

Transporter

Civil Rights Office Newsletter

January 2004, Volume IV, Issue 1

Multi-Agency Workshop Presentations

The Alaska Department of Transportation and Public Facilities (ADOT&PF), Civil Rights Office (CRO) participated in two workshops this fall. One of the workshops, hosted by the CRO, was held November 4, 2003 in Anchorage. The other workshop, hosted by Procurement Technical Assistance Center (PTAC), was held December 4, 2003 in Wasilla. Both workshops were open to the public and free of charge.

The December workshop in Wasilla was sponsored by PTAC, with Katherine Anderson, Program Manager, representing that agency. Linda Babb, CRO Certification Officer, gave a presentation on the Alaska Unified Certification Program (AUCP) for the Disadvantaged Business Enterprise (DBE) and Beckie Oliva, CRO Support Services Coordinator, answered questions about the DBE program and gave an on-line demonstration on how to access and navigate the Civil Rights/DBE web site.

The November workshop was a combined effort between the CRO and the Small Business Administration (SBA). Many businesses that attended the workshop were looking for information on how to become certified as a DBE as well as how to become certified with the Hub-Zone or the SBA 8 (a) programs. Several businesses indicated it was productive to have a joint workshop to better understand the similarities and differences in each program. Many in attendance represented firms that were already certified by the DBE or SBA programs and attended to learn more about advantages and opportunities available to them and their business.

Sam Dickey, HUBZone Liaison of SBA, gave an overhead presentation explaining HUBZone

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Transporter is a publication of the
Alaska Department of Transportation and Public Facilities

Civil Rights Office
Manager: Jon Dunham

Editor: Beckie Oliva

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



DBE BUSINESS PROFILE

Name: James Mason
Glacier State Contractors Inc.

Established: 1982

Location: Juneau, Alaska

Services Provided: General Contractor certified in the following DBE Work Categories:
Asphalt Paving (Pavement Grooving and Rotomilling), Clearing/Grubbing, Concrete (Cast-in-place, Curb/Gutter/Sidewalk, Cutting/Coring/Sawing, and Foundations/Slabs), Demolition of Structures, Earthwork (Excavation & Embankment and Site Work), Erosion Control-Rip Rap, Fending, Guardrail, Hydroseeding, Landscaping, Standard Highway Signs, Transportation Truck (100% Credit), and Underground-Sewer/Water Line Installation

Glacier State Contractors Inc (Glacier State), an Alaskan Native owned company, is headed by President and Owner Jim Mason. Mr. Mason is a third generation Alaskan, born and raised in Juneau and is also a shareholder in Sealaska and Goldbelt Native Corporations. Glacier State was founded in 1982. During the first year of business most of their work consisted of contracting small jobs such as land clearing, driveway and lot preparation, as well as sewer and water line installation for housing contractors and land developers. Due to a capital move vote that created a building boom in Juneau their first year, Glacier State received the start needed for growth of an excavation company. As quickly as that boom started, it ended.

The next season most of the work available was commercial development and municipality projects. This changed the focus for Glacier State, requiring more equipment and employees. In 1985, Glacier State became certified as a DBE. DBE Certification was helpful in providing bidding opportunities on larger type projects.

Glacier State has worked on many city and state projects as well as U.S. Forest Service and GSA projects. These projects include work

on new utility construction, school site work, airport improvement, recreational park, trail and new bridge construction, commercial and public buildings, and more.

Glacier State has also worked on several road projects such as the Fish Creek Road Safety Improvements; hydroseeding and erosion control on large slopes and environmentally sensitive salmon spawning channels on reconstruction of the Haines Alaska Highway Project; and a number of projects in Ketchikan - highway and utility work, safety upgrades on Tongass Boulevard, Third Avenue Bypass. Most recently, Glacier State completed the Ketchikan Airport new west taxiway construction project, where over 650,000 cubic meters of rock blasting and excavation was done.

Jim Mason stated, "We look forward to the 2004 construction season. We have already won some bids for this season. We are a very versatile company specializing in projects with environmental restraints, drill blasting and rock excavation, as well as utility work. This is our type of work. We have heavy highway equipment as well as small excavator and track trucks for the specialized projects."

