

Transporter

Civil Rights Office Newsletter

January 2003, Volume III, Issue 1

How Your Business Can Benefit from Emergency Planning



Above and right: Damage to the Tok Cutoff from the Nov. 3, 2002, earthquake.

Flooding, coastal erosion, and storm surges hit the Kenai Peninsula Borough and Chignik Bay area. A 7.9-magnitude earthquake rocks the Interior. Alaska experiences below normal snowfall.

Whether a natural disaster hits or circumstance of weather happen, any unplanned event that could shut down or disrupt business operations or could threaten a company's financial standing is considered an emergency. Being prepared and knowing how to respond to an emergency can make the difference between being today's business "has been" or tomorrow's business "will be."

The Federal Emergency Management Agency (FEMA), in a public-private partnership, has developed a step-by-step approach to emergency planning, response, and recovery for companies of all sizes. The document *Emergency Management Guide for Business & Industry* provides advice on how to create and maintain a

comprehensive program for emergency management program.

Emergency management is the process of preparing for, mitigating, responding to, and recovering from an emergency. Sounds simple enough, but emergency management is a dynamic process, and each piece is dependent on the other. Planning, although important, is meaningless without training, practice drills, and coordinated activities.

For business owners, developing and implementing an effective emergency plan is key to survival during a crisis. An emergency

management plan can benefit your company in many ways. It may reduce exposure to civil or criminal liability in the event of an incident; enhance credibility with employees, customers, suppliers, and the community; and even lower

insurance premiums. More importantly, an emergency management plan is a tool to increase your chances of business survival. The emergency planning process consists of four steps:

1. Establish a planning team;
2. Analyze capabilities and hazards;
3. Develop the plan; and
4. Implement the plan.

continued on page 2



In This Issue

How Your Business Can Benefit from Emergency Planning	1
SBA to Integrate PRO-Net and Central Contractor Registry	3
Projects On the Horizon	4
Electronic Payments Save Time and Money	5
Upcoming Events & Training Opportunities	6
Notes and News About Certification	7
Project Photo Gallery	8



Transporter is a publication of the
Alaska Department of Transportation
Civil Rights Office
Manager: Jon Dunham
Editor: Katherine Anderson

Send comments to:
Katherine_Anderson@dot.state.ak.us



Be Prepared Through Emergency Planning

continued from page 1

Establish a Planning Team

The size of a planning team depends on your facility's operations, requirements, and resources. Small groups are fine for this process, and for most small businesses, a team may mean one or two people. The important thing is to obtain input from all functional areas in the organization. During this phase, a business owner will establish authority, issue a mission statement, and determine a schedule and budget.

Analyze Capabilities and Hazards

Information about the current capabilities of your firm and about possible hazards and emergencies needs to be gathered to complete this step. With an understanding of those issues, you can then conduct a vulnerability analysis to determine your organization's ability to handle emergencies. Assessing the vulnerability of your business involves identifying the probability and potential impact of each type of emergency.

Develop the Plan

Once you have identified the potential emergencies that your business may encounter, you are ready to develop the emergency management plan. In addition to drafting the text for the plan, this process includes determining emergency response procedures, gathering supporting documents, and coordinating with appropriate offices and agencies. Finally, you will need to review, conduct training for, and revise the draft plan; obtain final approval from the appropriate parties in your business; and distribute the plan.

Implement the Plan

The last step in emergency management planning is putting the company plan into practice. Implementation means more than simply applying the plan during an emergency; it means acting on recommendations made during the vulnerability analysis, integrating the plan into company operations, training employees on the content, and regularly evaluating the plan for adequacy.

In addition to details about the step-by-step planning process, FEMA's *Emergency Management Guide for*



Alaska disasters in 2002 included October flooding on the Kenai Peninsula, where roads were washed out in Ninilchik (top) and in the Deep Creek area.

Business & Industry offers hazard-specific information on events that may affect your business. These topics include fires, earthquakes, severe winter storms, and technology-related incidents. This hazard-specific information provides specific planning and mitigation recommendations. The guide also includes information on additional resources such as other materials available from FEMA, ready-to-print brochures, and contact data for emergency management offices.

To be successful, an emergency management plan must be accepted and integrated into the culture of the business. Business owners and employees alike must participate in the planning process, endorse the philosophy of the plan, and practice the recommended procedures during day-to-day operation of the firm. You can download the *Emergency Management Guide for Business & Industry* at <http://www.fema.gov/library/prepandprev.shtm> under the "Planning and Preparing" heading. Additional information about emergency readiness is located at the sba.gov Web site under the "What's New?" link.

