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100 Fillmore Street, 5th Floor
Denver CO 80206
303-385-8515

www.keenindependent.com

HAWAII DEPARTMENT OF TRANSPORTATION DBE/ACDBE AVAILABILITY AND DISPARITY STUDY. April 24, 2018 External Stakeholder Group Meeting Notes

HDOT launched the first DBE and ACDBE Availability and Disparity Study External Stakeholder Group (ESG) meeting on April 24, 2018. HDOT held the meeting at the Daniel K. Inouye International Airport Conference Center. Attendees included representatives from HDOT Office of Civil Rights (OCR), HDOT Transit and HDOT Airport, and business owners and representatives.

The Keen Independent study team presented an April 24, 2018 Hawaii Department of Transportation DBE and ACDBE Availability and Disparity Study PowerPoint to introduce the ESG members to the study. (An electronic copy is attached.) April attendees included:

- Annette Humm Keen, Keen Independent;
- David Keen, Keen Independent;
- Lani Nakazawa, Spire Hawaii;
- Rodney Lee, Spire Hawaii;
- Clifton Chung, Harry Asato Painting;
- Lia Young Hunt, Goldwings Supply;
- Dana Shaffer, Road Safety Services and Design;
- Christine Lanning, Integrated Security Systems;
- Debra Pompadur, Evergreen by Debra;
- Lorraine Minatoishi, Minatoishi Architects;
- Melanie Martin, HDOT OCR;
- Daniel Williams, HDOT OCR;
- Lisa Matsuoka, HDOT OCR;
- Curtis Motoyama, HDOT OCR;
- Don Fukuhara, HDOT OCR;
- Ryan Fujii, HDOT Transit; and
- Daryl Fujita, HDOT Airport.

The summary of the topics discussed follow:

- A. Introduction of the Keen Independent study team;
- B. Discussion on the role of an External Stakeholder Group member;
- C. Review of USDOT requirements for state DOT implementation of the Federal DOT Program and why a study is necessary;
- D. Definition of key terms and concepts;
- E. Explanation of availability analysis and other key quantitative research;
- F. Description of in-depth interviews and other key qualitative research;
- G. Review of study schedule;
- H. Outline of interaction with businesses and groups outside HDOT; and
- I. Report on immediate action items.

A. Introduction of the Keen Independent Study Team

Melanie Martin opened the ESG meeting by facilitating a round of introductions beginning with the Keen Independent study team.

Keen Independent serves as the prime consultant and project manager for the disparity study. David Keen and Annette Humm Keen, Keen Independent Principals, are leading this study.

Spire Hawaii of Honolulu is assisting Keen Independent with local management of data collection and other quantitative and qualitative research tasks. Rodney Lee, Executive Vice President, and Lani Nakazawa, CFE, JD represented Spire Hawaii at the ESG meeting.

Other Keen Independent study team members not in attendance include:

- Holland & Knight responsible for legal framework;
- Paula Worsham Marketing of Honolulu responsible for assisting with communications and in-depth interviews;
- Donaldson Enterprises responsible for in-depth telephone interviews;
- Abaci Research & Consulting responsible for assistance with quantitative tasks; and
- Customer International responsible for survey administration under the direction of Keen Independent.

B. Discussion on the Role of an External Stakeholder Group Member

Keen Independent outlined the expectations of the ESG members as contributing to perspective on marketplace conditions, business assistance and cultural relevancy. ESG members will also provide feedback at key junctures of the disparity study and serve as a channel for dissemination of information to relevant groups.

ESG meetings will be held quarterly, or as needed throughout the study process.

C. Review of USDOT Requirements for State DOT Implementation of the Federal DOT Program and Why a Study is Necessary

David Keen of Keen Independent reported on why HDOT must conduct a disparity study (per 49 CFR Part 26) and how the study helps HDOT:

- Set an overall goal for DBE participation on FHWA-, FAA- and FTA-funded contracts;
- Consider whether it can achieve overall DBE goals solely through neutral means; and
- If it needs to continue DBE contract goals and assesses the specific race/ethnic/gender groups eligible.

The disparity study will also provide information to assist in implementation of the ACDBE Program. Rodney Lee described how this is an evidence-based effort to provide the best information for HDOT to operate the DBE and ACDBE programs.

D. Definition of Key Terms and Concepts

David Keen reported on the language of disparity studies by defining key terms and concepts (see attached PowerPoint).

E. Explanation of Availability Analysis and other Key Quantitative Research

Keen Independent examines the availability of minority-, women- and majority-owned firms to perform the disparity analyses and to help HDOT set future overall goals for DBE participation in its contracts (and ACDBE participation in airport concessions). Keen Independent reported on the collection of information from firms about their availability for different types, sizes and locations of prime and subcontracts. The study team then described how this information is used to set availability benchmarks.

F. Description of In-Depth Interviews and other Key Qualitative Research

Annette Humm Keen reported on the collection of anecdotal information through in-depth interviews and provided examples of questions asked. These interviews are designed to gather insights on local business assistance, DBE/ACDBE programs, any unfair treatment businesses face, any barriers businesses face in securing work in the Hawaii marketplace and other relevant topics.

G. Review of Study Schedule

Keen Independent reported that the disparity study will span more than a year and discussed key points in the schedule.

H. Outline of Interaction with Businesses and Groups Outside HDOT

Annette Humm Keen reported how the study team will encourage interaction with external groups. Methods will include:

- ESG meetings;
- Distribution of a fact sheet and other information to trade associations and other representative groups;
- Availability interviews with thousands of businesses;
- In-depth personal interviews;
- Focus groups;
- In-person/virtual public meetings;
- Receipt of public comments via email, fax and a study telephone hotline; and
- Dissemination of information through a designated study web page.

I. Report on Immediate Action Items

Keen Independent reported on immediate actions including data collection systems and collection of subrecipient information, concessions reports and other information. The study team will also be analyzing types of work and geographic market area for contracts/concessions to help focus the marketplace research, in-depth interviews and availability analyses.

The next ESG meeting will be scheduled for the summer.