



February 2016

## Title VI

The Idaho Transportation Department (The Idaho Transportation Department (ITD) is committed to compliance with Title VI of the Civil Rights Act of 1964 and all related regulations and directives. In accordance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), the Age Discrimination Act of 1975 and Executive Orders 12898 (Environmental Justice) and 13166 (Limited English Proficiency), ITD does not and will not exclude from participation in or deny the benefits of its programs or activities; or subject anyone to discrimination or treat persons unfavorably based on race, color, national origin, sex, age, disability, limited English proficiency or economic status. In addition, ITD will not retaliate against any person who complains of discrimination or who participates in an investigation of discrimination.

**Liz Healas, Editor**

Idaho Transportation Department  
Office of Civil Rights



Your Expressway to EEO, Contracting & Business Issues

Where in Idaho is this? Clue on page 3.

## Online Contractor Payment

ITD will be rolling out a new on-line Subcontractor Payment Reporting procedure, performed through ITD's Diversity Management Tracking System.

In the near future, we say goodbye to ITD Forms 2892 (Certification of Payment) and 2921 (Certification of Payment Amounts).

These forms (filled out and submitted by

prime contractors) helped verify prompt payment by prime contractors to their subcontractors and suppliers, as required by ITD Prompt Payment contract

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## GI Jane Bathrooms

Contract Compliance Officer **Russ Rivera** brings us another thoughtful cultural analysis of ... superheroes and restroom facilities.

*"The ebb and flow of the Atlantic tides, the drift of the continents, the very position of the sun along its ecliptic. These are just a few of the things I control in my world..."*

It's been nearly 20 years since the release of one of the most ground breaking civil rights movies of this generation.

I am speaking of (of course) **GI Jane**, who alongside fellow glass ceiling-breakers **Agent Peggy Carter** and **Wonder Woman**, have changed the course of fictional equal rights.

These civil rights crusaders brought to

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**New DBEs**

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**Save the Date for NAWIC**

**Engineering & Science Fest**

**USACE CQM Certification**

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**Your Very Own Student Intern**

**Lizapalooza**

**ITD Procurement**



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## Office of Civil Rights

The Idaho Transportation Department's Office of Civil Rights offers both internal and external customers the support and knowledge they need to ensure a non-discriminatory environment in all ITD-related business activities.

**Contractors & Consultants**

Firms or DBEs who are currently doing or planning to do business with the Idaho Transportation Department.

**Government Partners**

Federal, state, and municipal members of government who have questions about Title VI compliance in Idaho.

**Public**

Transportation users who would like to request accommodations or offer suggestions for improved ITD business practices.

Contact Us

Accessibility

En Español

Business News

Training

How about one-stop-shop website for all your ITD Civil Rights needs?

[www.itd.idaho.gov/ocr/index.aspx](http://www.itd.idaho.gov/ocr/index.aspx) does it all for you! (Well, nearly all. We're delighted to take suggestions for additions or improvements.) Go ahead and save that as one of your browser favorites. If you can't find what you're looking for, just click on the "Contact Us" graphic on the bottom of the page — after all, any website is a work in progress.

## Newly Certified DBE Firms

### New Wave Environmental Consulting, LLC

Kristi Webb, Principal Scientist/Owner

4404 Expressway, Suite 201, Missoula, MT 59808

Phone: (406) 238-4884

Email: [kwebb@nw-enviro.com](mailto:kwebb@nw-enviro.com) Homepage: [www.nw-enviro.com](http://www.nw-enviro.com)

*Scientific and professional expertise in natural resources and environmental regulatory management. Services include preparation of study plans to address terrestrial and aquatic resources, implementation of monitoring plans, preparation of technical documents and management plans, and data analysis. Also provide regulatory management with regards to NEPA, ESA, CWA Section 404, 310 Permit, 318 Authorization, Stormwater Prevention Plan application preparation and administration, and other federal, state, and local permitting requirements. Experienced in project management, developing schedules and budgets, and preparing supporting documents for compliance with environmental regulatory requirements.*

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## What is a DBE?

A **Disadvantaged Business Enterprise (DBE)** is a small, for-profit business concern that is at least 51% owned and controlled by socially and economically disadvantaged individuals. The US Department of Transportation's (USDOT) DBE Program is designed to foster equal opportunity for minority, female and disadvantaged business owners on federal-aid transportation projects, and help them improve their business efficiency and flexibility.

