

ALASKA LEGISLATURE COMMITTEE FILES 1981-1982 86/2

2119 HT HB 536 - HB 537 2119

ITEM NO.	DESCRIPTION OF ITEMS REQUESTED	EQUIP. CODE	NO. OF UNITS	UNIT COST	Continuation (REPLACEMENT)	Addition (NEW)
1	2	3	4	5	6	7
1.	HAUL ROAD INCREMENT					
2.	Vehicles/Patrol		7	9,300		65,100 3
3.	Portable Light		7	200		1,400 3
4.	Underhood Speaker		7	200		1,400 1
5.	Car Radio		7	3,000		21,000 1
6.	Siren/Amplifier		7	200		1,400 1
7.	Revolvers		7	160		1,120 3
8.	Shot Guns		7	300		2,100 3
9.	Rifles		7	200		1,400 3
10.	Snowmachines - Artic Cat		7	3,500		24,500 3
11.	Snowmachine Trailers		4	500		2,000 3
12.	IBM Typewriter/Correcting Selectric		4	1,028		4,112 2
13.	Desks - Double Pedestal		7	352		2,464 2
14.	Chairs - Executive with arms		7	177		1,239 2
15.	File Cabinet - 4 drawer, legal		4	200		800 2
16.	Storage Cabinet		4	185		740 2
17.	Adding Machines		4	150		600 2
18.	MX 360 Radio - Portable with charger		7	3,000		21,000 3
19.	Heavy Duty Vehicle Heaters		7	200		1,400 1
20.	Propane Engine Heaters for Vehicles		7	425		2,975 1
21.	Moving Radar Guns		7	600		4,200 3
22.	Citizen Band Radio		7	200		1,400 3
23.	Highway Frequency Radio/Telephone		7	2,500		17,500 3
24.	Alaska Radio/Telephone-Security & Antennas		4	2,500		10,000 3
25.	Dictaphone - Lanier		4	583		2,252 2
26.	<i>TOTAL</i>					<i>192,102</i>
27.						
28.						
29.						
30.						

AGENCY Public Safety

PROGRAM Crime Identification & Apprehension

DRU Detachments & CIB

COMPONENT _____

17A EQUIPMENT & MACHINERY

FY 82

11-19-81

Dick

April 13, 1981


The Honorable Don Bennett and Ed Dankworth
Co-Chairmen, Senate Finance Committee
Alaska State Legislature
Pouch V
Juneau, Alaska 99811

FY82 Budget Amendment B051213
NRMEC Category
Department of Public Safety
Fish and Wildlife Protection Enforce-
ment BRU
Increase of \$151,400 GF for the
North Slope Haul Road opening

Dear Senators Bennett and Dankworth:

Please increase the Governor's FY82 operating budget to include an additional \$151,400 in general funds for the Department of Public Safety, Fish and Wildlife Protection Enforcement BRU. This addition will be used to provide enforcement activities along the North Slope Haul Road, which is an area currently not covered by the Fish and Wildlife Protection Division. Two new Fish and Wildlife Officers will be supported by this amendment, one assigned to Five Mile and one to Coldfoot. Both positions will be effective on a year round basis.

Sincerely,


Dr. Ronald D. Lehr
Director

RDL/DB/t1

Attachment

April 13, 1981

The Honorable Sam Cotten
Chairman, House Finance Committee
Alaska State Legislature
Pouch 5
Juneau, Alaska 99811

FY82 Budget Amendment B051213
NRMEC Category
Department of Public Safety
Fish and Wildlife Protection Enforcement BRU
Increase of \$151,400 GF for the
North Slope Haul Road opening

Dear Representative Cotten:

Please increase the Governor's FY82 operating budget to include an additional \$151,400 in general funds for the Department of Public Safety, Fish and Wildlife Protection Enforcement BRU. This addition will be used to provide enforcement activities along the North Slope Haul Road, which is an area currently not covered by the Fish and Wildlife Protection Division. Two new Fish and Wildlife Officers will be supported by this amendment, one assigned to Five Mile and one to Coldfoot. Both positions will be effective on a year round basis.

Sincerely,


Dr. Ronald D. Leir
Director

RDL/DB/t1

Attachment

BUDGET AMENDMENT NO. 1

B 05 12 13

CATEGORY: NRMEC

DEPARTMENT: Public Safety

BRU: Fish and Wildlife Protection Enforcement

COMPONENT: _____ p. 2179

CODE	EXPENDITURE BY OBJECT	CURRENT GOVERNOR'S BUDGET	REVISION	AMENDED GOVERNOR'S BUDGET
100	PERSONAL SERVICES	5140.3	121.2	5261.5
200	TRAVEL	285.6	2.0	287.6
300	CONTRACTUAL SERVICES	984.4	20.2	1004.6
400	COMMODITIES	263.6	2.0	265.6
500	EQUIPMENT	60.3	6.0	66.3
600	LANDS, BUILDINGS ETC.			
700	GRANTS, CLAIMS ETC.			
800	MISCELLANEOUS			
	TOTAL	6734.2	151.4	6885.6
<hr/>				
	FEDERAL RECEIPTS			
	REQUIRED GENERAL FUND MATCH			
	OTHER GENERAL FUND	673.2	151.4	6885.6
	INTER-AGENCY TRANSFERS			
	OTHER: _____			
	TOTAL	6734.2	151.4	6885.6
<hr/>				
	PERMANENT FULL-TIME POSITIONS	93	2	95
	PERMANENT PART-TIME POSITIONS	50		50
	TEMPORARY (FULL-TIME) EQUIV.			
	NUMBER OF MAN MONTHS	1425.9	24.0	1449.9

MEMORANDUM

State of Alaska

TO: Ron Lehr, Director
Budget and Mangement
Office of the Governor

DATE: March 19, 1981

RECEIVED

FILE NO:

MAR 20 1981

TELEPHONE NO: 465-4349

BUDGET AND MANAGEMENT

FROM: Walter V. Lawson, Director *WV*
Division of Administrative Services
Department of Public Safety

SUBJECT: Haul Road Needs

The Department of Public Safety, Alaska State Troopers and Fish and Wildlife Protection Divisions, requests your approval to reinstate our Haul Road increments and capital request into the FY 82 budget, as we have been informed that funding through a fiscal note is no longer an available option. The required budget amendment forms are attached.

It should be noted that all line items except personal services are being re-submitted at their original levels. For personal services, the amounts have been adjusted to reflect the 1981 PSEA salary schedule and to correct an error in the geographic step differentials required.

Also attached is a copy of our capital budget submission for the appropriate facilities and a Bell Jet Ranger helicopter, indicating that this request was to be funded by a fiscal note. It should be noted that this capital request is an integral part of the enforcement program along the haul road, as it would not be feasible to have the staff in place without adequate facilities and needed equipment.

Your assistance in transmitting this request to the Legislature is appreciated.

Attachment

DRU FUNCT. NO.	MEASURE/PERFORMANCE INDICATOR	PRIOR YEAR (FY 80)		CURRENT YEAR PLAN 81	BUDGET YEAR FY 82		
		PLAN	ACTUAL		CONTINUATION LEVEL	AGENCY REQUEST	GOVERNOR'S BUDGET
1	<u>Commercial Fish</u>						
	*Man days spent fishing	712,000	642,670	700,000	735,000	735,000	
	Number of persons field contacted	9,915	10,472	9,985	10,900	11,700	
	Violations observed	852	1,082	994	1,180	1,265	
	% of persons contacted in violation	.086	.103	.089	.108	.106	
	Probable total number of violations	61,232	66,195	62,300	79,380	77,910	
	Violation apprehension rate	1 - 72	1 - 61	1 - 62	1 - 67	1 - 61	
	* Based on 35 days per fisherman						
2	<u>Game</u>						
	*Man days spent hunting	532,020	550,971	571,000	575,000	575,000	
	Number of persons field contacted	14,750	9,517	10,000	11,100	12,200	
	Violations observed	578	344	400	380	410	
	% of persons contacted in violation	.04	.036	.039	.034	.033	
	Probable total number of violations	21,240	19,835	22,269	19,550	18,975	
	Violation apprehension rate	1 - 37	1 - 57	1 - 54	1 - 51	1 - 46	
	* Based on 7 days per hunter						
3	<u>Sport Fish</u>						
	* Man days spent fishing	1,200,000	1,364,711	1,370,000	1,395,000	1,395,000	
	Number persons field contacted	22,360	19,620	20,500	22,500	23,600	
	Violations observed	1,125	1,267	1,300	1,400	1,450	
	% of persons contacted in violation	.050	.064	.063	.062	.061	
	Probable total number of violations	60,000	87,341	86,310	86,490	85,095	
	Violation apprehension rate	1 - 53	1 - 69	1 - 66	1 - 61	1 - 58	
	*Obtained from ADF&G						

AGENCY Public Safety

PROGRAM Fish & Wildlife Protection

DRU Enforcement

FY 82

3 BRU ACTIVITY PLAN

02177

1. All figures are based on calendar years.
2.
 - a. Man days spent sport fishing based upon ADF&G's figures.
 - b. Man days spent hunting based on informal survey with groups and individual hunters times the number of licenses sold.
 - c. Man days spent commercial fishing based upon informal survey with groups of fishermen, individuals, and season openings by area. Total people involved based upon information from limited entry, fishermen groups and fish ticket information.
3. The number of field contacts, violations noted and % of persons contacted given citations are obtained from monthly officer activity sheets.

