

September 11, 2020

Marjorie Hughes  
Federal Transit Administration, Region V  
200 W. Adams Street, Ste 320  
Chicago, IL 60606

Re: GPTC Disadvantaged Business Enterprise 2021-2024 Goal

Mrs. Hughes:

Provided herewith is the 2021-2024 Disadvantaged Business Enterprise (DBE) goal for the Gary Public Transportation Corporation.

This goal is based on all anticipated contracts and procurements for the years in question. Based on this updated methodology and our contract/procurement opportunities, **GPTC has identified, and the Board of Directors have approved, a goal of 7.32% for the Fiscal Years in question.**

In addition to this cover letter, this package includes:

- GPTC's Board of Directors Resolution
- Goal-Setting Methodology
- Proof of Publication

Please direct any questions or comments to my attention. I look forward to the approval of this goal. Thank you.

Sincerely,



David Wright

Attachments

cc: file



**GARY PUBLIC TRANSPORTATION CORP**

**BOARD OF DIRECTORS MEETING BOARD PACKET**

**BOARD MEETING**

*August 6, 2020*

*Cover Page*

- *Executive Session Notice* (page 2)
- *Agenda Board Meeting August 6, 2020* (page 3)
- *Approval of Board Meeting Minutes Dated July 9, 2020*
- *Approval of GPTC General Check Register Schedules*
- *Approval of Adam Benjamin Metro Center Check Registers*
- *Approval of GPTC 2021 – 2024 Disadvantaged Business Enterprise (DBE) Goal*
- *General Manager / Departmental Reports )*
  - *Department – Finance*
  - *Department – Grants & Procurement Oversight*
  - *Department – Human Resources*
  - *Department – Maintenance*
  - *Department – Planning & Marketing*
  - *Department – Transportation*
- *Other Business Old/New*
- *Public Comments (2 minutes each)*
- *Adjournment*

# NOTICE OF EXECUTIVE SESSION

*GARY PUBLIC TRANSPORTATION CORPORATION BOARD OF DIRECTORS*

*WEDNESDAY, AUGUST 6, 2020 @ 4:30 P.M.*

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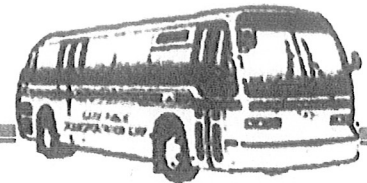
## *VIRTUAL MEETING DIAL-IN*

**The Gary Public Transportation Corporation will hold an Executive Session as authorized under Indiana Code Section 5-14-1.5-6.1(b) for the following reason(s).**

- An Executive Session is authorized under the Indiana Code Section 5-14-1.5-5 Public Notice of Meeting.
- An Executive Session was scheduled for the following reasons under Indiana Code 5-14-1.5-6.1(b):  
**For discussion of strategy with respect to any of the following, as allowed under Indiana Code 5-14-1.5-6.1(b):**
  - (2)(A) ~ Collective Bargaining.
  - (2)(B) ~ Initiation of litigation that is either pending or has been threatened specifically in writing.
  - (2)(C) ~ The purchase of lease of real property by the governing body up to the time of contract of option to purchase of lease is executed by the parties. However, all such strategy discussions must be necessary for competitive or bargaining reasons and may not include competitive or bargaining adversaries.
  - (5) ~ To receive information about and interview prospective employees.
  - (6) ~ With respect to any individual over whom the governing body has jurisdiction: (A) to receive information concerning the individual's alleged misconduct; and (B) to discuss before a determination, the individual status as an employee, a student, or an independent contractor who is 99a physician.
  - (7) ~ For discussion of records classified as confidential by state or federal stature.
  - (8) ~ To discuss before placement decision and individual student's abilities, past performance, behavior and needs.
  - (9) ~ To discuss a job performance evaluation of an individual employee. This subdivision does not apply to discussion of salary, compensation, or benefits of employees during a budget process.