This monthly newsletter is published by ITD's DBE Supportive Services as an informational and educational resource for DBs, contractors, consultants and federal-aid agencies on EEO, procurement and business issues. If you'd like to receive this newsletter regularly, please contact us for a **free subscription**.

Want to learn more about the DBE Program? Visit [www.youtube.com/watch?v=5i1vZPLLOXE](http://www.youtube.com/watch?v=5i1vZPLLOXE) for a quick online presentation.

Looking for DBEs? It couldn't be easier. Just view our slick, new, continually updated online, on-demand **DBE Directory** at <https://itd.dbesystem.com>.

You can browse by work categories, keywords, NAICS Codes, or just download the whole thing to Excel.

## USACE CQM Certification

*Construction Quality Management (CQM) Training, required by the Army Corps of Engineers, will be offered for the first time in Idaho by the AGC.*

Last year, a new federal regulation mandating Contractor Quality Control certification for all prime contractors working on Army Corps of Engineers projects quietly materialized.

When it was finally noticed, this new requirement stirred up a lot of consternation. How do you get certified if no one knows who's putting on the training, not to mention the where and when?

Fortunately, the Idaho Chapter of the  
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Clue for this month's "Where in Idaho are You?" (front page) This historic Baptist church was moved to its current location to provide educational and community outreach programs to include lectures, films, workshops, literacy programs, and musical performances.



Answer to January Issue (photo shown above): **Kirkham Hot Springs**, on the South Fork of the Payette River, Hwy 21. For past issues, visit [www.itd.idaho.gov/ocr/ocrBUSINESSNEWS.aspx](http://www.itd.idaho.gov/ocr/ocrBUSINESSNEWS.aspx).

## Big Changes to No Changes

*DBEs will submit their "No Change" Affidavits electronically this year on ITD's new(ish) Online Tracking System. Don't forget: the deadline is Feb. 15!*

All DBEs certified in the State of Idaho should have gotten an automated email notice last month (with subsequent reminders) from ITD's DBE Diversity Management System to submit their **No Change Affidavits for 2016**.

These will be submitted online into our new tracking system: no more paper!

To get the process rolling, DBEs need to log into their company's account at <https://itd.dbesystem.com>.

Here's how: your user name is the email you listed in the DBE Directory. If you can't remember your password, just click on the "Forgot Password" link under the System Access Login box, fill your email address/user name, and a one-time password reset will be emailed to you.

Once into your account, click on "My Certifications". Your No Change Affidavit,

a simple one-page form, will be waiting for download. It just needs a few contact information-related fields filled out, and the owner's signature notarized at the bottom.

To verify your gross receipts for the past year, you'll submit either your business tax return or, if you're a sole proprietorship, your personal tax return's Schedule C. Remember, this will be your **2014** return, since most of you won't have your 2015 taxes ready anyway.

The No Changes Affidavits are due by February 15, as they are every year. If you are unable to meet the deadline, just contact us for an extension.

And that's it!

Call our office if you have questions about the overall process. If you run into  
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(NEW DBEs, Continued from page 2)

### Paul Carpenter Associates, Inc.

Sharon Paul Carpenter, President  
23 Vreeland Road, Suite 204, Florham Park, NJ 07932  
Phone: (973) 822-8221

Email: [sharonpc@pcairnoise.com](mailto:sharonpc@pcairnoise.com) Homepage: [www.pcairnoise.com](http://www.pcairnoise.com)  
Environmental Consulting Services: Air Quality/Noise Analysis.

### Salmon River Helicopters, Inc.

Cindy Carlson, President  
PO Box 1293, Riggins, ID 83549  
Phone: (208) 628-3133

Email: [salmonriverheli@frontiernet.net](mailto:salmonriverheli@frontiernet.net) Homepage: [www.srhelicopters.com](http://www.srhelicopters.com)

Support forest activities – aerial firefighting and aerial seed and straw mulching. Non-scheduled freight air transportation; external load operations; logging – helicopter logging, scenic and sightseeing aerial transportation, non-scheduled chartered passenger air transportation.