Method of Computation

1. Violations observed divided by the number of field contacts = % of persons contacted that were issued citations or warnings.
2. The % of people contacted that were issued citations or warnings X the total resource user = estimated number of violations. This should be fairly accurate based upon the random sample of contacts made.
3. Estimated number of violations divided by the number of citations and warnings given = the violation apprehension rate.

All man days spent on an activity are based upon the number of licensed users. Those that are under or over the age requirement for licensing are not included. Based on this, some deviation in accuracy exists but, it points out that the figures used are conservative.

AGENCY Public Safety

PROGRAM Fish & Wildlife Protection

BRU Enforcement

23 3 CONTINUED

COMPONENT _____
Page 2 of 2

REVISED _____
DATE _____

FY82

02178

1 **ABBREV. TITLE OF POLICY BUDGET PROGRAM DECISION INCREMENT OF WHICH THIS IS PART.**

Two Troopers for Haul Road.

2 **EXPLAIN WHICH POLICY BUDGET PROGRAM OBJECTIVE IS AFFECTED, AND HOW.**

To increase the number of contacts with users of the game and sport fish resources. These positions will work in an area currently not covered by the division and are part of the Governor's Haul Road Policy. Additional duties include nuisance bear control and manning the visitor center once the Haul Road is open.

This increment relates to the Governor's Policy Themes #4 and #5.

3 **BRIEFLY DESCRIBE WHAT THIS INCREMENT PURCHASES.**

A Fish and Wildlife officer at Coldfoot and Five Mile along the Haul Road

4				
CODE	EXPENDITURES BY OBJECT			AMOUNT
100	PERSONAL SERVICES			121.2
200	TRAVEL			2.0
300	CONTRACTUAL SERVICES			20.2
400	COMMODITIES			2.0
500	EQUIPMENT			6.0
600	LANDS, BLDGS., ETC.			
700	GRANTS, CLAIMS, ETC.			
800	MISCELLANEOUS			
TOTAL				151.4
I-A TRANS. (non-add)				
FED. RECEIPTS - CODE:				
GF MATCH.				
GEN. FUND				151.4
I-A RCPTS.				
PGM RCPTS.				
OTHER				
OTHER				
5	PFT	PPT SEAS	NON PERM	TOTAL
NO. POSITIONS		2		
NO. STAFF MONTHS		24		24
8 PRIORITIES				
This increment is part of a Policy Budget increment which was classified as:				GOVERNOR
(Check Only One)				ACCEPT
LEVEL I <input checked="" type="checkbox"/>				REJECT
LEVEL II <input type="checkbox"/>				
THIS INCREMENT REQUESTS FUNDS FOR	CURRENTLY EXISTING SERVICE			
	NEW SERVICE			X

AGENCY Department of Public Safety

PROGRAM Fish and Wildlife Protection

BRU Enforcement

COMPONENT _____

FY 82

6

COMPONENT DECISION INCREMENT

Page _____ of _____

REVISED DATE _____

1	POSITION TITLE State Trooper		
2	TYPE OF POSITION PFT	STAFF MONTHS 12	PCN No.

RANGE/STEP 76A	BARG. UNIT. PSEA	LOCATION Five Mile/Haul Road	APPROV. LUC.	DISAPP.
PRIORITY		FORM 12 PAGE/LINE		

3	TYPE OF EXPENDITURE		AMOUNT
	1	2	3
4	PERSONAL SERVICES: SALARY \$3714/mo.		44,568
5	BENEFITS		12,180
6	FICA		2,004
7	HEALTH INS.		1,800
8	TOTAL PERSONAL SERVICES	01	60,552
9	TRAVEL	02	1,000
10	CONTRACTUAL	03	10,100
11	COMMODITIES	04	1,000
12	EQUIPMENT	05	3,000
13	OTHER		
14	TOTAL COST		75,652

JUSTIFICATION:

These position requests are intended to monitor an expected increase in activity along the entire length of the Alaska Pipeline Haul Road due to the construction of the Alpetco Trans-Alaska Natural Gas Pipeline and the subsequent effect this construction may have on the fish and game resources which inhabit the areas along the Haul Road.

These positions will by the use of on-road vehicles and aircraft provide the department with the ability to perform on sight patrol inspection capabilities associated with fish and game resources, violations of state criminal codes and in assuring the public's safety by our presence and to assist in search and rescues.

Alpetco estimates that by late 1982 over 4,000 workers will be involved in the project with a total of 15,000-20,000 being employed at full capacity.

The Haul Road with over 350 miles of roadway, located in prime wildlife habitat, makes it absolutely necessary that the division have the capability to effectively monitor and enforce state laws and regulations along the Haul Road which the division does not now have without seriously affecting other on-going programs.

Benefits include 9.66% for Police Retirement.

	CODE	FUNDING SOURCE	
15		FED RCPTS. 1002	
16		GF MATCH. 1003	
17		GEN. FUND 1001	75.7
18		I-A RCPTS. 1005	
19		PGM RCPTS 1028	
20		OTHER	

21	CONTINUATION		FOR B&M USE ONLY
22	ADDITION	X	

7A	KEY NUMBER	COLUMN NO.
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AGENCY Department of Public Safety PROGRAM Fish and Wildlife Protection

BRU Enforcement

13 REQUEST FOR NEW POSITION.

COMPONENT _____

Page _____ of _____

REVISED DATE _____

FY 82

1	POSITION TITLE State Trooper			RANGE/STEP 76A	BARG. UNIT. PSEA	LOCATION Coldfoot	GOV.	APPROV.	DISAP.
2	TYPE OF POSITION PFT	STAFF MONTHS 12	RP No.	PCN No.	PRIORITY	FORM 12 PAGE/LINE	LEG.		
3	TYPE OF EXPENDITURE			AMOUNT					
	1	2	3						
4	PERSONAL SERVICES: SALARY \$3714/mo		44,568						
5	BENEFITS		12,180						
6	FICA		2,004						
7	HEALTH INS.		1,800						
8	TOTAL PERSONAL SERVICES		01	60,552					
9	TRAVEL		02	1,000					
10	CONTRACTUAL		03	10,100					
11	COMMODITIES		04	1,000					
12	EQUIPMENT		05	3,000					
13	OTHER								
14	TOTAL COST			75,652					
	CODE	FUNDING SOURCE							
15		FED RCPTS. 1002							
16		GF MATCH. 1003							
17		GEN. FUND 1004		75.7					
18		I-A RCPTS. 1005							
19		PGM RCPTS 1028							
20		OTHER							
21	CONTINUATION								
22	ADDITION		X	FOR B&M USE ONLY					
AA	KEY NUMBER			COLUMN NO.					

JUSTIFICATION:

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AGENCY Department of Public Safety PROGRAM Fish and Wildlife Protection

BRU Enforcement

13 REQUEST FOR NEW POSITION.

COMPONENT _____

Page _____ of _____

REVISED DATE _____

FY 82

	CODE	EQUIPMENT AND MACHINERY CLASSIFICATION	PRIOR YEAR FY 80 ACTUAL	CURRENT YEAR FY 81 AUTHORIZED	BUDGET YEAR - 82			GOVERNOR BUDGET
					AGENCY			
					CONTINUATION	ADDITION	REQUEST	
1	2	3	4	5	6	7	8	
1.	600	TOTAL EQUIPMENT AND MACHINERY	17.5	146.1	60.3	6.0	66.3	60.3
2.	610	AUTOMOTIVE	17.1	82.0	57.9	5.7	63.6	57.9
3.	620	COMMUNICATIVE	.2	37.6				
4.	630	LABORATORY AND SCIENTIFIC		10.0				
5.	640	SHOP, PLANT AND INDUSTRIAL						
6.	650	OFFICE AND HOUSEHOLD	.2					
7.	660	SPECIAL EQUIPMENT		11.7				
8.	690	OTHER EQUIPMENT		4.8	2.4	.3	2.7	2.4
9.	960	INTER-AGENCY TRANSFERS (NON-ADD)						

EXPLANATION:							
ITEM NO.	DESCRIPTION OF ITEMS REQUESTED	EQUIP. CODE	NO. OF UNITS	UNIT COST	Continuation (REPLACEMENT)	Addition (NEW)	
10.	Continuation Items:						
11.	2 140 h.p. O/B, Dillingham, Kodiak	510	2	2480	4960		
12.	1 100 h.p. O/B, King Salmon	510	1	2325	2325		
13.	4 85 h.p. O/B, 2 - Nome, 1 - Wrangell, 1 - King Salmon	510	4	2230	8920		
14.	2 75 h.p. O/B, 1 - Juneau, 1 - Yakutat	510	2	1875	3750		
15.	6 70 h.p. O/B, 2 - Kotzebue, 2 - Kodiak	510	4	1790	7160		
16.	5 55 h.p. O/B, 3 - Soldotna, 1 - Delta, 1 - Tok	510	5	1495	7475		
17.	2 25 h.p. O/B, 1 - Craig, 1 - Petersburg	510	2	1160	2320		
18.	1 15 h.p. O/B, Craig	510	1	1020	1020		
19.	2 10 h.p. O/B, 1 - Soldotna, 1 - Yakutat	510	2	1000	2000		
20.	3 Jet Units for O/B, 2 - Soldotna, 1 - Wrangell	510	3	600	1800		
21.	8 Snowmachines, 1 - Cantwell, 1 - Delta, 1 - Fairbanks						
22.	1 - Tok, 1 - Homer, 1 - Valdez, 1 - Coldfoot, 1 - Idavenger	510	6	2400	14400	4800	
23.	3 Inflatable rafts, 8', Kodiak, 1 - Coldfoot	510	2	900	1800	900	
24.	12 Tents, 6 - Kodiak, 6 - Soldotna	590	12	200	2400		
25.	2 Rifles, 30.06 for new positions	590	2	150		300	

AGENCY Department of Public Safety

PROGRAM Fish & Wildlife Protection

ORU Enforcement

17 EQUIPMENT & MACHINERY

COMPONENT _____

Page 1 of 2

REVISED DATE _____

FY 82

02224

THE LEGISLATURE OF THE STATE OF ALASKA
TWELFTH LEGISLATURE

FISCAL NOTE

I. REQUEST
 Bill/Resolution No. HB (File J-77-037-81)
 Title "An Act relating to management of access to the highway from the Yukon River to
 Requested by _____ Date _____
the Deadhorse Airport."

