Codes	NAICS Description	Trade (\$)
Runway 8/26 Rehabilitation - Design	541330	Engineering Services	\$ 1,000,000.00
		Total	\$ 1,000,000.00
Construct Hangar Improvements	236220	Construction Management	\$ 400,000.00
	237110	Storm Water Construction	\$ 200,000.00
	237110	Water and Sewer Line and Related Structures	\$ 200,000.00
	237310	Line Painting	\$ 240,000.00
	238210	Electrical Work	\$ 200,000.00
	238220	Plumbing & HVAC Work	\$ 200,000.00
	238910	Clearing & Grubbing	\$ 80,000.00
	238910	Excavation & Grading	\$ 120,000.00
	238910	Temporary Erosion Control	\$ 80,000.00
	238990	Asphalt/Concrete Paving	\$ 1,800,000.00
	541330	Engineering Services	\$ 200,000.00
	541370	Survey/Mapping Services	\$ 80,000.00
	541380	Site Testing	\$ 200,000.00
		Total	\$ 4,000,000.00
New Parallel Taxiway - Design	541330	Engineering Services	\$ 1,875,000.00
		Total	\$ 1,875,000.00
Taxiway D Upgrade - Design	541330	Engineering Services	\$ 550,000.00
		Total	\$ 550,000.00
Runway 17-35 Extension - Design	541330	Engineering Services	\$ 1,500,000.00
		Total	\$ 1,500,000.00
Taxiway A Reconstruction - Construction	236220	Construction Management	\$ 450,000.00
	237110	Storm Water Construction	\$ 225,000.00
	237310	Line Painting	\$ 495,000.00
	238910	Clearing & Grubbing	\$ 45,000.00
	238910	Excavation & Grading	\$ 135,000.00
	238910	Temporary Erosion Control	\$ 90,000.00
	238990	Asphalt/Concrete Paving	\$ 2,700,000.00
	541330	Engineering Services	\$ 225,000.00
	541370	Survey/Mapping Services	\$ 45,000.00
	541380	Site Testing	\$ 90,000.00
		Total	\$ 4,500,000.00
Taxiway A Extension - Design	541330	Engineering Services	\$ 160,000.00
		Total	\$ 160,000.00

NAICS Codes	DBE Firms	All Firms	% of DBE Firms Available	% of Estimated Work	Weighted Total Available
236220	14	186	7.5%	6.3%	0.5%
237110	4	50	8.0%	4.6%	0.4%
237310	25	42	59.5%	5.4%	3.2%
238210	4	315	1.3%	1.5%	0.0%
238220	3	428	0.7%	1.5%	0.0%
238910	17	134	12.7%	4.1%	0.5%
238990	62	146	42.5%	33.1%	14.1%
541330	20	325	6.2%	40.6%	2.5%
541370	2	39	5.1%	0.9%	0.0%
541380	0	35	0.0%	2.1%	0.0%
WEIGHTED STEP 1 DBE BASE FIGURE					21.2%

Sources:

Alabama Department of Transportation Human Resources Bureau

Florida Department of Transportation DBE Directory

U.S. Census Bureau, 2018 County Business Patterns by Legal Form of Organization and Employment Size Class for US, States, and Selected Geographies

ADJUSTMENTS TO DBE BASE

After the DBE Base Figure has been developed, Regulation 49 CFR Part 26 requires that:

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

1. **PAST PARTICIPATION**

Report Period	Overall DBE Goal	Total DBE Percent Achievement	Achieved Over/Under
FY2014	5.7%	0.0%	-5.7%
FY2015	6.7%	0.0%	-6.7%
FY2016	6.7%	29.6%	22.9%
FY2017	6.7%	0.0%	-6.7%
FY2018	11.9%	0.0%	-11.9%
FY2019	11.9%	0.0%	-11.9%
MEDIAN	6.7%	0.0%	-6.7%

Source: Pensacola International Airport DBE Accomplishments

2. **DISPARITY STUDY**

The City of Pensacola Purchasing Department maintains the City's SBE Directory. The City contracted MGT of America, Inc. to complete a Disparity Study. This study was completed in May 2012 and showed a disparity in minority contracting. The City of Pensacola implemented the Minority and Women Business Enterprise program to address recommendations from the study. The City of Pensacola M/WBE Directory can be accessed online at www.cityofpensacola.com/mwbe. The Airport will adjust its DBE program to be consistent with such recommendations as approved by the Mayor and City Council.

3. **CONSULTATION**

In establishing the overall goal, the Airport will provide for consultation and publication. This includes consultation with the UWF Small Business Development Center, the Gulf Coast Minority Chamber of Commerce and their membership, the Greater Pensacola Chamber of Commerce and their membership, the City of Pensacola's Purchasing Department and their registered vendors. This process included 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 FAA. Details of the consultation are as follows.

