



Alaska Department of Transportation & Public Facilities
Civil Rights Office

Plan Holders Self- Registration List

Guide for
Primes, Disadvantaged Business Enterprises
(DBEs) & Small Business Enterprises (SBEs)

DOT&PF Civil Rights Office



Alaska Department of Transportation & Public Facilities Civil Rights Office

Background

In February of 2013, the Civil Rights Office initiated the development of the DBE Stakeholders Committee, composed of DBEs, prime contractors and the Associated General Contractors (AGC). The objectives of the Committee were to:

- Create an online portal to connect primes & DBEs.
- Increase DBE participation.
- Foster open communication.
- Improve procurement opportunities for DBEs.
- Improve the GFE process.

DOT&PF's Plan Holders Self Registration List (PHSRL)

- The new Plan Holders Self-Registration List will allow DBEs, SBEs, and non-DBE subcontractors to self-register as interested subcontractors.
- Prime contractors will have access to all subcontractors who are interested in participating in the bid.
- Prime contractors will no longer use the DBE Directory in the CRO website to solicit DBE participation, but will still be required to use it in order to verify DBE certification. Prime contractors will use the Plan Holder Self-Registration List of registered DBEs to solicit DBE Participation.
- DBEs will only be contacted for projects for which they register.
- Prime contractors will only be required to contact DBEs that are interested in the project.
- The new Plan Holders Self-Registration List only apply to the Federal-aid funded projects.

Benefits (DBEs & SBEs)

- DBEs & SBEs will increase their business opportunities by also registering for projects that are above and beyond the subcontractable items
- DBEs & SBEs can sign up for Online Public Notices and receive automatic email notifications that will notify them of the upcoming projects. This email notification will allow DBEs & SBEs to decide whether to bid.
- DBEs & SBEs can sign up for non-FHWA funded projects thereby increasing their business opportunities to participate in state funded projects.



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- Prime contractors will now have a list of DBEs & SBEs that are interested to bid from various work categories.

IMPORTANT NOTE:

Before you register for the PHSRL, it is highly recommended that you first register for the Online Public Bidding Notices which will notify you of any upcoming bids. Once you receive this notification it will prompt you the PHSRL portal. Below are the processes on how to register for both portals.

Follow the steps below to receive Online Public Notices

- Go here <http://aws.state.ak.us/OnlinePublicNotices/>
- Scroll to the bottom and find "Subscriptions." Click "search now."
- Select as your search criteria: Status: Active, Department: Transportation and Public Facilities, Category: Procurement, Sub-category: Constructions Bids. Leave the rest of the items blank, then click Search.
- Scroll to the bottom and click Subscribe. You'll get 4 options. Pick the envelope icon and "to search criteria." **Next enter your email address, then click on Subscribe.** Scroll to bottom and click Subscribe. You'll get 4 options. Pick the envelope icon and "to search criteria." **Next to Search Tools, click on Subscribe.**
- Once your email address is entered, you will receive a "Confirm Your Subscription to Alaska Online Public Notices" email. Within 24 hours, click on the email link, to confirm your request.
- You will now receive a new notices link that allows you to view the project (similar to this example: http://www.dot.state.ak.us/apps/contracts?ACTION=BIDCAL®ION_COD E=C)

(You won't get emails for the active items that have already been posted.)

The screenshot shows the 'Online Public Notices' website. At the top, there is a navigation bar with links for 'myAlaska', 'My Government', 'Resident', 'Business in Alaska', 'Visiting Alaska', and 'State Employees'. Below this is a header with the 'State of Alaska' logo and the text 'Online Public Notices'. The main content area features a 'Notice to Vendors' section with a detailed announcement about the IRIS system implementation on July 1, 2015. To the right of this text are three blue buttons: 'Search Notices', 'Browse Active Notices', and 'Login w/ myAlaska'. Below the notice is a 'Note' regarding the use of VSS for state employees and certain vendors. At the bottom, there is a 'Most Viewed' section with a list of recent notices, including 'Notice of Intent to Begin Engineering and Environmental Studies, HSIP: Eklutna Overpass Bridge Warning 2015' and '2014 General Election initiative hearing information'.



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How to Register for the PHSRL

1. Go to <http://www.dot.state.ak.us/procurement/bidding/calendar/index.shtml>
2. Under Current Bid Calendar, select either All; Central Region; Northern Region; Southeast Region; Headquarters, Statewide; or Marine Highway Ferry System.
3. Once you select an option, you will see the “Plan Holders List” link located after given project name.
4. To register for a project, click the **“Self-register”** (<http://www.dot.state.ak.us/cts/signup.cfm?cid=42719>) for this list”. Include your company email address and select from the Contractor Type. Click “submit” and your company name will be listed as interested in the selected project. NOTE: Only contractors registering as subcontractors will be considered mandatory contacts for the purposes of the Good Faith Effort (GFE).
5. To register for the Plan Holders List, your email address must already be on file with DOT&PF.
6. To update your email address, contact your **Regional Contracts Office** (<http://www.dot.state.ak.us/procurement/contacts/construction.shtml>).

Email Address:

Contractor Type:

[Submit](#)

[Return to Plan Holders List](#)

After you self-register, you are encouraged to check to see that you are listed as a contact on the project and that your contact information is listed correctly.



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Below: Illustration from the PHSR – **Mandatory** DBE highlighted in yellow.
This is a snap shot image sample.