II. FISCAL DETAIL
 Agency Affected Department of Public Safety
 Program Category Affected NRMEC, Administration of Justice
 BRU, Program, or Subprogram(s) Affected FWP Enforcement, Detachments & CIB
 (Note: If more than one budget component is affected, separate line-item amounts and funding for each component in the analysis section.)
EXPENDITURES (Thousands of Dollars)

	FY 81	FY 82	FY 83	FY 84	FY 85	FY 86
100 PERSONAL SERVICES		416.3	416.3	416.3	416.3	416.3
200 TRAVEL		96.0	107.5	120.4	134.8	151.0
300 CONTRACTUAL		202.7	225.0	245.3	269.8	296.8
400 COMMODITIES		78.2	84.5	91.3	98.6	106.5
500 EQUIPMENT		696.0	25.0	60.0	30.0	70.0
600 LAND & STRUCTURES		2,048.2				
700 GRANTS, CLAIMS, ETC.						
TOTAL	-0-	3,537.4	856.3	933.3	949.5	1,040.6

FUNDING (Thousands of Dollars)

	FY 81	FY 82	FY 83	FY 84	FY 85	FY 86
GENERAL FUND	-0-	3,537.4	856.3	933.3	949.5	1,040.6
FEDERAL FUNDS						
OTHER (Specify Fund Source)						

POSITIONS

	FY 81	FY 82	FY 83	FY 84	FY 85	FY 86
FULL TIME	-0-	9	9	9	9	9
PART TIME						
TEMPORARY						

III. ANALYSIS (See Fiscal Note Preparation Instructions, Section III)
 With the opening of the Haul Road to the general public, there will exist an increased need for law enforcement services, including the enforcement of fish and game regulations and search and rescue, in this area. To provide an adequate level of service, 9 PFT State Trooper positions are requested, 2 of which will be assigned to the Division of Fish and Wildlife Protection. The positions will be stationed at Five-Mile, Coldfoot, Sag River and Deadhorse, and included in this fiscal note are the capital costs to provide housing at these four locations, as well as a helicopter (and hangar) to support enforcement activities and allow for search and rescue/medivac capabilities. Further details are provided in the attached increments/requests for new positions and capital request.

For FY 82, the required funding includes \$2,546.1 in capital funds for

IV. DATE January 7, 1981 PREPARED BY Marcia Lynn McKenzie, Budget Analyst
 AGENCY Department of Public Safety
 PHONE 465-4350
 Original: Legislative Finance
 cc: Budget and Management
 Prime Sponsor (First Legislator Named)

III. ANALYSIS - continued

the housing, helicopter, and hangar. The operating budget portion for the Division of Alaska State Troopers in FY 82 would be \$885.3 and for the Division of Fish and Wildlife Protection, \$106.0. Operational funding requirements for subsequent years do not include salary increases; 12%, 10%, and 8% inflation compounded annually were applied against line items 200, 300, and 400 respectively. The FY 82 operating equipment cost is high (\$198.1) due to the initial acquisition of specialized gear. Subsequent years will require a certain amount of equipment replacement due to loss/damage or intended use-life.

It should also be noted that the Governor's Capital Budget for the Division of Fish and Wildlife Protection includes \$90.7 for a Cessna 185 aircraft to be used for Search and Rescue and enforcement efforts in the northern portion of Alaska, and would therefore be used in conjunction with the opening of the Haul Road. Should funds not be appropriated for this item in the FY 82 capital budget, this fiscal note will be amended to reflect this need.

FY 82 Funding Requirements

Line Item	Alaska State Troopers	Fish and Wildlife Protection	Alaska State Troopers Capital Request	Department of Public Safety Total
100	340.5	75.8		416.3
200	94.0	2.0		96.0
300	182.5	20.2		202.7
400	76.2	2.0		78.2
500	192.1	6.0	497.9	696.0
600			2048.2	2048.2
	-----	-----	-----	-----
Total	885.3	106.0	2546.1	3537.4
	=====	=====	=====	=====
Positions	7	2		9
Months	91.7	24		115.7

Wick

April 10, 1981

The Honorable Sam Cotten
Chairman, House Finance Committee
Alaska State Legislature
Pouch V
Juneau, Alaska 99811

FY 82 Budget Amendment B051614
NRMEC Category
Department of Environmental Conservation
Environmental Quality Operations BRU
Increase of \$34,500 GF for the
North Slope Haul Road opening.

Dear Representative Cotten:

Please amend the Governor's FY 82 operating budget to include an additional \$34,500 in general funds for the Department of Environmental Conservation, Environmental Quality Operations BRU, Northern Region. This addition will be used to increase the department's activities in prevention and clean-up of pollution problems and monitoring public sanitation facilities along the North Slope Haul Road. An existing permanent part-time position will be extended to permanent full-time in order to accomplish these additional activities.

Sincerely,

R. Lehr
Dr. Ronald D. Lehr
Director

RDL/DB/t1

Attachment

April 10, 1981

The Honorable Don Bennett and Ed Dankworth
Co-Chairmen, Senate Finance Committee
Alaska State Legislature
Pouch V
Juneau, Alaska 99811

FY 82 Budget Amendment B051614
NRMEC Category
Department of Environmental Conservation
Environmental Quality Operations BRU
Increase of \$34,500 GF for the
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Please amend the Governor's FY 82 operating budget to include an additional \$34,500 in general funds for the Department of Environmental Conservation, Environmental Quality Operations BRU, Northern Region. This addition will be used to increase the department's activities in prevention and clean-up of pollution problems and monitoring public sanitation facilities along the North Slope Haul Road. An existing permanent part-time position will be extended to permanent full-time in order to accomplish these additional activities.

Sincerely,


Dr. Ronald D. Lehr
Director

RDL/DB/t1

Attachment

Budget Amendment Summary

BUDGET AMENDMENT NO. _____

B 05 16 14

CATEGORY: Natural Resource Management

DEPARTMENT: Environmental Conservation

BRU: Environmental Quality Operations

COMPONENT: Northern Region

CODE	EXPENDITURE BY OBJECT	CURRENT GOVERNOR'S BUDGET	REVISION	AMENDED GOVERNOR'S BUDGET
100	PERSONAL SERVICES	1250.0	24.2	1274.2
200	TRAVEL	107.7	2.5	110.2
300	CONTRACTUAL SERVICES	165.9	6.5	172.4
400	COMMODITIES	16.4	.8	17.2
500	EQUIPMENT	8.3	.5	8.8
600	LANDS, BUILDINGS ETC.	---	---	
700	GRANTS, CLAIMS ETC.	---	---	
800	MISCELLANEOUS	---	---	
	TOTAL	1548.3	34.5	1582.8
	FEDERAL RECEIPTS	218.1	---	218.1
	REQUIRED GENERAL FUND MATCH	155.2	---	155.2
	OTHER GENERAL FUND	1172.8	34.5	1207.3
	INTER-AGENCY TRANSFERS	---	---	---
	OTHER: _____	2.2	---	2.2
	TOTAL	1548.3	34.5	1582.8
	PERMANENT FULL-TIME POSITIONS	29.0	1.0	30.0*
	PERMANENT PART-TIME POSITIONS	3.0	(1.0)	2.0*
	TEMPORARY (FULL-TIME) EQUIV.	3.0		3.0
	NUMBER OF MAN MONTHS	375.0	6.6	381.6

*NOTE: PCN 18-7191 will change from PPT (5.4 months) to PFT (12 months).

MEMORANDUM

State of Alaska

TO: Richard Aks
Budget Analyst
Division of Budget
and Management
Office of the Governor

DATE: March 20, 1981

FILE NO:

TELEPHONE NO: 465-2600

FROM: Ernst W. Mueller
Commissioner
Department of Environmental
Conservation

SUBJECT:

RECEIVED

MAR 23 1981

BUDGET AND MANAGEMENT

The June 1 opening of the North Slope Haul Road will significantly increase activities along the road will require the Department to (1) step up prevention and clean-up of air, water and solid waste pollution, including oil spills, (2) increase its assistance to Department of Transportation and Public Facilities to assure that public sanitation facilities are in place and are capable of handling anticipated wastes, and (3) assist the Departments of Natural Resources and Fish and Game in anticipating increased use of natural resources in the road corridor.