UNIFIED CERTIFICATION PROGRAM MEMBER PROFILE

Alaska Railroad Corporation (ARRC)

Established in 1923, Alaska Railroad is the last of the full-service railroads in the United States that offers both freight and passenger service. From tidewater at Whittier and Seward to the heart of Interior Alaska, the route covers more than 500 miles.

ARRC pursues a comprehensive program of capital improvements, investing millions on rail, ties and ballast to aggressively improve infrastructure. Safety and efficiency upgrades include projects to straighten the main track between Anchorage and Wasilla, build longer sidings (railroad "passing" lanes) and add automated and heated switches. The railroad is also capitalizing on opportunities to better serve Alaskans through new depots, passenger services and equipment. Detailed descriptions of these projects and purchasing opportunities are available at the ARRC website at www.alaskarailroad.com.

Funding for much of the multi-year capital improvement projects come from federal grants received since 1996. Grant funds have come from the Department of Defense, Federal Railroad Administration, Federal Transit Administration (FTA), Federal Highway Administration and Congressional earmarks through various agencies, such as the US Forest Service and US Fish & Wildlife Service. FTA funded projects require 9 to 20 percent matching funds, which must be provided by ARRC. In addition to providing the match for federal funds, ARRC invests additional internally generated funds in numerous other non-federal improvement projects.

ARRC's Purchasing Department ensures the need for inventory items, supplies and services are met in a quality, safe and cost-effective manner. ARRC welcomes participation of all



**BILL SHEFFIELD ALASKA RAILROAD DEPOT
LOCATED AT ANCHORAGE INTERNATIONAL AIRPORT**

qualified contractors and suppliers in their solicitation process, whether Disadvantaged Business Enterprises (DBE) or non-DBEs. At this time the ARRC does not maintain a Bidder's Registration List. Some of ARRC's contracting opportunities include: construction, goods and services, materials and supplies, professional services, equipment (purchase, lease, rental), and parts and blanket purchase orders.

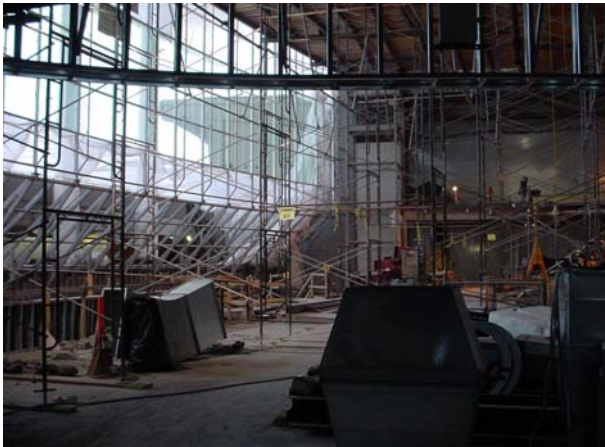
DBEs are encouraged to participate as prime and/or sub-contractors for projects funded in whole or part from Federal US Department of Transportation funds. Ouida Morrison is ARRC's Equal Employment Opportunity Manager, as well as DBE Liaison Officer. As such, she is responsible for managing and implementing ARRC's DBE Program.

Ouida encourages DBEs who have an interest in learning more about ARRC to attend their open houses, public input meetings, pre-bid conferences or just feel free to contact ARRC either via email at MorrisonO@akrr.com or 265-2529; TTY / TDD 265-2620 or via the Alaska Relay – TTY / TDD 1-800-770-8973 or voice 1-800-770-8255. ARRC's physical address is 327 W. Ship Creek Avenue in Anchorage; the mailing address is PO Box 107500; Anchorage, Alaska 99510-7500.

Contributed by: Ouida Morrison

Tour of Ted Stevens Anchorage International Airport

On December 10, 2003, the Airport Leasing Office, represented by Cathy Aukongak and Shannon Tucker, hosted a luncheon and tour of the new Concourse C and Airport Train Terminal. Multiple agencies that work with disadvantaged and small businesses have been getting together about every two months to form a community outreach group (COG). Their purpose is to share information, ideas, and updates of regulations, hoping to help businesses who use the various small and disadvantaged business programs.



will have an underground walkway tunnel between the main atrium of the new concourse and the train terminal. This tunnel has a unique lighting design that is a representation of the Northern Lights.