## 2016 ISBS

The **Idaho Small Business Symposium** — formerly known as the *Idaho Business Opportunity Conference* — will be held at Fort Hall on March 24. Get registered and get your game face (and your capability statements) ready.

The **Idaho Small Business Symposium** is the best venue for Idaho businesses looking for new customers and expanded sales.



The Shoshone Bannock Hotel and Evens Center

owners to meet one-on-one with approximately 50 contracting officers and buyers from government agencies and corporations.

We can say that, because we've been attending for the past 20 years!

This annual marketing and networking event rotates around the state: this year it will be held at the Shoshone Bannock Hotel and Events Center in Fort Hall on March 24.

This day-long event will start at 7am and finish around 4pm, with breakfast and lunch (prime networking opportunities) thrown in.

As in years past there will be three concurrent trainings in the morning and again in the afternoon on marketing and government contracting.

But what sets this event apart from all others is the opportunity for business

*(GI JANE, Continued from page 1)*

light a number of associated logistical questions like "Does the batcave come equipped with a women's restroom?" or "Where does the first female Navy Seal, sleep, shower, or change?"

Twenty years later in real life we find ourselves dealing with similar questions, and the solution: Unisex Restrooms.

Now, some will have you think that Uni-

Small business assistance agencies and organizations are also in attendance, including (it goes without saying) ITD Business News editor and DBE Program Coordinator, Liz Healas.

This is a one-day conference that manufacturers, contractors, service providers and distributors will find productive and rewarding.

The conference is hosted by the Idaho Procurement Technical Assistance Center (PTAC). The registration fee is \$70 person.

To register or for more information, visit [www.idahosbdc.org/specialized-services/government-contracting-ptac/workshop-event-details](http://www.idahosbdc.org/specialized-services/government-contracting-ptac/workshop-event-details).

sex Restrooms are just an awkward encounter waiting to happen (if doors are left unlocked) ... but a practical pizza parlor purveyor in North Carolina offered a few suggestions for those who didn't quite understand her transition to unisex restrooms.

*We have a UniSex bathroom because sometimes gender-specific*

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*(USACE CQM, Continued from page 3)*  
Associated General Contractors (AGC) has stepped into the breach and is offering classes that provide CQM certification good for five years.

The full-day training includes:

- Contractor's Review
- Quality Management Planning
- Preconstruction Conference and Coordination
- Submittals
- Quality Management During Construction
- Making the System Work
- Resident Management System

In Idaho Falls, training will be offered at the Idaho Falls Hilton Garden Inn on February 17. In Boise, it will be held at the Idaho AGC Education Center on February 18.

The cost to attend (which includes lunch) is \$175 for AGC members, \$250 for non-members. To register, visit [www.idahoagc.org/events](http://www.idahoagc.org/events).



## Your Very Own Student Intern

*Businesses in the Lewiston area are invited to be "guinea pigs" for business students working on marketing projects.*

Lewis-Clark State College is still looking for businesses who are interested in participating in LCSC's Spring Semester Marketing student projects.

This is a great opportunity to have a

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(STUDENT, Continued from page 4)

student team help you with marketing your business.

Past projects have included marketing plans, social media campaigns, website reviews, surveys and competitive analysis.

There is no cost to participate and the time commitment is fairly minimal. Please contact Barbara Leachman, Region II Small Business Development Director, at [baleachman@lcsc.edu](mailto:baleachman@lcsc.edu) or Judy Schumacher at [jschumacher@lcsc.edu](mailto:jschumacher@lcsc.edu) for more information.



Boise Chapter #245 NAWIC (National Association of Women in Construction) is holding its **27th Annual Awards Dinner & Auction** on March 12 this year, a departure from its usual scheduling around the holidays (which tended to compete with too many other events held at that time of the year).

Proceeds from the auction help fund all NAWIC's service and scholarship activities for the year. Hopefully this date and time of year is a better time for attendees to come join them in building our construction education community and having a great "Spring Fling".

For updates, keep an eye on the Boise Chapter NAWIC's event page at <http://nawicboise.org/index.php/events-activities>.

**System Access Login**

Username:

Password:

Remember username

- [DBE Directory](#)
- [Apply for Certification](#)
- [ITD Bidders List](#)
- [ITD Bidders List Registration](#)
- [System Training](#)
- [Contact Us & Support](#)
- [Forgot Password](#)
- [Account Lookup](#)
- [Help/First Time Visitors](#)

**Welcome to the Idaho Transportation Department's Diversity Management System**

(PAYMENT, Continued from page 1)

and agreement specifications.