For two years, the Department has employed an Environmental Field Officer to work half-time on environmental concerns along the Haul Road. This budget amendment will change this position, PCN 18-7191, from permanent part-time of 5.4 months to permanent full-time.

The primary duties of this position have been to respond to such problems as oil spills from tanker truck accidents, fuel storage and distribution facilities, and transportation pipelines; mining operations including gravel mining, gold mining and mineral exploration activity; air quality violations including gravel dryers, incinerators, asphalt plants, power generation equipment, and fugitive dust; surface oiling of roadways; litter, abandoned vehicles, and promiscuous dumps; roadside waste oil dumping and oil spill cleanup activities; thermal, wind, and water erosion related to road and pipeline construction; contamination of public water supplies; and wastewater disposal, including recreational vehicles, sewage treatment plant and construction project wastewater disposal.

In order to assess and correct these and other problems, the employee must frequently travel the road to inspect situations first-hand, collect and analyze data and meet with major and minor industrial developers, the public and other State agencies. Notices of violation must be issued expeditiously and followed up with equal speed.

March 20, 1981

Recently the employee has been working very closely with the Bureau of Land Management and the Alaska Department of Transportation and Public Facilities to assure that necessary services, facility siting and construction, and on-going operation and maintenance schedules are pursued in the most environmentally sound manner. Once the road is opened, it is critically important to increase our participation with DOTPF as such problems as landfill locations and recreational vehicle facilities are addressed more closely under the actual conditions of public use. Interim facilities may be necessary and must be designed, sited and constructed to guarantee the public as safe, healthful travel as possible.

The request was omitted from the Governor's budget because, while the need to plan for the facilities and services along the Haul Road was anticipated, the need only became critical following the court decision that the road should be opened this year.

STATE OF ALASKA
Office of the Governor
Budget & Management Div.

REVISED PROGRAM SUMMARY
by
BUDGET COMPONENT

CATEGORY	Natural Resource Management
COVER PROGRAM	Environmental Conservation
AGENCY	Environmental Conservation
DIVISION	Environmental Quality Operations
BUDGET REQUEST UNIT	Northern Region
BUDGET COMPONENT	Northern Region
APPROPRIATION	
ALLOCATION	

		INITIAL AUTHORIZATION	RP	RP	RP	RP	RP	RP	RP	AMENDED AUTHORIZATION
01	PERSONAL SERVICES	1250.0	24.2	--						1274.2
02	TRAVEL	107.7	2.5							110.2
03	CONTRACTUAL	165.9	6.5							172.4
04	COMMODITIES	16.4	.8							17.2
05	EQUIPMENT	8.3	.5							8.8
06	LANDS, BUILDINGS	---	---							---
07	GRANTS, CLAIMS	---	---							---
08	MISCELLANEOUS	---	---							---
	TOTAL	1548.3	34.5							1582.3
1002	FEDERAL RECEIPTS	218.1	---							218.1
1003	G/F MATCH	155.2	---							155.2
1004	GENERAL FUND	1172.8	34.5							1207.3
1005	I/A RECEIPTS	---	---							---
1028	PROGRAM RECEIPTS	2.2	---							2.2
15	FULL TIME	29.0	---							30.0*
16	PART TIME	3.0	1.0							3.0*
17	TEMPORARY	3.0	---							3.0
18	MAN-MONTHS	375.0	6.6							381.6

*NOTE: PCN 18-7191 will change from PPT (5.4 mo) to PFT (12 mo).

1	POSITION TITLE Environmental Field Officer II			RANGE/STEP 17E	DARG. UNIT. GGU	LOCATION Fbks	BOV	APPROV	DISAPP
2	TYPE OF POSITION PFT	STAFF MONTHS 6.6	IP No.	PCN No. 18-7191	PRIORITY	FORM 12	PAGE/LINE	BOV	DISAPP

3	TYPE OF EXPENDITURE	AMOUNT
1	2	3
4	PERSONAL SERVICES:	
5	SALARY	19,080.60
6	BENEFITS	1,172.95
7	FICA	2,947.89
8	HEALTH INS.	990.00
9	TOTAL PERSONAL SERVICES	24,191.44
10	TRAVEL	2,500
11	CONTRACTUAL	6,500
12	COMMODITIES	800
13	EQUIPMENT	500
14	OTHER	
15	TOTAL COST	34,491.44

JUSTIFICATION:

This budget request will change the existing position, PCN 18-7191 from a permanent part-time of 5.4 months to a permanent full-time of 12 months. The decision by the Court that the Haul Road should be opened on June 1 of this year has accelerated the department's activities with respect to assuring that facilities and services are in place and well-maintained during the summer travel season. It is particularly the latter that will be addressed by this budget amendment, as some facilities will be in place by the end of the present fiscal year.

15	CODE	FUNDING SOURCE
16		FED RCPTS. 1000
17		GF MATCH. 1000
18		GEN. FUND 1000 34,491.44
19		LA RCPTS. 1000
20		FGM RCPTS 1000
21		OTHER 34,491.44

21	CONTINUATION	XXXXX
22	ADDITION	FOR E&M USE ONLY

4A VET NUMBER _____ COLUMN NO _____

AGENCY Environmental Conservation PROGRAM Environmental Conservation

Environmental Quality Operations

BRU Northern Region

COMPONENT _____

13 REQUEST FOR NEW POSITION.

FY 82

I. REQUEST

Bill/Resolution No. _____

Title An act relating to management of access to the highway from the Yukon

Requested by _____ Date _____

River to Deadhorse Airport

II. FISCAL DETAIL

Agency Affected Department of Environmental Conservation

Program Category Affected Environmental Conservation

BRU, Program, or Subprogram(s) Affected Environmental Quality Operations

(Note: If more than one budget component is affected, separate line-item amounts and funding for each component in the analysis section.)

EXPENDITURES (Thousands of Dollars)

	FY 81	FY 82	FY 83	FY 84	FY 85	FY 86-
100 PERSONAL SERVICES	16.9	20.0				
200 TRAVEL	4.0	5.0				
300 CONTRACTUAL						
400 COMMODITIES						
500 EQUIPMENT						
600 LAND & STRUCTURES						
700 GRANTS, CLAIMS, ETC.						
TOTAL	20.9	25.0	25.0	25.0		

FUNDING (Thousands of Dollars)

	FY 81	FY 82	FY 83	FY 84	FY 85	FY 86-
GENERAL FUND	20.9	25.0	25.0	25.0		
FEDERAL FUNDS						
OTHER (Specify Fund Source)						

POSITIONS

	FY 81	FY 82	FY 83	FY 84	FY 85	FY 86-
FULL TIME	.5	.5	.5	.5		
PART TIME						
TEMPORARY						

III. ANALYSIS (See Fiscal Note Preparation Instructions, Section III)

FY 81 request is for the last half of FY 81 (6 mm)

Environmental Engineer I-- located in Fairbanks; this funding would provide the second half of an existing (currently half-time) position to oversee the department's activities along the haul road; extensive use of the road, pump station construction and maintenance along pipeline, oil spills, sewage, water and solid waste disposal all require surveillance to prevent degradation of the environment. Will work with federal and state agencies and private sector to coordinate waste disposal problems.

IV. DATE 1/9/81

PREPARED BY S. Rue/ E. Greenberg

AGENCY DDDP/ DEC

PHONE 465-3573/465-2289

Original: Legislative Finance

cc: Budget and Management

Prime Sponsor (First Legislator Named)

TO: The Honorable Jay Hammond
Governor
State of Alaska

DATE: February 5, 1981

FILE NO:

TELEPHONE NO:

465-2600

FROM: Ernst W. Mueller
Commissioner
Department of Environmental
Conservation

SUBJECT: Haul Road--Funding
for One Position

The 1982 opening of the North Slope Haul Road will require ADEC to (1) continue prevention and clean-up of air, water and solid waste pollution, including oil spills; (2) assist DOTPF in planning for public facilities; and (3) assist DNR and ADF&G in anticipating increased use of natural resources in the road corridor.

For two years, the Department has employed an Environmental Field Officer to work half-time on environmental concerns along the Haul Road. The primary duties have been to respond to such problems as oil spills from tanker truck accidents, fuel storage and distribution facilities, and transportation pipelines; mining operations including gravel mining, gold mining and mineral exploration activity; air quality violations including gravel dryers, incinerators, asphalt plants, power generation equipment, and fugitive dust; surface oiling of roadways; litter, abandoned vehicles, and promiscuous dumps; roadside waste oil dumping and oil spill cleanup activities; thermal, wind, and water erosion related to road and pipeline construction; contamination of public water supplies; and wastewater disposal, including recreational vehicles, sewage treatment plant and construction project wastewater disposal. In order to assess and correct these and other problems, the employee must frequently travel the road to inspect situations first-hand, collect and analyze data and meet with major and minor industrial developers, the public and other State agencies. Notices of violation must be issued expeditiously and followed up with equal speed.

