

Statewide Outreach and Public Participation:

- The consultant will develop and work with WSDOT to implement an outreach plan that will include state sponsored events, meetings, forums and committees as well as community and trade based organizations' meetings with the contracting community that is relevant to federally-funded WSDOT transportation contracting to discuss the Disparity Study process and methodology as well as providing periodic study updates to various stakeholders.
- The consultant shall seek advice from the DBE Advisory Group and other community and trade based organizations on the design and structure of the DBE Program Disparity Study.
- The consultant shall work with WSDOT to maintain and update the information on WSDOT's DBE Program Disparity Study webpage.

Internal Coordination Meetings:

- At a minimum, the consultant shall participate in bi-monthly meetings with various WSDOT divisions and offices in providing status updates, progress reports, information/data needed to ensure smooth data collection and cohesive project coordination.

Qualitative and Quantitative Data Collection and Analysis:

- By applying the highest empirical standards, the consultant shall work with WSDOT to collect data from internal divisions and local jurisdictions to study the local contracting marketplace (i.e. Washington State) to provide an objective analysis of the nature and extent of any business discrimination in the heavy highway construction trades and public contracting data that is relevant to WSDOT's federally-funded transportation contracts.
- The consultant shall study the nature and extent of any discrimination in public contracting, private contracting, credit, bonding and insurance, employment data, training and apprenticeship information as well as business formation and other data found pertinent to impacting marketplace conditions.
- The consultant shall conduct comprehensive quantitative and anecdotal data collection including but not limited to interviews, surveys and other data collection techniques to ensure the DBE Program Disparity Study is based on scientifically valid and reliable study design, methodology, samples, analysis, and relevant quantitative, qualitative, and anecdotal data collection.
- The consultant shall study current and historical information relating to discrimination in transportation-related industries and contracting related to public transportation projects, including any ongoing effects of historical discrimination and any impact on business formation, success and other factors impacting socially and economically disadvantaged individuals and businesses.

Legal Analyses:

- The consultant will engage expert legal counsel to conduct a detailed analysis of relevant federal regulations, case law, state law, and other information to inform the study design and methodology.

Scope of Work Draft Summary for the DBE Program Disparity Study

Utilization Analyses:

- The consultant shall analyze data regarding the minority and women owned businesses that participated in WSDOT and local agency projects compared to firms that have been identified as eligible for certification.

Availability Analyses:

- The consultant shall study the availability of minority and women owned businesses that are ready, willing, and able to perform on WSDOT and local agency prime contracts and subcontracts.

Disparity Analyses:

- The consultant will examine whether there was any disparity between the availability of minority and women owned businesses on transportation contracts let by WSDOT and local agency projects and the utilization of those businesses for that work.
- The consultant shall evaluate and illustrate results of the analyses by presumptive group including various scopes of work and timeframes.

Review of WSDOT's Contracting and Procurement Methods:

- The consultant shall perform an analysis of WSDOT's implementation of the DBE Program to ensure consistent implementation with 49 Code of Federal Regulation Part 26 and USDOT's official guidance. The Disparity Study report will provide an overview of the findings and areas and methods for improvement.

Overall DBE Goal Recommendations:

- Utilizing the data gathered from the DBE Program Disparity Study, the consultant shall provide WSDOT with recommendations for the overall DBE goal (pursuant to 49 Code of Federal Regulation Part 26). These recommendations will include: a base figure; potential step two adjustments as afforded by the regulations and official USDOT guidance; the portion of the goal anticipated to be met through race-conscious and race-neutral measures; and recommendations regarding any requirements of federal law, including but not limited to the provisions of 49 CFR 26 and any informal guidance from USDOT, and court opinions that WSDOT directs the consultant to address.