Contributed by Katherine Anderson (katherine_anderson@dot.state.ak.us). The photographs in this article are provided courtesy of the Alaska Department of Transportation and Public Facilities.

SBA to Integrate PRO-Net and Central Contractor Registry

The Small Business Administration (SBA) will be reducing the burden on small businesses that want to do business with the federal government and its prime contractors by changing how the Procurement Marketing and Access Network (PRO-Net) database operates. SBA has partnered with the U.S. Department of Defense (DOD) to integrate PRO-Net and the Central Contractor Registry (CCR) system. This integration will streamline the process so that firms can automatically register in both PRO-Net and CCR at the same time.

The CCR is the primary vendor database for DOD, U.S. Departments of Treasury and Transportation, and National Aeronautics and Space Administration. The database collects, validates, stores, and disseminates data in support of agency missions. More importantly, CCR collects information needed for electronic funds transfer (EFT). The CCR validates registrant information and electronically shares the secure and encrypted data with federal agencies to facilitate paperless procurement and payment. By fall of 2003, vendor payments for all federal agencies will be made on the basis of EFT information contained in CCR.

The PRO-Net system will continue to operate as a marketing development tool for small businesses seeking to do business with the federal government and prime contractors. It will also continue to be an important marketing research tool for government contracting officers and commercial buyers looking for small business sources from which to buy. Finally, it will continue to be the authoritative source of certification information for 8(a) Business Development, Small Disadvantaged Business (SDB) status, and HUBZone Empowerment contracting programs. PRO-Net also offers the ability for a firm to identify itself as a Disadvantaged Business Enterprise certified by a particular state.

Although there have been some delays with integrating these databases, firms should soon be able to register by going to either the PRO-Net or CCR Web site. After the PRO-Net Web page is opened, a link will provide access to the CCR database for use in entering information. That information will be captured and distributed to the appropriate database. CCR-specific data such as EFT information will be distributed to the CCR database; information common to both CCR

and PRO-Net will go to both databases; and information specific to PRO-Net, such as marketing data, will go to the PRO-Net database.

Instructions have been e-mailed to all firms currently in the PRO-Net database and follow-up letters have been sent to firms certified as 8(a), HUBZone, and SDB contractors. Firms registered in PRO-Net should check their records to be sure that it contains a valid DUNS number. If your firm does not have a DUNS number, contact Dun & Bradstreet, Inc., at (800) 333-0505 to obtain the free nine-digit identification number. Firms currently registered in both PRO-Net and CCR will make all future PRO-Net profile updates to the CCR record. Firms registered in PRO-Net but not CCR should visit the CCR Web site at <http://www.ccr.gov> and register. SBA is working with DOD staff and Dun and Bradstreet to match records.

For assistance with use of PRO-Net and CCR, visit the CCR Web site referenced above or contact your local Procurement Technical Assistance Center office (Anchorage-274-7232; Fairbanks-456-7232). You can also contact SBA by e-mail at pro-net@sba.gov. Include the words "PRO-Net/CCR" in the subject line of your message.

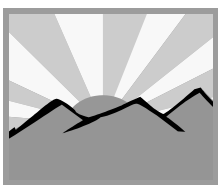
Beware of Fraudulent Letters Concerning Contractor Registration System

Recently, some current U.S. Department of Transportation (US DOT) contractors and potential contractors, received fraudulent letters supposedly issued by US DOT. These fraudulent letters request that current or potential contractors register in the Department of Defense Central Contractor Registration System (CCR). Be aware that US DOT does not require that any confidential information be submitted to verify CCR registration and that all companies should verify

that they are sending information to an authorized US DOT official before submitting confidential company information.

Additional information about these fraudulent letters may be found at www.dot.gov/ost/m60.





Projects On the Horizon

US DOT Procurement Forecast Released

The U.S. Department of Transportation Federal Fiscal Year 2003 Procurement Forecast is now available online at <http://osdbuweb.dot.gov/business/procurement/forecast.html>. This forecast, which includes federal contracting opportunities with various branches of US DOT, can be accessed in the following formats:

- ♦ Sorted by operating administration (Federal Highway Administration, Federal Transit Administration, etc.)
- ♦ Sorted by procurement category (specialized business categories such as A&E Services and Construction)
- ♦ Drill-down search—broken down by fiscal quarter, business category, and contracting agency
- ♦ Advanced search—offers numerous search options.