Another major responsibility is planning for the establishment of facilities along the Haul Road in the most environmentally sound manner. Recently, the employee has been working more closely with the Bureau of Land Management and the Alaska Departments of Transportation and Public Facilities, Fish and Game, and Natural Resources as they plan necessary services, facility siting and construction, and on-going operation and maintenance schedules. I believe that this coordination is necessary to ensure that the problems listed above don't occur or at least are minimized; it is imperative that difficulties be anticipated early enough to ensure implementation during the next year and a half. This, of course, is in keeping with your philosophy that early planning is the most effective guarantee of good future management.

The person currently filling this position is an Environmental Field Officer II, Range 17. The position is presently funded through the FY 81 budget for 5.4 months. The Legislature chose not to fund a full-time, permanent position, although the Department made that request in its original budget request. The heavy workload, however, requires the full-time position.

Because of the need for a full-time person devoted solely to the Haul Road, I request you to use your authority to allocate part of the contingency fund to support this position for the last four months of FY 81.

The monthly periodical services costs for Range 17, pay schedule E is as follows:

Base Salary	\$2744.00
SBP	168.21
Benefits	446.72
Health	<u>130.00</u>
Total	\$3488.93

Estimated cost of this position:

Personal Services	100	14.0
Travel	200	4.0
Commodities	400	0.5
Equipment	500	<u>0.5</u>
Total		19.0

cc: Fran Ulmer, DPDP

Dick

April 13, 1981

The Honorable Don Bennett and Ed Dankworth
Co-Chairmen, Senate Finance Committee
Alaska State Legislature
Touch V
Juneau, Alaska 99811

FY 82 Budget Amendment B051112
NRMEC Category
Department of Fish & Game
Sportfish, Game and Subsistence BRU's
Increase of \$205,200 GF for the
North Slope Haul Road opening.

Dear Senators Bennett and Dankworth:

Please amend the Governor's FY 82 operating budget to include an additional \$205,200 in general funds for the Department of Fish and Game. This increase will be used to fund additional management and research activities related to public use of the North Slope Haul Road. Two full-time and three part-time positions will be supported by this amendment, as listed below:

The BRU's and components affected are:

<u>BRU</u>	<u>Component</u>	<u>Amendment Request</u>	<u>Positions</u>
Sport Fish Div. of Game	Management	83,300 GF	1 PFT, 1 PPT
	Investigations & Research	103,000 GF	1 PFT, 1 PPT
Subsistence	---	18,900 GF	1 PPT

Sincerely,

[Signature]
Dr. Ronald D. Lehr
Director

RDL/DB/t1

Attachment

April 13, 1981

The Honorable Sam Cotten
Chairman, House Finance Committee
Alaska State Legislature
Pouch V
Juneau, Alaska 99811

FY 82 Budget Amendment B051112
NRMEC Category
Department of Fish & Game
Sportfish, Game and Subsistence BRU's
Increase of \$205,200 GF for the
North Slope Haul Road opening.


Dear Representative Cotten:

Please amend the Governor's FY 82 operating budget to include an additional \$205,200 in general funds for the Department of Fish and Game. This increase will be used to fund additional management and research activities related to public use of the North Slope Haul Road. Two full-time and three part-time positions will be supported by this amendment, as listed below:

The BRU's and components affected are:

<u>BRU</u>	<u>Component</u>	<u>Amendment Request</u>	<u>Positions</u>
Sport Fish Div. of Game	Management Investigations & Research	83,300 GF 103,000 GF	1 PFT, 1 PPT 1 PFT, 1 PPT
Subsistence	---	18,900 GF	1 PPT

Sincerely,


Dr. Ronald D. Lehr
Director

rd/db/tl

Attachment

B 05 11 12

1 of 3

BUDGET AMENDMENT NO. _____

CATEGORY: NRMEC

DEPARTMENT: Fish and Game

BRU: Sport Fish

COMPONENT: Management *p. 1348*

RECEIVED
 MAR 23 1981
 BUDGET AND MANAGEMENT

CODE	EXPENDITURE BY OBJECT	CURRENT GOVERNOR'S BUDGET	REVISION	AMENDED GOVERNOR'S BUDGET
100	PERSONAL SERVICES	943.6	55.8	999.4
200	TRAVEL	29.0	8.7	37.7
300	CONTRACTUAL SERVICES	154.5	11.1	165.6
400	COMMODITIES	32.4	6.0	38.4
500	EQUIPMENT	1.1	1.7	2.8
600	LANDS, BUILDINGS ETC.			
700	GRANTS, CLAIMS ETC.			
800	MISCELLANEOUS			
	TOTAL	1,160.6	83.3	1,243.9
<hr/>				
	FEDERAL RECEIPTS			
	REQUIRED GENERAL FUND MATCH			
	OTHER GENERAL FUND		83.3	83.3
	INTER-AGENCY TRANSFERS			
	OTHER: <u>Fish & Game Fund</u>	1,160.6		1,160.6
	TOTAL	1,160.6	83.3	1,243.9
<hr/>				
	PERMANENT FULL-TIME POSITIONS	17.5	1 FB III (12 mm)	18.5
	PERMANENT PART-TIME POSITIONS	5.0	1 FB II (3 mm)	6.0
	TEMPORARY (FULL-TIME) EQUIV.			
	NUMBER OF MAN MONTHS	227.0	15 mm	242.0 mm

*Please
Save*

HB
90

FISCAL NOTE

I. REQUEST HOUSE BILL NO. 90 (Page 6 of 8)
 Bill/Resolution No. _____
 Title: An Act relating to management of access to the highway from the _____
 Requested by: _____ Date: _____ Yukon _____
 River to Deadhorse
 Airport

II. FISCAL DETAIL
 Agency Affected: Fish and Game
 Program Category Affected: Fisheries Resource Conservation
 BRU, Program, or Subprogram(s) Affected: Sport Fisheries
 (Note: If more than one budget component is affected, separate line-item amounts and funding for each component in the analysis section.)
EXPENDITURES (Thousands of Dollars)

	FY 81	FY 82	FY 83	FY 84	FY 85	FY 86
100 PERSONAL SERVICES		55.8				
200 TRAVEL		8.7				
300 CONTRACTUAL		11.1				
400 COMMODITIES		6.0				
500 EQUIPMENT		1.7				
600 LAND & STRUCTURES						
700 GRANTS CLAIMS ETC						
TOTAL		83.3	83.3	83.3		

FUNDING (Thousands of Dollars)

GENERAL FUND		83.3	83.3	83.3		
FEDERAL FUNDS						
OTHER (Specify Fund Source)						

POSITIONS

FULL TIME		15 mm	15 mm	15 mm		
PART TIME						
TEMPORARY						

III. ANALYSIS (See Fiscal Note Preparation Instructions, Section III)

Fisheries Biologist III (18) PFT -- Fairbanks

Fisheries Biologist II (14) Perm. Seasonal (3 mos.)-- Fairbanks

IV. DATE 1/9/81 PREPARED BY S. Rue/J. Clark
 AGENCY DEPT OF GAME
 Original: Legislative Finance PHONE FAIRBANKS, ALASKA

CLASSIFICATION TITLE	LOCATION	PRIORITY	PCN	PAY RGE	MONTHLY SALARY	REVISED PROGRAM No.	TOTAL POSITION COST FROM FORM 13	BUDGET YEAR - FY 82				
								No. POS.	No. MO.	ANNUAL AMOUNT		GOVERNOR
										AGENCY		
										CONTINUATION	ADDITION	
1	2	3	4	5	6	7	8	9	10	11	12	13
1	Fishery Biologist III	Fairbanks	1	4115	18	3039	73.5	1	12		46.0	
2	Fishery Biologist I	Fairbanks	2	4223	14	2291	9.8	1	3		9.8	
3												
4												
5												
6												
7												
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20												
21												
22												
23												
24												
25												
								TOTAL ANNUAL AMOUNT	26		55.8	
								PERMANENT FULL TIME: POSITIONS & (months)	27	()	(12)	()
								PERMANENT PART TIME/SEASONAL: POSITIONS & (months)	28	()	(3.3)	()
								NON-PERMANENT: POSITIONS & (months)	29	()	()	()
								TOTAL MONTHS	30		15.3	

IF ADDITIONAL FORM 12'S ARE REQUIRED, COMPLETE THIS SECTION ONLY ON THE LAST PAGE.