The consultation engaged in was a video conference, which was held via Microsoft Teams on Friday, August 28, 2020 at 2pm CST.

The following comments were received during the course of the consultation:

1. Provide a definition of Disadvantaged Business Enterprise
2. Partner with other organizations when completing Vendor Outreach

The proposed goal was published on the Airport's official website before the methodology was submitted to FAA.

Following the consultation, a notice was published in the Pensacola News Journal regarding the proposed overall goal, informing the public that the proposed goal and its rationale are available for inspection during normal business hours at the Airport's Administrative Offices for 30 days following the date of the notice, and informing the public that the Airport will accept comments on the goals for 30 days from the date of the notice.

If the proposed goal changes following review by the FAA, the revised goal will be posted on the Airport's official website.

Notwithstanding paragraph (f)(4) of §26.45, the Airport proposed goals will not be implemented until this requirement has been met.

Three Year Overall DBE Goal

Fiscal Year	Step 1 DBE Base	Step 2 DBE Base Adjustment	Overall Goal		Federal Funds	DBE Goal (\$)
FY2021	32.4%	-6.7%	12.9%	\$	-	\$ -
FY2022	26.4%	-6.7%	9.9%	\$	2,725,000.00	\$ 269,775.00
FY2023	22.5%	-6.7%	7.9%	\$	7,614,000.00	\$ 601,506.00
Total 3 Year Goal			8.4%	\$	10,339,000.00	\$ 871,281.00

ATTACHMENT 6

Demonstration of Good Faith Efforts - Forms 1 & 2

[Forms 1 and 2 should be provided as part of the solicitation documents.]

FORM 1: DISADVANTAGED BUSINESS ENTERPRISE (DBE) UTILIZATION

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

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

_____ The bidder/offeror (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.

Name of bidder/offeror's firm: _____

State Registration No. _____

By _____
(Signature) Title

FORM 2: LETTER OF INTENT

Name of bidder/offeror's firm: _____

Address: _____

City: _____ State: _____ Zip: _____

Name of DBE firm: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

Description of work to be performed by DBE firm:

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

[Submit this page for each DBE subcontractor.]

ATTACHMENT 7

DBE Monitoring and Enforcement Mechanisms

The Airport has available several remedies to enforce the DBE requirements contained in its contracts, including, but not limited to, the following:

- Breach of contract action, pursuant to the terms of the contract;
- Similar actions pursuant to Florida revised Statutes;
- Responsiveness/Responsibility determinations in future bids/contracts;
- Violation of the Procurement Regulations of the City of Pensacola ; and
- Violation of the Rules and Regulations of the Pensacola International Airport.

In addition, the Federal Government has available several enforcement mechanisms that it may apply to firms participating in the DBE/DBE program, including, but not limited to, the following:

- Suspension or debarment proceedings pursuant to 49 CFR Part 26;
- Enforcement action pursuant to 49 CFR Part 31; and
- Prosecution pursuant to 18 USC 1001.

The Airport will implement various mechanisms to monitor program participants to ensure they comply with Part 26, including but not limited to, the following:

Pre-Bid/Proposal Conference

The ACDBELO, or designee, shall attend a pre-bid/proposal conference to make a presentation explaining the following:

- The goal for the specification solicitation.
- The requirements related to achieving the goal.
- The criteria for evaluating a bidder/proposer's Good Faith Efforts.
- DBE Certification requirements.
- The requirement for Letters of Intent with Subcontractors.
- Qualifications for counting DBE participation towards the DBE goal.

Contract Provisions

The Airport will insert the following provisions into agreements/contracts:

- This agreement/contract is subject to the requirements of the U.S. Department of Transportation's regulations, 49 CFR Part 26. The contractor agrees that it will not discriminate against any business owner because of the owner's race, color, national origin, or sex in connection with the award or performance of any concession agreement, management contract, or subcontract, purchase or lease agreement, or other agreements covered by 49 CFR Part 26.
- The contractor agrees to include the above statement in any subsequent agreement or contract covered by 49 CFR Part 26, that enters and case those businesses to similarly include the statements in further agreements.

Good Cause to Terminate an DBE Firm

49 CFR 26.53 of the Federal Regulations has provided that good cause for “terminating” an DBE firm includes the following reasons:

- 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.
- The listed DBE contractor becomes bankrupt, insolvent, or exhibits credit unworthiness.
- The listed DBE subcontractor is ineligible to work on public works projects because of suspension and debarment proceedings pursuant to 2 CFR Parts 180, 215, and 1200 or applicable state law.
- You have determined that the listed DBE subcontractor is not a responsible contractor.
- Other documented good cause that you determine compels the termination of the DBE subcontractor.