GARY PUBLIC TRANSPORTATION CORP



BOARD OF DIRECTORS

DATE: Thursday, August 6, 2020
MEETING TIME: 5:30 P.M.
LOCATION: Virtual Meeting – Dial In

ADMINISTRATION FACILITY
100 West 4th Avenue
(219) 885-7555

TRANSPORTATION/MAINTENANCE
2101 West 35th Avenue
(219) 884-6100

AGENDA

ITEM # 1 ~ Call to Order and Roll Call

ITEM # 2 ~ Approval of Board Meeting Minutes dated July 9, 2020 (pages 4-13)

ITEM # 3 ~ Approval of GPTC General Check Register Schedules March 3, 6, 13, & 27, April 10, 16, 24, 25, 27, May 8 & 22, June 3 & 19 and July 3, 17, 24 & 31, 2020

ITEM # 4 ~ Approval of Adam Benjamin Metro Center Check Registers March 13 & 27, April 4 & 10, May 8 & 22, June 3 & 19 and July 3, 17 & 31, 2020

ITEM # 5 ~ Approval of GPTC 2021-2024 Disadvantaged Business Enterprise (DBE) Goal (pages 14-17)

ITEM # 6 ~ General Manager / Department Reports

- Department – Finance (pages 19-23)
Department – Grants & Procurement Oversight (pages 24-27)
Department – Human Resources (pages 28-30)
Department – Maintenance (pages 31-34)
Department – Planning & Marketing (pages 35-41)
Department – Transportation (page 42)

ITEM # 7 ~ Other Business Old/New

ITEM # 8 ~ Public Comments (2 minutes each)

ITEM # 9 ~ Adjournment

Board of Directors packets are available to the public upon request. Please forward requests to GPTC – General Manager, 100 W. 4th Avenue, Gary, Indiana 46402. Requests for special arrangements (hearing accommodations, sign language, etc.) are to be made at least 48 hours in advance.

# CHICAGO TRIBUNE

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Gary Public Transportation Corporation - CU00617589  
2101 W 35th Ave  
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2101 W 35th Ave  
Gary, IN 46408-1406

## Proof of Publication

Order Number: 6740544  
Purchase Order: David W. Wright

State of Illinois

) ss:

County of Cook

I, Jeremy Gates, a principal clerk of Post Tribune newspaper of general circulation printed and published in the English language in the city of Crown Point in state and county afore-said, and that the printed matter attached hereto is a true copy, which was duly published in said paper for 1 time(s), the date(s) of publication being as follows:

Aug 13, 2020.

The undersigned further states that the Post Tribune newspaper(s) maintains an Internet website, which is located at [http://classifieds.chicagotribune.com/classifieds?category=public\\_notice](http://classifieds.chicagotribune.com/classifieds?category=public_notice) website and that a copy of the above referenced printed matter was posted on such website on the date(s) of publication set forth above.

Dated at Chicago, Illinois on this 13 day of August, 2020.



\_\_\_\_\_  
Jeremy Gates

160 N Stetson Ave.  
Chicago, IL 60601

**Chicago Tribune - [chicagotribune.com](http://chicagotribune.com)**  
160 N Stetson Avenue, Chicago, IL 60601  
(312) 222-2222 - Fax: (312) 222-4014

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## **PUBLIC NOTICE**

The Gary Public Transportation Corporation (GPTC), which is a recipient of United States Department of Transportation (USDOT) funding, is required by USDOT rules and regulations as stated in 40 CFR Part 26, to establish and implement a Disadvantaged Business Enterprise (DBE) Program. These rules and regulations also require GPTC to establish triennial DBE goals for the awarding of contracts financed, in part, by funding from the USDOT.

On August 6, 2020, the GPTC Board of Directors identified contracting goals for Certified Disadvantaged Business Enterprises (DBEs). For Federal Fiscal Years 2021 thru 2024, GPTC has identified a goal of procuring 7.32% of identified goods and services through DBEs. The goal is based on anticipated procurements, prior experience with the GPTC program, and the availability of qualified DBE firms for the types of projects anticipated to be done.