TOTAL ANNUAL AMOUNT
 PERMANENT FULL TIME: POSITIONS & (months)
 PERMANENT PART TIME/SEASONAL: POSITIONS & (months)
 NON-PERMANENT: POSITIONS & (months)
 TOTAL MONTHS

AGENCY Department of Fish and Game

PROGRAM Fisheries Resources Conservation

12 CHANGES TO CURRENT AUTHORIZED POSITIONS SUMMARY

BRU Sport Fish

COMPONENT Management

FY 82

1	POSITION TITLE Fishery Biologist III				RANGE/STEP 18/A	BARG. UNIT. GG	LOCATION Fairbanks	BY	APPROV	DATE
2	TYPE OF POSITION Full Time	STAFF MONTHS 12	RP No.	PCN No. 4115(requested)	PRIORITY 1	FORM 12	PAGE/LINE 1/1	LEG		
3	TYPE OF EXPENDITURE			AMOUNT		JUSTIFICATION:				
	1	2	3							
4	PERSONAL SERVICES:									
	SALARY		36,468							
5	BENEFITS		5,744							
6	FICA		2,004							
7	HEALTH INS.		1,800							
8	TOTAL PERSONAL SERVICES		01	46.0	This position will direct creel census work along the haul road. It will also catalog the major lakes and streams in the area for species present and ability to sustain sport fishing pressure. This may lead to lake stocking to support a fishery.					
9	TRAVEL		02	8.7	Land use impacts need to be considered and fish population studies done.					
10	CONTRACTUAL		03	11.1	This position aided by the Fishery Biologist I will collect the above data which will help in establishing regulations for the area and help in making management decisions on access and enhancement that might be needed in the future.					
11	COMMODITIES		04	6.0						
12	EQUIPMENT		05	1.7						
13	OTHER									
14	TOTAL COST			73.5						
	CODE	FUNDING SOURCE								
15		FED RCPTS. 1002								
16		GF MATCH. 1003								
17		GEN. FUND 1004		73.5						
18		I-A RCPTS. 1005								
19		PGM RCPTS 1028								
20		OTHER								
21	CONTINUATION		FOR B&M USE ONLY							
22	ADDITION	X								
4A KEY NUMBER _____ COLUMN NO _____										

AGENCY Department of Fish and Game PROGRAM Fisheries Resources Conservation

BRU Sport Fish

COMPONENT Management

13 REQUEST FOR NEW POSITION

Page 1 of 2

REVISED DATE 3/27/81

FY 82

1	POSITION TITLE Fishery Biologist I			RANGE/STEP 14/A	BARG. UNIT. GG	LOCATION Fairbanks	GOV.	APPROV.	DISAPP.
2	TYPE OF POSITION Seasonal	STAFF MONTHS. 3 1/3	RP No. -----	PCN No. 4223 (requested)	PRIORITY 2	FORM 12 PAGE/LINE 1/2	ERG.		
3	TYPE OF EXPENDITURE			AMOUNT		JUSTIFICATION: See explanation under Fishery Biologist III (page 1 of 2)			
	1	2	3						
4	PERSONAL SERVICES:								
	SALARY		7629						
5	BENEFITS		1202						
6	FICA		468						
7	HEALTH INS.		495						
8	TOTAL PERSONAL SERVICES		01	9.8					
9	TRAVEL		02						
10	CONTRACTUAL		03	listed on					
11	COMMODITIES		04	FB III					
12	EQUIPMENT		05	prior page					
13	OTHER								
14	TOTAL COST			9.8					
	CODE	FUNDING SOURCE							
15		FED RCPTS. 1002							
16		GF MATCH. 1003							
17		GEN. FUND 1004		9.8					
18		I-A RCPTS. 1005							
19		PGM RCPTS 1028							
20		OTHER							
21	CONTINUATION		FOR I&M USE ONLY						
22	ADDITION	X							
AA KEY NUMBER COLUMN NO.									

AGENCY Department of Fish and Game PROGRAM Fisheries Resources Conservation

BRU Sport Fish

COMPONENT Management

13 REQUEST FOR NEW POSITION.

Page 2 of 2

REVISED DATE 3/27/81

FY 82

BUDGET AMENDMENT NO. _____

CATEGORY: Natural Resources Management and Environmental Conservation

DEPARTMENT: Fish and Game

BRU: Division of Game

COMPONENT: Investigations and Research p. 1708

RECEIVED

MAR 23 1981

BUDGET AND MANAGEMENT

CODE	EXPENDITURE BY OBJECT	CURRENT GOVERNOR'S BUDGET	REVISION	AMENDED GOVERNOR'S BUDGET
100	PERSONAL SERVICES	5327.2	75.0	5402.2
200	TRAVEL	286.8	6.0	292.8
300	CONTRACTUAL SERVICES	1635.6	15.0	1650.6
400	COMMODITIES	192.2		192.2
500	EQUIPMENT	57.6	7.0	64.6
600	LANDS, BUILDINGS ETC.			
700	GRANTS, CLAIMS ETC.			
800	MISCELLANEOUS			
	TOTAL	7499.4	103.0	7602.4
	FEDERAL RECEIPTS	4047.4	-0-	4047.4
	REQUIRED GENERAL FUND MATCH			
	OTHER GENERAL FUND	1077.8	103.0	1180.8
	INTER-AGENCY TRANSFERS			
	OTHER: <u>F&G Fund</u>	2374.2	-0-	2374.2
	TOTAL	7499.4	103.0	7602.4
	PERMANENT FULL-TIME POSITIONS	104.8	1	105.8
	PERMANENT PART-TIME POSITIONS	28.0	1	29.0
	TEMPORARY (FULL-TIME) EQUIV.			
	NUMBER OF MAN MONTHS	1406.0	16	1412.0

FISCAL NOTE

HB
90

I. REQUEST HOUSE BILL NO. 90 (Page 3 of 8)
 Bill/Resolution No. _____
 Title An Act relating to management of access to the highway from the
 Requested by _____ Date _____
 River to Deadhorse
 Airp

II. FISCAL DETAIL
 Agency Affected Fish and Game
 Program Category Affected Game Resource Conservation
 BRU, Program, or Subprogram(s) Affected Game
 (Note: If more than one budget component is affected, separate line-item amounts and funding for each
 component in the analysis section.)
 EXPENDITURES (Thousands of Dollars)

	FY 81	FY 82	FY 83	FY 84	FY 85	FY 86
100 PERSONAL SERVICES		75.0				
200 TRAVEL		5.0				
300 CONTRACTUAL		13.0				
400 COMMODITIES		**				
500 EQUIPMENT		7.0				
600 LAND & STRUCTURES						
700 GRANTS CLAIMS ETC						
TOTAL		103.0	103.0			

FUNDING (Thousands of Dollars)

GENERAL FUND		103.0	103.0			
FEDERAL FUNDS						
OTHER (Specify Fund Source)						

POSITIONS

FULL TIME		16 mm	16 mm			
PART TIME						
TEMPORARY						

III. ANALYSIS (See Fiscal Note Preparation Instructions, Section III)

Game Biologist III (16) PFT-- Prudhoe Bay

Game Biologist II (16) Permanent Seasonal-- Prudhoe Bay (4 mos.)

IV. DATE 1/9/81

PREPARED BY S. Rue/J. Clark

Original: Legislative Finance

AGENCY 07107/DFAS
 PHONE 465-3573/445-2105

MEMORANDUM

State of Alaska

MAIL STOP:

DATE: 3/19/81

FILE NO:

TELEPHONE NO:



Rupe Andrews
TO: Ron Somerville
Dennis Kelso

FROM: Dick Logan

SUBJECT: Haul Road Budget Amendments

Earlier this year, you each submitted a fiscal note for FY82 relating to haul road legislation (HB 90). A copy of your fiscal note is attached. The Governor and the Legislature have joint agreed that the bill should be withdrawn, and that the FY82 budget request should be increased to incorporate haul road funds. Budget and Management is now requiring that we submit budget amendment forms to match the previously submitted fiscal note.

Attached are the necessary budget amendment forms. Budget and Management must have the information by Monday, March 23. Please submit your material typed on the forms by noon that day, and I will submit the entire package as requested.

1	POSITION TITLE Game Biologist III			RANGE/STEP 18	BARG. UNIT. G	LOCATION Prudhoe Bay	GRV	APPROV	DISAPP
2	TYPE OF POSITION PFT	STAFF MONTHS 12	RP No.	PCN No.	PRIORITY	FORM 12 PAGE/LINE	LEG		

3	TYPE OF EXPENDITURE	AMOUNT
	1	2
4	PERSONAL SERVICES: SALARY \$3,623	43,476
5	BENEFITS	11,047
6	FICA	2,865
7	HEALTH INS.	1,800
8	TOTAL PERSONAL SERVICES 01	58,988
9	TRAVEL 02	3,000
10	CONTRACTUAL 03	7,500
11	COMMODITIES 04	
12	EQUIPMENT 05	3,500
13	OTHER	
14	TOTAL COST	72,988

JUSTIFICATION:
 With opening of the TransAlaska Pipeline Haul Road from the Yukon River to Deadhorse to the public, there is need to manage wildlife populations adjacent to the road intensively. Until now access to this area has been very limited and consequently exploitation of its wildlife resource minimal. This biologist will work closely with the public and gather adequate biological data to establish allowable harvest levels and accommodate public desires. This area supports an important caribou herd, limited numbers of Dall sheep and moose, black and grizzly bears and a diversity of furbearers. Management of harvests and access for hunting and other forms of recreation will be necessarily cost (effort) intensive and unlike management of other remote areas of Alaska. New procedures and guidelines must be established for management of these resources under these circumstances. This position will support ongoing, long-term research on caribou/pipeline interactions to the extent possible.