Note, too, that the procurement forecast of the Federal Aviation Administration can be accessed online from a link on this US DOT Web site.

Discover Juneau Opportunities

The Purchasing Division of the City and Borough of Juneau (CBJ) offers current bid and Request for Proposal (RFP) offerings on its Web site at <http://www.juneau.lib.ak.us/finance/bidrfp.php>. Businesses can also obtain the CBJ Purchasing Code and Vendor Application from this site.

In 2002, CBJ joined the DemandStar network, a leading governmental purchasing service on the Internet. The network enables contractors to receive instant and automatic bid and RFP notification for a fee with the use of Web or fax-on-demand technologies. Participation in the DemandStar system is optional. Contractors can obtain bid and RFP information through traditional methods such as the newspaper.

Railroad Track Improvements Slated



The Alaska Department of Transportation and Public Facilities recently informed Senator Ted Stevens that \$10.2 million is being released to the Alaska Railroad Corporation for

use in straightening railroad tracks on and near the Anchorage military bases, reported a press release from Senator Stevens' office.

These funds, which were secured in the Fiscal Year 2002 Department of Defense Appropriations bill, are to be used for realignment of the mainline track inside and outside the existing right-of-way at Elmendorf Air Force Base and Fort Richardson. The funds will also be used for crossing and wayside signalization, straightening curves, continuing construction of an additional track from the north end of the Anchorage Rail Yard to Eagle River Bridge, and related environmental mitigation, remediation, and restoration.

According to Senator Stevens, "These funds are critical to improving safety and further modernizing our railroad infrastructure. This realignment will reduce track curvature and improve safety features along the mainline track." Additionally, reducing the curves in

the track will increase the speed at which freight and passenger trains can safely travel. Travel time between Anchorage and Wasilla by rail is expected to drop from 90 minutes to 58 minutes when the improvements are completed.

Although funding for the rail-straightening project is through the Federal Railroad Administration and DBE goals will not be included in contracting for the project, the Alaska Railroad is a participating agency in the Unified Certification Program and does offer DBE (Disadvantaged Business Enterprise) participation as part of its overall contracting program. According to Ouida Morrison, Alaska Railroad EEO Manager, the Alaska Railroad's overall goal is for a minimum of 10 percent (5 percent race neutral; 5 percent race conscious) of contracted funds to be expended with DBEs for projects funded in whole or part from either the Federal Highway Administration or Federal Transit Administration (excluding funds used for the purchase of transit vehicles). For general project or solicitation information, access the Alaska Railroad Web site at <http://www.akrr.com/corporate/Procurement/solicitations.html>.

Electronic Payments Save Time and Money

In keeping with the trend of most government entities, the State of Alaska currently offers Electronic Data Interchange (EDI) to vendors or contractors who consistently provide services to the state. EDI allows the electronic exchange of payment instructions and remittance information and can save business owners and the state money and time when processing payments.

To implement EDI, a vendor should work closely with its contracting agency to ensure EDI will be beneficial for both the vendor and agency. The State of Alaska currently institutes EDI for vendors that conduct frequent transactions, but not for one-time purchases.

To implement EDI, the contracting agency representative will complete and submit the online, interactive EDI Vendor Request form. The Division of Finance in the Department of Administration of the State of Alaska will research the new request to determine if other agencies are using the vendor and to check for common reference information used by all agencies.

Once the review is complete, the agency will contact the vendor to explain the process, review authorization, and determine remittance information from the vendor's bank. The information is reviewed for completeness and a test payment is initiated to ensure the process is working correctly.

When the test payment is verified as accurate, the Systems Administration section (in the Division of Finance of the Department of Administration) makes the vendor available for

regular electronic payments, notifies the requesting agency, and posts the vendor online on the EDI Capable Vendor List.

Electronic payments are safe and reliable, and payment is received by the vendor's bank one day after the payment processes in the State of

Alaska accounting system. Use of EDI is fast and efficient, and increases cash flow for vendors.

More information about the State of Alaska EDI process can be found at <http://fin.admin.state.ak.us> through the Electronic Payments (EDI) link.