A description of how the process used for establishing this goal is available for public inspection for forty-five days, starting on August 10, 2020, between 9:00AM and 4:00PM local time, Monday through Friday (excluding holidays) at GPTC's Corporate Office, 100 West 4th Avenue, Gary, IN 46402. The contact person for GPTC's DBE Program is David W. Wright, the Director of Planning and Marketing. Mr. Wright can be reached at (219) 885-7555 Ext. 204.

**Chicago Tribune - [chicagotribune.com](http://chicagotribune.com)**  
160 N Stetson Avenue, Chicago, IL 60601  
(312) 222-2222 - Fax: (312) 222-4014

# CHICAGO TRIBUNE

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This description of GPTC's goal methodology will also be available on GPTC's website at [www.gptcbus.com](http://www.gptcbus.com). Public comments regarding this goal will be accepted for forty-five days from the original posting date of August 10, 2020.

Walter Scott, Chairperson,  
GPTC Board of Directors  
Jerome Parker, General  
Manager, GPTC  
8/13/2020 6740544  
HSPAXLP

6740544

## GARY PUBLIC TRANSPORTATION CORPORATION

### Triennial Goal-Setting Methodology for FFYs 2021-24 DBE

**The Gary Public Transportation Corporation (GPTC) overall goal for Federal Fiscal Years (FFY) 2021-24 is 7.32%.**

This represents the percentage of Federal financial assistance anticipated to go to DBEs, to be expended on Department of Transportation (DOT)-assisted contracts (exclusive of Federal Transit Administration (FTA) funds to be used for the purchase of transit vehicles).

GPTC expects to award \$9,578,732 in contracts during between FFY 2021 and FFY 2024 with award opportunities for Disadvantaged Business Enterprises (DBEs).

The following methodology was used to calculate GPTC's overall triennial goal for FFY's 2021-24

Market Area — the service area of GPTC is the legal jurisdiction of the City of Gary and surrounding communities in Lake County, Indiana. Though this service area encompasses a significant urban county in the State of Indiana, for the purposes of its Goal Setting and DBE calculations, GPTC is using the entire State of Indiana as its market area for potential vendors for contracts analyzed herein.

The website <https://www.indianabids.us/> was used to determine the number of firms by North American Industry Classification System (NAICS). The State of Indiana DBE Directory of certified firms was used to filter the number of DBE firms within GPTC's marketing area for calculating the numerator. This information is current as of July 1, 2020.

#### **Step 1 — Base Figure**

The Base Figure was established on the relative availability of DBEs in relation to all comparable firms available for GPTC FFYs 2021-2024 contracting program. The base figure is 9.36%.

#### **Step 2 — Weighted Base Figure**

To ensure that the base figure is as accurate as possible, weighting was used to calculate the relative availability of DBE firms. The dollar value for contract budgets in each Work Category is here compared to the total dollar value of GPTC's cumulative contract opportunities. The resulting figures are added to create GPTC's Weighted Goal.

**The resulting Weighted Base Figure (WBF) is 7.32%.**



**Step 3 — Adjustments**

The DBE Liaison Officer (DBELO) does not recommend lowering the WBF based on historical trends due to dissimilarities in anticipated contracts. The weighted figure is accurate in that GPTC is not identifying opportunities for DBEs in the health insurance industry (the brokerage firms are a potential opportunity. That in mind, there is no adjustment.

**Race/Gender-Neutral and Race/Gender-Conscious Goal Split**

As note in Federal regulation 49 CFR Part 26.51, GPTC must meet the maximum feasible portion of the overall goal by using race/gender-neutral means of facilitating DBE participation.

GPTC anticipates that, with robust outreach, these goals can be reached via race-neutral means. However, contract goals are anticipated for the following projects:

| <b>NAICS</b> | <b>Description</b>             | <b>\$ Value</b> |
|--------------|--------------------------------|-----------------|
| 423430       | Computer Hardware and Software | \$250,000       |
| 541310       | Architectural Services         | \$100,000       |
| 561710       | Extermination/Pest Control     | \$3,300         |

As a result, of GPTC’s adjusted goal of 7.32% will be broken down as follows:

- Race-Neutral Means           7.14%
- Race-Conscious Means       0.18%

## Consultation in Development of Annual DBE Goal

GPTC has consulted with the following agencies, groups and organizations in its efforts to identify ready, willing and able DBEs. This consultation includes distribution of GPTC's anticipated contracts and discussion of GPTC's program with members and staff:

- City of Gary Public Board of Works
- Gary Chamber of Commerce
- Northwest Indiana Regional Planning Commission
- Ivy Tech Northwest

In addition to these outreach efforts, GPTC will accept public comments for forty-five days from the date of this action. In addition to the mainstream print media, this notification will be directed to local minority newspapers.