	CODE	FUNDING SOURCE	
15		FED RCPTS. 1002	
16		GF MATCH. 1003	
17		GEN. FUND 1004	72,988
18		I-ARCPTS. 1005	
19		PGM RCPTS 1006	
20		OTHER	

21	CONTINUATION	
22	ADDITION	X

FOR BUREAU USE ONLY

KEY NUMBER _____ COLUMN NO. _____

AGENCY Fish and Game PROGRAM Game Resource Conservation

BRU Game

COMPONENT Investigations and Research

Page _____ of _____

REVISED DATE _____

13 REQUEST FOR NEW POSITION.

FY 82

1	POSITION TITLE Game Biologist II			RANGE/STEP 16	BARG. UNIT. G	LOCATION Prudhoe Bay	GCV	APPROV	DISAPP
2	TYPE OF POSITION Seasonal	STAFF MONTHS 4	RP No.	PCN No.	PRIORITY	FORM 12 PAGE/LINE	LEG		

3	TYPE OF EXPENDITURE		AMOUNT
	1	2	3
4	PERSONAL SERVICES: SALARY	\$3,153	12,612
5	BENEFITS		1,986
6	FICA		773
7	HEALTH INS.		600
8	TOTAL PERSONAL SERVICES	01	15,971
9	TRAVEL	02	3,000
10	CONTRACTUAL	03	7,500
11	COMMODITIES	04	
12	EQUIPMENT	05	3,500
13	OTHER		
14	TOTAL COST		29,971

JUSTIFICATION:
Opening of the Haul Road from the Yukon River to Deadhorse to the public will require intensification of management and research activities associated with wildlife populations along this access route. This seasonal-part time position will serve primarily in support of ongoing research on pipeline/caribou interactions in the immediate vicinity of Prudhoe Bay. Additionally, and opportunistically, this position will assist, as practical, the Area Management Biologist stationed in Prudhoe Bay. These two positions, located in Prudhoe Bay at the peak of expected Haul Road travel, will also handle expected public conflicts with bears and other wildlife in cooperation with existing staff in Fairbanks.

	CODE	FUNDING SOURCE	
15		FED RCPTS. 1002	
16		GF MATCH. 1003	
17		GEN. FUND 1004	29,971
18		I-A RCPTS. 1005	
19		PGM RCPTS 1008	
20		OTHER	

21	CONTINUATION		
22	ADDITION	X	FOR BLM USE ONLY

AGENCY Fish and Game PROGRAM Game Resource Conservation

BRU Game

COMPONENT Investigations and Research

13 REQUEST FOR NEW POSITION.

Page _____ of _____

REVISED DATE _____

FY 82

BUDGET AMENDMENT NO. _____

CATEGORY: NRMEC

DEPARTMENT: FISH & GAME

BRU: SUBSISTENCE SECTION

COMPONENT: _____ *p. 1899*

RECEIVED
MAR 23 1981
BUDGET AND MANAGEMENT

CODE	EXPENDITURE BY OBJECT	CURRENT GOVERNOR'S BUDGET	REVISION	AMENDED GOVERNOR'S BUDGET
100	PERSONAL SERVICES	1015.9	14.0	1029.9
200	TRAVEL	218.6	1.5	220.1
300	CONTRACTUAL SERVICES	142.0	1.2	143.2
400	COMMODITIES	69.0	0.7	69.7
500	EQUIPMENT	3.0	1.5	4.5
500	LANDS, BUILDINGS ETC.			
700	GRANTS, CLAIMS ETC.			
800	MISCELLANEOUS			
	TOTAL	1448.5	18.9	1467.4
FEDERAL RECEIPTS				
	REQUIRED GENERAL FUND MATCH	1448.5	18.9	1467.4
	OTHER GENERAL FUND			
	INTER-AGENCY TRANSFERS			
	OTHER: _____			
	TOTAL	1448.5	18.9	1467.4
	PERMANENT FULL-TIME POSITIONS	23		23
	PERMANENT PART-TIME POSITIONS	18	1	19
	TEMPORARY (FULL-TIME) EQUIV.	4		4
	NUMBER OF MAN MONTHS	347	6	353

FISCAL NOTE

HB
90

I. REQUEST HOUSE BILL NO. 90 (Page 7 of 8)
 Bill/Resolution No. _____
 Title: An Act relating to management of access to the highway from the _____
 Requested by: _____ Date: 1/10/81
 River to Deadhorse
 Airport

II. FISCAL DETAIL
 Agency Affected: Fish and Game
 Program Category Affected: Fish and Game Support
 BRU, Program, or Subprogram(s) Affected: Subsistence Section
 (Note: If more than one budget component is affected, separate line-item amounts and funding for each component in the analysis section.)
EXPENDITURES (Thousands of Dollars)

	FY 81	FY 82	FY 83	FY 84	FY 85	FY 86
100 PERSONAL SERVICES		14.0				
200 TRAVEL		1.5				
300 CONTRACTUAL		1.2				
400 COMMODITIES		0.7				
500 EQUIPMENT		1.5				
600 LAND & STRUCTURES						
700 GRANTS CLAIMS ETC						
TOTAL		18.9	18.9	18.9		

FINDING (Thousands of Dollars)

GENERAL FUND		18.9	18.9	18.9		
FEDERAL FUNDS						
OTHER (Specify Fund Source)						

POSITIONS

FULL TIME		6 mn	6 mn	6 mn		
PART TIME						
TEMPORARY						

III. ANALYSIS (See Fiscal Note Preparation Instructions, Section III)

Technician IV-- Permanent Seasonal (6 mn)-- Fairbanks

Gathering data on use patterns, user dynamics, land and resource use in the corridor; gathering information on current use to assist Boards of Fisheries and Game; gather information on use patterns outside corridor but affected by corridor activity.

IV. DATE 1/9/81 PREPARED BY S. Rice/J. Clark
 AGENCY DFP/21106
 Original: Legislative Finance PHONE 465-3532/65-3305

CLASSIFICATION	LOCATION	P R I O R.	PCN	PAY RGE	MONTHLY SALARY	REVISED PROGRAM NO.	TOTAL POSITION COST FROM FORM 13	NO. POS.	NO. MO.	BUDGET YEAR FY 82			
										ANNUAL AMOUNT		GOVERNOR	
										AGENCY			
1	2	3	4	5	6	7	8	9	10	CONTINUATION	ADDITION		
1.	Cost of Divisional Reclassification						88,675			88,675			
2.	Restoration of Personal Services Underfunding						100,000				100,000		
3.	F&G Technician IV	Fairbanks	Pending	13	2,135		18,900	1	5		18,900		
4.													
5.													
6.													
7.													
8.													
9.													
0.													
1.													
2.													
3.													
4.													
5.													
6.													
7.													
8.													
9.													
0.													
1.													
2.													
3.													
4.													
5.													
								TOTAL ANNUAL AMOUNT	26.	88,675	118,900		
F ADDITIONAL FORM 12's ARE RE-								PERMANENT FULL TIME: POSITIONS & (months)	27.	()	()	()	
QUIRED, COMPLETE THIS SECTION								PERMANENT PART TIME/SEASONAL: POSITIONS & (months)	28.	()	1 (5 mos)	()	
ONLY ON THE LAST PAGE								NON-PERMANENT: POSITIONS & (months)	29.	()	()	()	
								TOTAL MONTHS	30.		5		

AGENCY Department of Fish and Game

PROGRAM Fish and Game Administration & Support

Revised
Date 03-27-81

Page 1 of 3

COMPONENT Subsistence Section

BRU _____

1	POSITION TITLE Fish & Game Technician IV			RANGE/STEP 13/B	BARG. UNIT. General	LOCATION Fairbanks	GOV	APPROV	DISAPP						
2	TYPE OF POSITION PS	STAFF MONTHS 6	RP No.	PCN No. Pending	PRIORITY 3	FORM 12 PAGE/LINE 1/3	LEG								
3	TYPE OF EXPENDITURE			AMOUNT		JUSTIFICATION:									
	1	2	3												
4	PERSONAL SERVICES: SALARY \$2135 x 6		12,810	<p>Relating to management of access to the highway from the Yukon River to Deadhorse Airport. Gathering data on use patterns, user dynamics, land and resource use in the corridor; gathering information on current use to assist the Boards of Fisheries and Game; gather information on use patterns outside corridor but affected by corridor activity.</p> <p>Note: The full amount for funding this position for six months has not been requested due to lapse in recruitment.</p>											
5	BENEFITS		2,018												
6	FICA		785												
7	HEALTH INS.		900												
8	TOTAL PERSONAL SERVICES		01							16,513					
9	TRAVEL		02							1,500					
10	CONTRACTUAL		03							1,200					
11	COMMODITIES		04							700					
12	EQUIPMENT		05							1,500					
13	OTHER														
14	TOTAL COST									21,413					
	CODE	FUNDING SOURCE													
15		FED RCPTS. 1002													
16		GF MATCH. 1003													
17		GEN. FUND 1004		21,413											
18		I-A RCPTS. 1005													
19		PGM RCPTS 1028													
20		OTHER													
21	CONTINUATION														
22	ADDITION		21,413		FOR B&M USE ONLY										
4A	KEY NUMBER				COLUMN NO.										