If a person has a little extra time available while waiting to make their flight, it would be worth their time to go and see this extraordinary light show. According to the Airport Leasing Office, three to four trains should start running daily to the Airport Train Terminal sometime around May 15, 2004.

Personnel from Federal Aviation Administration – Alaska Region, Alaska Railroad, Alaska Department of Transportation’s Civil Rights Office, Municipality of Anchorage’s Equal Opportunity Office, and the Procurement Technical Assistance Center of Alaska attended the luncheon and tour.

The new Concourse C, according to the Airport Leasing Office, is scheduled to open for business sometime early summer of 2004. The new addition to the terminal will include large art murals from different participating businesses and agencies throughout the new complex, including the massive walls of the main atrium. The new train terminal



Contributed by: John Huff



UPCOMING EVENTS & TRAINING OPPORTUNITIES

First Annual Meeting of the Alaska Unified Certification Program

The Alaska Unified Certification Program will hold its first annual meetings in the following locations:

Fairbanks at the Comfort Inn
February 12, 2004

Anchorage at the Viking Hall
March 5, 2004

Juneau at the Juneau Assembly Chambers
March 9, 2004

form a Unified Certification Program (UCP) for the certification of DBE firms. Alaska met its regulatory deadline of March 2002 with its proposal for a UCP and became one of the first ten UCPs approved in the nation. One of the provisions of Alaska's UCP agreement was that the USDOT recipients meet once a year to discuss the implementation of the UCP and improvements to its operation. The Alaska UCP meeting will also host discussions on improving business opportunities for minority and women owned businesses, as well as the implementation and administration of the DBE programs.

The 1999 Disadvantaged Business Enterprise (DBE) regulations adopted by the US Department of Transportation (USDOT) required that each state

Contributed by: Jon Dunham

Streamlined DBE Certification Process

Recent changes to regulations for the Disadvantaged Business Enterprise (DBE) program provide an easier method for firms to apply for DBE certification.

As of July 2003, firms certified under the Small Business Administration (SBA) 8(a) or Small Disadvantaged Business (SDB) programs that wish to apply for DBE certification can request the Civil Rights Office, or DOT recipients in other states, to accept their 8(a) or SDB application, in lieu of completing a separate application for the DBE program.

Firms wishing to request the "streamlined" certification process should send written notification to Eileen Oliver, Senior Certification Officer, at the Civil Rights Office (CRO). The firm should include a copy of their certification letter from the SBA. Ms. Oliver, in turn, will contact the appropriate SBA office to request a copy of the requisite paperwork.

Once the CRO has received the SBA application, they will conduct a validation interview with the DBE applicant to verify information needed to determine whether or not the applicant business meets DBE

certification requirements.

Some things to remember when requesting the "streamlined" certification process:

- ♦ Applications are processed by the CRO in the order they are received (this would include applications from businesses not requesting the streamlined process)
- ♦ The CRO has 90 days to complete the review process (once it receives the SBA application and any other documents needed for the DBE certification review)
- ♦ The CRO will conduct a validation interview with the applicant firm
- ♦ Holding SBA certification does not guarantee that a firm meets the eligibility requirements for certification as a DBE

If you have questions regarding the streamlined process, contact Eileen Oliver at (907) 269-0853.