**Shown here are GPTC's FFY 2021-24 DBE contracting opportunities:**

| <b>NAICS</b> | <b>Description</b>               | <b>\$ Value</b> |
|--------------|----------------------------------|-----------------|
| 236220       | Building and Construction        | \$4,862,959     |
| 237310       | Passenger Facilities/Landscaping | \$662,473       |
| 238210       | Lighting at Maintenance Facility | \$50,000        |
| 323111       | Printing                         | \$75,000        |
| 423430       | Computer Hardware and Software   | \$250,000       |
| 423690       | Telephone System Replacement     | \$120,000       |
| 424120       | Stationery and Office Supplies   | \$180,000       |
| 524210       | Employee Group Health Care       | \$2,900,000     |
| 541211       | Audit Services                   | \$240,000       |
| 541310       | Architectural Services           | \$100,000       |
| 561710       | Extermination/Pest Control       | \$3,300         |
| 561720       | Cleaning and Janitorial          | \$135,000       |

Finally, the below is the raw data used to calculate GPTC’s Weighted Base Goal.

**Base Figure Calculations & Adjustments to Base Figures**

| WORK CATEGORY                    | NAIC Category | Available DBEs | Number of Firms in Indiana | Base Figure  | Estimated Dollar Value | Weight                                 | Weighted Goal Percentage |
|----------------------------------|---------------|----------------|----------------------------|--------------|------------------------|--|--------------------------|
|                                  |               |                |                            |              |                        | (% age of GPTC Entire Contract Budget) |                          |
| Building Construction            | 236220        | 54             | 685                        | 7.88%        | 4,862,959              | 50.77%                                 | 4.00%                    |
| Passenger Facilities/Landscaping | 237310        | 105            | 301                        | 34.88%       | 662,473                | 6.92%                                  | 2.41%                    |
| Lighting at Maint. Facility      | 238210        | 25             | 599                        | 4.17%        | 50,000                 | 0.52%                                  | 0.02%                    |
| Printing                         | 323111        | 4              | 55                         | 7.27%        | 75,000                 | 0.78%                                  | 0.06%                    |
| Computer Hardware/Software       | 423430        | 6              | 144                        | 4.17%        | 250,000                | 2.61%                                  | 0.11%                    |
| Telephone System Replacement     | 423690        | 4              | 105                        | 3.81%        | 120,000                | 1.25%                                  | 0.05%                    |
| Stationery, Office Supplies      | 424120        | 4              | 69                         | 5.80%        | 180,000                | 1.88%                                  | 0.11%                    |
| Health Insurance                 | 524210        | 0              | 10                         | 0.00%        | 2,900,000              | 30.28%                                 | 0.00%                    |
| Audit Services                   | 541211        | 7              | 40                         | 17.50%       | 240,000                | 2.51%                                  | 0.44%                    |
| Architectural Services           | 541310        | 11             | 167                        | 6.59%        | 100,000                | 1.04%                                  | 0.07%                    |
| Extermination/Pest Control       | 561710        | 2              | 32                         | 6.25%        | 3,300                  | 0.03%                                  | 0.00%                    |
| Cleaning/Janitorial              | 561720        | 11             | 282                        | 3.90%        | 135,000                | 1.41%                                  | 0.05%                    |
| <b>Totals</b>                    | <b>TOTALS</b> | <b>233</b>     | <b>2,489</b>               | <b>9.36%</b> | <b>9,578,732</b>       | <b>100.00%</b>                         | <b>7.32%</b>             |