More Projects on the Horizon

Capital Projects and DBE Goals of the Municipality of Anchorage

Every year the Municipality of Anchorage approves a Capital Improvement Program (CIP) that provides a six-year plan for funding capital projects. The CIP section for the Project Management & Engineering (PM&E) Department consists of five improvement categories, based on the primary goal of the project: roadway improvements, safety improvements, drainage collection improvements, drainage treatment improvements, and miscellaneous improvements.

The CIP is updated each year in response to evolving community needs and priorities. Primary PM&E CIP funding comes from local bonds, state grants, or federal grants.

PM&E is responsible for the design and construction of streets, walkways, bike trails, drainage, and the preparation and administration of assessment districts and subdivisions. To view up-to-date information about PM&E's current and future

projects, log onto the PM&E Web site at <http://home.muni.org/projectmgmt/index.cfm>. By clicking on "PM&E Projects On-Line," you'll obtain a list of current and future projects. Each capital project includes details about the goals and scope of the project, budget and schedule estimates, and management contacts. Depending on project funding sources, DBE participation may be encouraged.

The Municipality's overall DBE utilization goal for Fiscal Year 2003 will continue at 11 percent. This 11 percent goal will be for Federal Transit Administration (FTA) funds on FTA-assisted contracts (excluding the purchase of transit vehicles) and for FAA-assisted contracts. Seven percent will be met through race-conscious efforts and 4 percent through race-neutral efforts. For information about the Municipality's participation in the DBE program, please call Teresa Smith D/WBE Officer at 343-4895.



UPCOMING EVENTS & TRAINING OPPORTUNITIES

SBDC Training Schedule

Check out the Alaska Small Business Development Center Web site at <http://www.aksbdc.org> for seminars on topics such as:

- ✓ Starting A Business
- ✓ Developing a Business Plan
- ✓ Employer Payroll Taxes
- ✓ Small Business Owner Tax Returns
- ✓ Basic Business Bookkeeping
- ✓ QuickBooks Pro
- ✓ Marketing Your Business
- ✓ How to Buy or Sell a Business

The Alaska Small Business Development Center has offices throughout the state and offers a Rural Development Center for locations without local offices. The Rural Development Center is scheduled to coordinate workshops in Cordova, Bethel, Kodiak, Valdez, Dillingham, and Kotzebue during 2003.

Free Subcontracting and Teaming Workshop

ADOT&PF, in conjunction with the Small Business Administration, U.S. Air Force, Elmendorf AFB, and Procurement Technical Assistance Center, is sponsoring a Subcontracting & Teaming Workshop on January 30, 2003, from 9:00 a.m. to 3:30 p.m. (lunch on your own from 11:30 a.m. to 1:00 p.m.) at the Viking Hall located at 8141 Briarwood Street in Anchorage, Alaska. Learn valuable information during these workshops:



- **Oles Morrison Rinker & Baker LLP**, an industry leader and premier law firm in construction disputes, will provide a workshop on the legal aspects of subcontracting and teaming agreements.
- **Willis**, the leading bonding broker in the world, will address how changes in worldwide financial markets, domestic economic slowdown, and acts of terrorism have affected the bonding marketplace and what businesses can do to obtain bonding. Learn how to successfully present your case to a surety in one of the toughest surety environments.

The afternoon session will offer one-on-one networking opportunities with buyers, agencies, and prime contractors. Confirmed participants as of this writing include the U.S. Army, Fort Richardson; U.S. Army Corps of Engineers; Federal Aviation Administration; Municipality of Anchorage; University of Alaska; Neeser Construction; Fluor Corporation; and Wilder Construction.

Expand your business opportunities by participating in this free event. Register by calling 274-7232 before January 20, 2003.

Contributed by Katherine Anderson (katherine_anderson@dot.state.ak.us)

Congratulations to...

Cruz Construction for receiving the *Ribelin Lowell & Co. Excellence in Construction Award* for transportation, marine, and heavy earth-moving jobs of more than \$3 million for the Drift River Crossing Pipeline Replacement project.

Acme Fence Co. for receiving the *Brady and Co. Excellence in Safety Award* for most improved safety record.

WEB SITE ENHANCED

The Alaska Department of Transportation and Public Facilities home page at www.dot.state.ak.us has a new look. The procurement page can now be accessed from a pull-down menu located under "World of DOT." For assistance in locating the procurement site, please call Katherine at 269-0854.

