

# Exhibit "A"

## DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM FOR SAN MATEO COUNTY DEPARTMENT OF PUBLIC WORKS

### ANNUAL OVERALL GOAL 2002/2003

The amount of overall goal, methodology, breakout of estimated race-neutral and race-conscious participation, and any DBE program updates are presented herein in accordance with Title 49 of the Code of Federal Regulations Part 26, and as described in the *Local Assistance Procedures Manual*.

The County of San Mateo California submits our annual overall goal information for your review and comment. We have established an annual overall DBE goal of 3% for the Federal Fiscal Year 2002/2003, beginning on October 1, 2002 and ending on September 30, 2003.

#### Methodology

Data for one federal funded project was used in the development of the DBE goal. The main categories of work (by Work Category Code [WCC]) for the project were defined and assigned % of total project work. The total DBEs (by WCC) defined as willing to work either in San Mateo County or statewide were compared to the total available contractors (by North American Industrial Classification System code [NAICS]) for the project. This data was then refined to more closely represent the geographic areas (eight counties – Alameda, Contra Costa, Merced, San Francisco, San Joaquin, San Mateo, Santa Clara and Stanislaus) of sub-contractors on federal funded projects over the last two and one-half years. These steps resulted in a base goal of 3%. Upon establishing the base goal, it was ascertained that past projects were very different from the project for this year and would not be an accurate reflection of DBE capacity in the type of work being performed this year. Therefore there was no adjustment to the base goal of 3% for the DBE participation in San Mateo County, Department of Public Works' DOT- assisted contracts projected to be expended in FY 2002/2003.

### Breakout of Estimated Race-Neutral and Race-Conscious Participation

In the past, San Mateo County Department of Public Works has not utilized specific contract goals. Historical data from the last two and one-half years has shown a DBE participation of 4.4%, which has been achieved through only race-neutral methods. Therefore, San Mateo County Department of Public Works plans to achieve the 3% DBE goal utilizing the following Race-Neutral methods:

1. Providing information and communications programs on contracting procedures and specific contract opportunities (e.g.: utilizing our website and brochures to distribute DBE program information and contract opportunities).
2. Ensuring the distribution of the DBE directory through print means (e.g.: making the DBE directory available for reference to potential prime contractors at the San Mateo County Department of Public Works main office).
3. Arranging solicitation, times for the presentation of bids, quantities, specifications, and delivery schedule in ways that facilitate DBE and other small business participation within guidelines of County policy and State bidding requirements (e.g.: unbundling large contracts to make them more accessible to small businesses and encouraging prime contractors to subcontract portions of work that they might otherwise perform with their own forces).

### DBE Program Updates

There are no program updates to be reported at this time.

### Public Notice Comments

A Public Notice was published November 11, 2002 in the Redwood City Tribune. No comments were received during the 45-day comment period.