Contributed by: Eileen Oliver



Notes & News About Certification



Newly Certified Firms

- ✓ **Ahtna Enterprises Corp.**
Anchorage, Alaska
Line of Work: Aggregate Crushing; Asphalt Paving (Bike Paths, Roadways); Camp Facilities; Campground/Roadside/Trail Appurtenances; Carpentry (Finish, Rough/Framing); Clearing/Grubbing; Concrete (Cast-in-Place, Curb/Gutter/Sidewalk, Cutting/Coring/Sawing, Finishing/Special Coatings, Foundations/Slabs, Masonry/Stonework); Demolition of Structures; Earthwork (Excavation & Embankment, Sitework); Erosion Control (Armor Mat, Rip Rap); Fencing; Guardrail; Hazardous Material Removal/Remediation; Interior Finishing (Insulation, Paint/Wallpaper/Tile, Sheetrock/Drywall Installation, Tape/Texture); Landscaping; Marine Docks; Metal Buildings Erection; Mobilization/Demobilization; Non-Construction Contractor; Plumbing; Standard Highway Signs (Permanent Installation); Underground-Sewer/Waterline Installation
- ✓ **Alaska Land Services, Inc.**
Anchorage, Alaska
Line of Work: ROW – Acquisition and Negotiation
- ✓ **Alutiiq Manufacturing Contractors, LLC; Anchorage, Alaska**
Line of Work: Civil Engineer; Construction Administration–Office Engineering Services/ Inspection Services; Environmental; Clearing/Grubbing; Concrete–Foundation; Earthwork– Excavation & Embankment/Site Work; Exterior Buildings–Roofing; Flooring; Interior Finishing– Insulation/Paint/Wallpaper/Tile/Sheetrock/Drywall Installation/Tape/Texture; Metal Buildings Erection; Steel Erection–Buildings; Surveying–Licensed and Unlicensed Construction Surveyor; Transportation–Barge and Truck; Supplier of Metal Buildings
- ✓ **ANCOR, Inc.**
Anchorage, Alaska
Line of Work: Concrete–Cutting/Coring/Sawing/Foundations/Slabs; Earthwork–Excavation & Embankment/Site Work; Fencing; Landscaping
- ✓ **Chen Alaska, Inc.**
Anchorage, Alaska
Line of Work: Concessionaire: Eating Places and Gift, Novelty & Souvenir Shops
- ✓ **CTS Engineers, Inc.**
Bellevue, Washington
Line of Work: Civil Engineer; Cost Estimations; Drafting and Reprographic Services; Engineering/Economic Analysis; Landscape Planning and Design; Permitting; Public Involvement; Transportation Planning
- ✓ **Emerald Consulting Grp, LLC**
Anchorage, Alaska
Line of Work: Construction Administration–Office Engineering Services; Cost Estimations; Drafting & Reprographic Services; Engineering/Economic Analysis; Environmental; Graphics; Hazardous Materials Investigation/Remediation; Maintenance Management Systems (computerized); Mechanical Engineer; Permitting; Public Involvement; ROW–Acquisition & Negotiation; Business Services/Management Services
- ✓ **Majestic Destinations**
Anchorage, Alaska
Line of Work: Concessionaire: Drinking Places; Eating Places; Travel Agencies; Other-Business Services–Janitorial Services
- ✓ **Mi Jung's Cleaning Service**
Anchorage, Alaska
Line of Work: Non-Construction Contractor: Janitorial Services; Custodial Services; Housekeeping (ie. Cleaning) Services
- ✓ **Motznik Information Serv, Inc.**
Anchorage, Alaska
Line of Work: Business Services – Direct Mail Advertising, Online Information Services. Provider of online public information files (on a subscription basis) and custom mailing lists.
- ✓ **Tech Prose**
Lafayette, California
Line of Work: Business Services: Computer Facilities Management Services; Computer Systems Design Services; Computer Software Services
- ✓ **Valleycad Drafting Services**
Wasilla, Alaska
Line of Work: Drafting & Reprographic Services

Recertified Firms:

- ✓ Amundsen Environmental Services; Fairbanks, AK
- ✓ Annette's Trucking, Inc.; Anchorage, Alaska
- ✓ Artique, Ltd.; Anchorage, AK
- ✓ E-Squared Engineering; Ashburn, Virginia
- ✓ Gateway Technologies, Inc.; Juneau, Alaska
- ✓ Glacier Electric, Inc.; Soldotna, AK
- ✓ Guidry Enterprises; Anchorage, AK
- ✓ Interior Concrete, Inc.; Fairbanks, AK
- ✓ Katmai Environmental; Anchorage, Alaska
- ✓ North Wind, Inc.; Anchorage, AK
- ✓ Northcoast Construction, Inc.; Nome, Alaska
- ✓ Ridolfi, Inc.; Seattle, Washington
- ✓ Roy's Electric, Inc.; Sitka, Alaska
- ✓ Sagaya Corporation; Anchorage, Alaska
- ✓ World Equipment, Inc.; Anchorage, Alaska

Title VI Complaint Process and Procedures

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance. Discrimination is also prohibited based on gender, religion, age, and disability as established by federal regulation or later federal civil rights legislation. Aggrieved individuals may file administrative complaints with the federal agency that provides funds to a recipient, or the individuals may file suit for appropriate relief in federal court.