Here are some of the benefits this tracking system offers to contractors:

- Participation in this system is offered to contractors at no cost
- Same system which administers ITD Bidders Registration and DBE Certification
- Online Reporting takes only a few minutes a month on average
- Collaborative prime contractor-subcontractor process verifies prompt payment to ITD
- Replaces Certification of Payment Forms (Forms ITD-2892 and 2921)

- Tracks real-time participation against goals up to 10 subcontractor tiers deep
- Integrated platform links to other state departments of transportation, such as Nevada, Colorado, Arizona, New Mexico, North Dakota, plus city and county governments across the country

There are free on-line webinars on this process offered on an ongoing basis. Just visit <https://itd.dbesystem.com> and choose "System Training". Contractors are given many choices of topics, including "Introduction to the System" and "Contract Compliance Reporting".

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(NO CHANGES, Continued from page 3)

technical issues, click on "Customer Support" at the bottom left-hand corner of your screen while in the DBE Tracking System.

*Please do not bypass the online reporting system and send us paper copies of your No Change Affidavit and tax returns in the mail.* It is very important for all DBEs to learn to use this system, particularly if they will be working on ITD projects or professional agreements.

Which brings us to one final issue: all of our DBEs must get registered on ITD's new Bidders List. Only a relative handful of DBEs have done so to date: we would do it for you, but unfortunately we do not have authorized access to our vendors' accounts (this requires passwords only the businesses should have). We ran an article on the process in our December newsletter: you can revisit it in our archives at <http://itd.idaho.gov/ocr/ocrBUSINESSNEWS.aspx>.

## Lizapalooza in 2016

**“Doing Business with the Government”** will be in Meridian on February 11, and then rips through eastern Idaho in February.

Meridian: you're next! The Lizapalooza Tour will be rolling in on February 11 with its popular (and free) Doing Business with the Government presentations.

Attendees will learn direct from experts from the Idaho Transportation Department Office of Civil Rights, the Small Business Administration, the Idaho Procurement Technical Assistance Center (PTAC) and the U.S. Forest Service about identifying and competing for government projects, the various business certifications such as DBE, HUBZone and 8(a), and where to go for assistance.

Extra bonus: a meaty resource handbook with helpful contact information.

Feeling that your part of the state is being neglected? Never fear! Late this month, Lizapalooza barnstorms to eastern Idaho. March finishes up Lizapalooza with presentations in Cascade and Caldwell.

Mountain Home Air Force Base will be our “federal mystery guests” in Meridian, and the U.S. Forest Service will be on hand at the Eastern Idaho locations.

And now for registration information:

### **Meridian, February 11**

Meridian City Hall, 33 E Broadway Ave  
[www.ptassist.com/services/register.php?id=F54AC46730](http://www.ptassist.com/services/register.php?id=F54AC46730)

### **St. Anthony - February 23**

St. Anthony City Hall, 420 N Ridge St



[www.ptassist.com/services/register.php?id=A310946725](http://www.ptassist.com/services/register.php?id=A310946725)

### **Idaho Falls - February 24**

Small Business Development Center, 2300 N Yellowstone

[www.ptassist.com/services/register.php?id=0708D46727](http://www.ptassist.com/services/register.php?id=0708D46727)

### **Preston - February 25**

Preston City Hall, 70 W Oneida St

[www.ptassist.com/services/register.php?id=AEE8346728](http://www.ptassist.com/services/register.php?id=AEE8346728)

### **Pocatello - February 26**

Small Business Development Center, 921 South 8th Street

[www.ptassist.com/services/register.php?id=C486846729](http://www.ptassist.com/services/register.php?id=C486846729)

### **Cascade - March 4**

US Forest Service, 540 North Main St

[www.ptassist.com/services/register.php?id=43FCA46769](http://www.ptassist.com/services/register.php?id=43FCA46769)

### **Caldwell - March 16**

Idaho Department of Labor, 4514 Thomas Jefferson Street

[www.ptassist.com/services/register.php?id=3714946771](http://www.ptassist.com/services/register.php?id=3714946771)

All workshop fliers are available at [www.itd.idaho.gov/ocr/training.aspx](http://www.itd.idaho.gov/ocr/training.aspx) for downloading and re-posting.