The screenshot shows the website for the Alaska Department of Transportation & Public Facilities. The main heading is "KAKE FERRY TERMINAL IMPROVEMENTS Plan Holders List". Below the heading, it says "As of Tue November 18, 2014 01:48 PM, (Advertised on 11/07/2014)". There is a section for "Self-register for this list." with instructions to sign up on the Plan Holders List. Below this, there is a list of associated General Contractor (AGC) offices and independent plans rooms. The first entry is "GLACIER STATE CONTRACTORS INC." with the text "*** DBE - Mandatory Contact ***" highlighted in yellow. A red arrow points from the word "Mandatory" in the text above to this highlighted text. Other entries include "EVER ELECTRIC INC DBA ISLAND ELECTRIC", "PIPE AND PILING SUPPLIES U.S.A. LTD.", "WESTERN DOCK & BRIDGE", "PACIFIC PILE & MARINE", and "THE PLANS ROOM".

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Alaska Department of Transportation & Public Facilities search

DOT&PF State of Alaska

Tentative Advertising List Bid Calendar Bid Results Status of Award

KAKE FERRY TERMINAL IMPROVEMENTS Plan Holders List

As of Tue November 18, 2014 01:48 PM, (Advertised on 11/07/2014)

Self-register for this list.

To sign up on the Plan Holders List, your email address must already be on file with DOT&PF. Contact your [Regional Contracts Office](#) if you need to update your email address.

[Associated General Contractor \(AGC\) offices and independent plans rooms](#)

- **GLACIER STATE CONTRACTORS INC.**
***** DBE - Mandatory Contact *****
Email: amason@glacierstate.net
Date Registered: 11/12/2014
Physical Address: PO BOX 32894, JUNEAU, AK 99801
Mailing Address: BOX 32894, JUNEAU, AK 99803-2894
Type: SUBCONTRACTOR
Phone: 907-789-4976 Fax: 907-789-3357
- **EVER ELECTRIC INC DBA ISLAND ELECTRIC**
***** DBE - Mandatory Contact *****
Email: ever@gci.net
Date Registered: 11/13/2014
Physical Address: 5351 COMMERCIAL BLVD, JUNEAU, AK 99801
Mailing Address: 5351 COMMERCIAL BLVD, JUNEAU, AK 99801
Type: SUBCONTRACTOR
Phone: 907-780-2280 Fax: 907-780-2288
- **PIPE AND PILING SUPPLIES U.S.A. LTD.**
Email: jklapperich@pipe-piling.com
Date Registered: 11/10/2014
Physical Address: 3506 A ST SE, AUBURN, WA 98002
Mailing Address: 3506 A ST SE, AUBURN, WA 98002
Type: SUPPLIER
Phone: 253-939-4700 Fax: 425-850-8842
- **WESTERN DOCK & BRIDGE**
Email: sever.wdab@gmail.com
Date Registered: 11/10/2014
Physical Address: 777 MAIN ST, KETCHIKAN, AK 99901
Mailing Address: 777 MAIN ST, KETCHIKAN, AK 99901
Type: GENERAL
Phone: 907-247-1777 Fax: 907-247-1787
- **PACIFIC PILE & MARINE**
Email: carrien@pacificpile.com
Date Registered: 11/10/2014
Physical Address: 700 SOUTH RIVERSIDE DRIVE, SEATTLE, WA 98108
Mailing Address: 700 SOUTH RIVERSIDE DRIVE, SEATTLE, WA 98108
Type: GENERAL
Phone: 206-331-3873 Fax: 206-774-5958
- **THE PLANS ROOM**
Email: mail@theplansroom.com
Date Registered: 11/10/2014
Physical Address: 4831 OLD SEWARD HIGHWAY, STE 202, ANCHORAGE, AK 99503
Mailing Address: 4831 OLD SEWARD HIGHWAY, STE 202, ANCHORAGE, AK 99503



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Guidance on Good Faith Effort (GFE)

- The bidder has an obligation to make a good faith effort to meet this goal.
- This can be demonstrated by either meeting the DBE Utilization Goal set on a project or documenting good faith efforts as outlined in Standard Modification 120-3.02.
- For GFE purposes, DBEs that are certified to perform work items identified on **Form 25A-324 and are listed as a mandatory contact** on the Plan Holders Self-Registration List must be contacted to solicit their interest.
- DBEs who register seven calendar days after the advertising date will be automatically listed as a Voluntary Contact. Prime contractors are encouraged to contact DBEs on the Voluntary Contact List
- Prime contractors must verify that DBEs are certified in the work category to receive DBE credit.
- Each contact with a DBE firm will be logged on a Contact Report, Form 25A-321A.

If the bidder cannot meet the DBE Utilization Goal, then the bidder should also consider other items not listed that could be subcontracted to DBEs.

Mandatory Contact vs. Voluntary Contact

The PHSRL requirements only apply to the Federal-aid funded projects.

Mandatory Contacts are:

- DBEs that register within 7 calendar days after advertisement.

Voluntary Contacts are:

- DBEs who are interested in bidding on the project, but that do not register within seven calendar days of the advertising date.
- General Contractors, Suppliers and DBEs affected by waivers.
- DBEs registering as a prime, unless the same DBE also registers as a subcontractor.

Prime contractors are encouraged to contact voluntary DBEs to meet the DBE Utilization goal



Alaska Department of Transportation & Public Facilities
Civil Rights Office

Questions: Contact Civil Rights Office Contract Compliance Section

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📠 907-269-0847 fax

For individuals requiring TTY communications, please contact [Alaska Relay](#) 🗣️.