Notes & News About Certification



Newly Certified Firms

- ✓ **A & D Drill & Compressor Rentals - Anchorage, AK**
Certified: Equipment Rental - Heavy Equipment
- ✓ **Arctic Pacific Enterprises, LLC - Anchorage, AK**
Certified: Construction Administration - Office Engineering Services, Cost Estimations, Engineering/Economic Analysis, Permitting, Public Involvement, Transportation - Planning
- ✓ **Arrowhead Environmental Services, Inc. - Wasilla, AK**
Certified: Demolition of Structures, Hazardous Material Removal/Remediation
- ✓ **Dusky Enterprises - Cordova, AK**
Certified: Business Services - Freight Expediting, General Freight Trucking - Local, Marine Cargo Hauling, Warehousing and Materials Storage
- ✓ **Eyak Development Corporation - Cordova, AK**
Certified: Permitting, Camp Facilities, Campgrounds/Roadside/Trail Appurtenances, Clearing/Grubbing, Earthwork-Site Work, Erosion Control-RipRap, and Supplier of Aggregates and Erosion Control Materials - RipRap
- ✓ **Hoefler Consulting Group - Anchorage, AK**
Certified: Environmental, Hazardous Materials Investigation/Remediation, Permitting, Public Involvement
- ✓ **JKM General Contractors, LLC - Anchorage, AK**
Certified: Carpentry - (Finish and Rough/Framing), Demolition of Structures, Exterior Buildings - (Painting, Sandblasting, Sealants and Roofing), Flooring, Glass/Glazing, and Interior Finishing - (Insulation, Paint/Wallpaper/Tile, Sheetrock/Drywall Installation, and Tape/Texture)
- ✓ **Northwind Kites, Inc. (FAA) - Anchorage, AK**
Certified: General Merchandise Store, Miscellaneous Retail Store
- ✓ **RIM Design, LLC - Anchorage, AK**
Certified: Interior Design
- ✓ **Tinaa Construction, Inc. - Juneau, AK**
Certified: Aggregate Crushing, Asphalt Paving (Bike Paths, Pavement Grooving, Roadways, Rotomilling), Campground/Roadside/Trail Appurtenances, Clearing/Grubbing, Concrete (Cast-In-Place, Curb/Gutter/Sidewalk, Cutting/Coring/Sawing, Finishing/Special Coatings, Foundations/Slabs, Masonry/Stonework, Paving), Demolition of Structures, Earthwork (Blasting, Excavation & Embankment, Site Work, Erosion Control (Armor Mat, RipRap), Landscaping, Marine Docks, Piledriving, Transportation - Barge, Underground (Petroleum/Oil/Lubricant, Sewer/Water Line Installation)

Recertified Firms

- ✓ **Contract Drafting Service - Palmer, AK**
- ✓ **Fairbanks Excavation Company - Fairbanks, AK**
- ✓ **Gary Kangas Enterprises - Fairbanks, AK**
- ✓ **MMC Construction, Inc. - Anchorage, AK**
- ✓ **Redoubt Industries, Inc. - Kenai, AK**
- ✓ **Vantage Painting - Anchorage, AK**

**Alaska Department of Transportation
and Public Facilities
Civil Rights Office**

Mailing Address: P.O. Box 196900
Anchorage, Alaska 99519-6900

Phone: (907) 269-0851

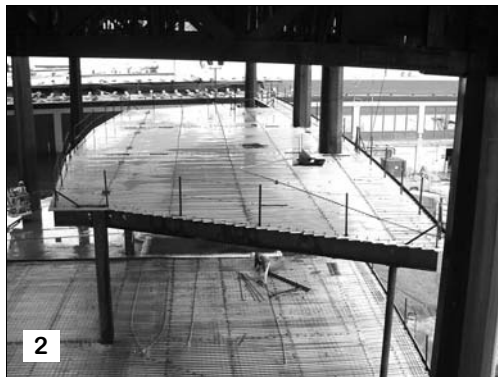
(800) 770-6236 (within Alaska)

Fax: (907) 269-0847

TTY: (907) 269-0473

Web site: www.dot.state.ak.us

Project Photo Gallery



The photographs are identified by number below.

- 1 Hatcher Pass Construction
- 2 Concourse C, Ted Stevens Anchorage International Airport
- 3 Southeast Regional Director Robert Doll, Metlakatla Mayor Victor Wellington, and Conrad Industries President & CEO Jerry Meyers at the Metlakatla Ferry Construction Contract Signing Ceremony in Seattle, Washington