The Title VI complaint process procedure for any person or group of people shall be to file a complaint in writing with the Alaska Department of Transportation and Public Facilities (ADOT/PF) Civil Rights Office (CRO).

The process that the ADOT&PF CRO shall follow to resolve a complaint is:

- ♦ Within five working days of receipt of a complaint the CRO shall mail by certified mail a Discrimination Complaint Questionnaire.
- ♦ Within five working days of receipt of a completed questionnaire, an acknowledgement receipt will be forwarded to the complainant by certified mail.
- ♦ The CRO Title VI Specialist will conduct an investigation into the allegation.
- ♦ A Report of Findings is then prepared by the CRO Title VI Specialist for the responsible Contracting Officer.
- ♦ Within forty-five days of receipt of the completed questionnaire, the CRO will notify complainant of the decision reached by the Contracting Officer. The notification shall advise complainant of avenues for appeal if dissatisfied with the decision.

Any proposed resolution would require action adequate to correct and prevent similar occurrences of discrimination in the future.

Contributed by: Donna Townsend

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(Historically Underutilized Business) requirements and the certification process.

Janet Johnson, Business Opportunity Specialist with SBA, followed the HUBZone presentation with an overview of the 8(a) program and answered questions regarding how to become 8(a) certified.

John Huff, Certification Officer with the CRO, presented information about the AUCP, and the requirements and procedures for becoming certified as a DBE under the AUCP.

Beckie Oliva, Support Services Coordinator with the CRO, gave an on-line demonstration on how to access and navigate the Civil Rights/DBE website.

The workshop continued after lunch with one-on-one assistance from AUCP and SBA Certification Officers. Staff members from the Municipality of Anchorage, PTAC, Alaska Railroad Corporation, and Ted Stevens Anchorage International Airport were also available for questions regarding their agencies. The Alaska Railroad Corporation and the Civil Rights Office sponsored refreshments during the Anchorage workshop.

The CRO plans to host DBE certification workshops like these on a quarterly basis.

Contributed by: Linda Babb

CIVIL RIGHTS OFFICE — STAFF MEMBERS

CRO Manager—Jon Dunham

Responsible for overall Civil Rights Programs implementation and reporting to Federal Highway Administration, Federal Aviation Administration, and Federal Transit Authority for Alaska Department of Transportation and Public Facilities. Supervises all Civil Rights Office Staff.

Administrative Staff—

Judi Flitter Assists with the budget for the Civil Rights Office, provides office support and assists with the 75% reimbursement training program.

Anna Kline Handles all incoming communication with the Civil Rights Office and supports the administrative functions of the Civil Rights Office staff.

Statistical Support—Mary Caterinichio

Maintains the Civil Rights Office database and works with contractors and Federal Highway Administration and Federal Aviation Administration on numerous aspects of reporting.

Certification Officers—

Eileen Oliver (Senior Officer)

John Huff

Linda Babb

Assists businesses with navigating the DBE certification process. Conducts outreach, validates applications and performs re-certifications and annual reviews.

Contract Compliance—Donna Townsend

Performs contract compliance reviews and enforcement of EEO, DBE, and OJT programs. Assists in administering the department's Title VI and ADA programs.

Support Services—Beckie Oliva

Administers the DBE and OJT Support Services programs, working with contractors bidding on Alaska Department of Transportation and Public Facilities projects.

**Alaska Department of Transportation
and Public Facilities**

Civil Rights Office

2200 E. 42nd Avenue

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

Phone: (907) 269-0851

(800) 770-6236 (within Alaska)

Fax: (907) 269-0847

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