Be sure to pre-register! We require a minimum of 5 people registered within 48 hours of the workshop. If we have fewer than that, the workshop will be cancelled.

## Engineering & Science Festival

Support our future at this annual event at Boise State University on February 6!

I think anyone working in the transportation industry will agree that engineers are “born that way”, but our budding engineer-lings still need STEM (Science, Technology, Engineering and Math) encouragement and nourishment.

On Saturday, February 6 from 9am-4pm, there will be an Engineering Science Festival at Boise State University designed to do just that, and to inspire K-12 students to pursue engineering careers.

Some of the frankly cool more than 70 hands-on activities include:

- Make & Fly a Tumblewing
- Build and Eat an Edible Aquifer
- Extreme Weather Science
- Jelly Bean Binary
- Tie Dye Chromatograph
- Snap Circuits
- Taming the Dragon: Explore the aerodynamics of a dragon
- 20K Ultra Resolution: Explore famous art and places around the world
- Exploring Explosive Eruptions with the Liquid Nitrogen Volcano

There will also be demonstrations, an astronaut, robots, the World's Fastest 5 Ball Juggler, and “Molecular Madness”, which sounds very promising.

Admission is free. For more information, visit <http://coen.boisestate.edu/STEMExploration>.

# ITD Procurement

## ITD Highway Construction

ITD highway construction plans and specifications are available only through Quest Construction Data Network (QuestCDN). To obtain or view plans, first visit ITD's Contractor Page at [www.itd.idaho.gov/design/contractors/contrinfo.htm](http://www.itd.idaho.gov/design/contractors/contrinfo.htm).

On the blue-shaded menu on the left side of the screen is the "Browse Projects & View Plan holders" option. This directs you to a page where you can search for projects, or simply choose "Show all."

After clicking on individual project names, you can view plan holders or addenda, and of course download plans and specifications.

You'll need QuestCDN membership in order to do this: the cost is \$10 per each plan set, or you can also choose a monthly or annual download plan. Instructions for accessing the QuestCDN site, creating an account and viewing plans are included on the ITD Contractor Page.

At the main ITD Contractor Page you can also view bid openings and abstracts (when available), as well as contract awards.

## Consulting

Consultants: mark this website in your "favorites": [www.itd.idaho.gov/design/cau/cau.htm](http://www.itd.idaho.gov/design/cau/cau.htm). Learn here how ITD uses professional services for highway project development and improvements.

Requests for Proposal are posted here, but be sure to pay particular attention to getting on ITD's Term Agreement List!

*(GI JANE, Continued from page 4)*

*toilets put others into uncomfortable situations.*

*And since we have a lot of our friends coming to see us, we wanted to provide a place for our friends who are:*

- *Single Dads with daughters*
- *Single Moms with sons*
- *Parents with disabled children*
- *Those in the LGBTQ community*
- *Adults with aging parents who may be mentally/physically disabled*

This reminded me of yet another embarrassing moment in an airport restroom.

My uncle, a Vietnam veteran who was exposed to agent orange, developed terminal brain cancer and was restricted to a wheelchair and needed help using the restroom.

On a layover between flights, an unsympathetic group of travelers watched and



Good



Better

commented as we tried to help my uncle retain at least some semblance of dignity as he relieved himself in the restroom.

A unisex, or family restroom would have saved my uncle and his family from humiliation on several occasions.

While there is often confusion, Federal regulations on ITD construction projects are very clear about the issue of segregated restrooms and changing areas.

*"The contractor shall provide separate or single-user restrooms and necessary dressing or sleeping areas to assure privacy between sexes."*

This should put to rest any undue fears about privacy or safety.

So the next time you see a unisex restroom or single-occupancy stall, think about Demi Moore ... and Martin Luther King Jr., and Caesar Chavez, and John F. Kennedy.

Think about the people that fought for change, pushed for equality, and sometimes died as a result.



Travelling around Idaho on business? Take the guesswork, mystery and suspense out of road conditions.

Visit <http://511.idaho.gov> for road reports, cameras, truck restrictions, weather conditions and much more. You can plot your route, or download an app for your phone.