AGENCY Department of Fish & Game

PROGRAM Fish & Game Administration & Support

BRU _____

COMPONENT Subsistence Section

Page 1 of 1

REVISED DATE 3/27/81

FY 82

13 REQUEST FOR NEW POSITION.

**PLEASE NOTE: THE PRECEDING PAGES WERE TREATED
AS A UNIT IN THE ORIGINAL DOCUMENT.**

H B

537

4/30/81

Patty Marinsky - Ambassador (4970) Request 81.3

Professional Services Contract

Report (ad corr)

4 fees: DOR suby to same log as any other dept

(pg 15)

attys opinion in appendix

call for if any ques.



Alaska State Legislature

House

JUNEAU ALASKA

TRANSPORTATION COMMITTEE

HB 537--An Act relating to the authority of the DOT/PF to enter into professional service contracts; e.d.

HB 537 was introduced by the State Affairs Committee by request of the Ombudsmen's office after their review of the "Proper Use of Professional Services Contracts" (see attached highlighted report).

The bill establishes a new section to AS 44.42. which states that regulations and procedures adopted by the Commissioner of Administration, whether or not adopted in accordance with the Administrative Procedure Act (AS.62) apply to contracts for professional services proposed to be entered into by the department.

The purpose of the bill, (concluded after conversations with Patty Morarity of the Ombudsmen's office and Jeff in Mike Miller's office) is to require the DOT/PF to comply with the same procedures in PSC's as other agencies.

A review of the Ombudsmen's report indicates that some agencies only comply with correct procedures only when it is convenient (or timely), with specific examples. The issue areas identified by the Ombudsmen's report have been addressed in the Administrative Manual and Choosing and Using Contractors but apparently not consistently followed. They recommend that currently policy guidelines on PSC's contained in the State Administrative Manual and in Choosing and Using Contractors should, after revision, be adopted as regulations under the Administrative Procedure Act. It may also be noted that DOA's authority to "veto" a contractual agreement proposed by the DOT/PF is in the case where the proposed contractor is a state employee. A legal opinion by the Transportation Section of the Department of Law regarding same is also included in the report. (Interesting note perhaps is that the opinions and agreements were made by then Deputy Commissioner Holden; one question that may bear fruit is asking the origination of the Ombudsmen's report. After the "Town Hall Meetings" of 1979, Holden was involved in controversy over the contracting procedures utilized to produce the show for the same reasons given in report's findings.)

(suggestion)

Lind -

- procedure currently used -

uniformity - not sure it would make a difference -

prof. consulting firm unless

firm qualifications - - yrs of training
etc.

- sale source -

specific

inst - seek service of state employees'

not supposed to

policy to get services of private sector.
over 5000.00 - even if there are state employees.

- HB 546 -

less than 2500.00 - you can select +
proceed

- internal policy -

~~State~~

greater than 100,000.00 submitted by bid.

10 or 15% under 20,000.00

300 professional contract.

each ^{response} ~~function~~ assigned a weight

anything over 2,500 has been advertising

- 537 -

↳ - Administrative manual -

60 mil in State - (

5 mil in D.O.T. -

1. uniformity in PSC in all agencies -

2. uniform accountability -

A+E -

one agency responsible

* 830, 150 expended by D.O.T.

* 1,290,000 P+P=

- Administrative manual -

any
public notice
public input.

Noyes. ^{operat}
A+E

- D.O.A. Manual -
APA

Administrative Procedure
Act.

~~Noyes~~
↳ left gov entering 1 yr ago -

Criteria right in progress

- budgeting process -

except for statutory provision
records include

unique

← → unique ness argument.

PLEASE NOTE: THE FOLLOWING PAGES WERE TREATED
AS A UNIT IN THE ORIGINAL DOCUMENT

STATE OF ALASKA

JAY S. HAMMOND, GOVERNOR

DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES

DEPUTY COMMISSIONER - ADMINISTRATION

(907) 465-3900

POUCH 2
JUNEAU, ALASKA 99811

May 13, 1981

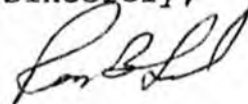
The Honorable Bette M. Cato,
Chairperson
House Transportation Committee
Alaska State Legislature
Pouch V
Juneau, Alaska 99811

Dear Representative Cato:

Attached are the Policy and Procedures sections that were superseded by the March 26, 1981 Policy and Procedure regarding selection of professional and specialty contractors. I have also reviewed AS 44.42.020(a)(6), where the phrase "private organizations and persons" is used. From the context in which this term is used, it appears that it would include all groups or units not already named.

If you should desire additional comments on HB 537 or the material provided, please do not hesitate to call me.

Sincerely,



Ron B. Lind
Deputy Commissioner

Attachments

MEMORANDUM

State of Alaska

TO: ALL DEPUTY COMMISSIONERS

DATE: February 8, 1980

FILE NO: 000H-

FROM: Robert W. Ward
Commissioner
DOT/FF

TELEPHONE NO:

SUBJECT: Interim Final
Consultant Selection
Procedures

Enclosed is a copy of the Department's recently revised Consultant Selection Procedure. It supercedes P & P 10-0006 and 10-0007 and becomes effective immediately. For Consultant selection efforts previously initiated under P & P 10-0006 and 10-0007, please transition into using this new procedure to the extent practicable. The decision to use the new procedure for these earlier projects should be based on your own judgement and whether there will be a substantial conflict with information already requested or provided by consultants.

A Department wide Standard Agreement(s) for Professional/Technical Services has not yet been completed. However, it is my intent that this Standard Agreement be developed and implemented by May 1, 1980. Meanwhile this procedure is modified to allow interim use of existing approved agreements for Professional/Technical Services.

I appreciate very much the hard work that many of you and your staff have devoted to this difficult task. While a general concensus has been reached, I also recognize that the procedure still may not be ideal and further refinements may be necessary.

In view of these possible uncertainties, this procedure is to be used and in effect until September 1, 1980. Meanwhile, Ron Lind, Deputy Commissioner of Administration, and his staff will work with you, your staff and the private sector to identify problem areas and propose specific solutions. By September 1, 1980, I intend to complete the review process and issue the final P & P for the Consultant Selection Procedure process. Your continued cooperation and assistance on this important matter would be appreciated.

Enclosure

cc: Internal Review
Federal Highway Administration

RWW/JWS/sh

State of Alaska
Department of Transportation and Public Facilities

Consultant Selection and Contracting Procedures
for Professional or Technical Services

1.0 PURPOSE

- 1.1 To promulgate standard procedures to insure that uniform practices will be applied in all situations involving the use of consultants to perform professional or technical services.

2.0 DISTRIBUTION

- 2.1 All Procedure Manual Holders.

3.0 DEFINITIONS

- 3.1 Professional/Technical Services - Services rendered by a Consultant having in depth expertise in a particular field and which requires specialized knowledge, training and experience to perform. The phrase includes artistic abilities but not manual skills.
- 3.2 Consultant - The individual or firm providing professional or technical services. A firm may be a proprietorship, partnership, corporation, co-venture or joint venture. The term "Consultant" includes planners, architects, engineers, land surveyors and professionals in other disciplines requiring similar technical expertise.
- 3.3 Subconsultant - Consultant engaged thru a subcontract with the firm or individual under contract with the State.
- 3.4 Approving Officer - That State employee who is authorized by current delegation of authority from the Commissioner of the Department of Transportation and Public Facilities, to function in the Commissioner's capacity with regard to specified actions.
- 3.5 Project Manager - That State employee who is in responsible charge of a project. Project Managers are appointed for projects of a statewide nature or for regional projects.
- 3.6 Client/User Agency - That agency (Department, Division, School District, Municipality, etc.) which generates a project requirement for which a negotiated contract for services is necessary.
- 3.7 Agreement - The legal instrument, a negotiated contract, which defines the obligations and considerations of the signatory parties.
- 3.8 Scope of Work - Services and actions required of the Consultant by the obligations of the Agreement.

4.0 USE

- 4.1 This Procedure applies to all operating divisions of Planning and Research, Design and Construction, and Maintenance and Operations Units of the Department. All personnel within these divisions, who participate in the Consultant selection process and the execution of negotiated contracts, shall comply with these procedures.
- 4.2 The Department's Standard Agreement(s) for Professional/Technical Services must be used for all negotiated Contracts, irrespective of the amount or form of compensation. Changes to any Agreement must be accomplished by negotiated Amendment using the Department's standard form.
- 4.3 Agreements executed in accordance with these procedures may be for one or several specific projects, or for professional/technical services on an "as-needed", calendar term basis. Maximum allowable compensation and the type(s) of services to be provided must be specifically identified within each Agreement.
- 4.4 When an emergency exists, or when determined by the Commissioner of the Department of Transportation and Public Facilities to be in the best interest of the State, the Commissioner may waive any or all requirements of this procedure.

5.0 PROCEDURES

- 5.1 Summary - The CPM diagram at Appendix E presents the 24 principal activities required to complete this procedure. Twelve are optional in accordance with each Division policy.
- 5.2 Evaluation Committees must be established to administer and evaluate Prequalification Submittals, Project Statements of Interest, Proposals, Interviews; and, to select Consultants for negotiation except as otherwise provided for in this procedure. Committees must be composed of a minimum of three persons appointed in writing by the Director or his designee.
 - 5.2.1 Divisions which use prequalification procedures must maintain a standing Prequalification Committee of three of the Department's professional level employees to evaluate general experience and competence and prequalify Consultants. Director's may coordinate between Division's for the appointment of appropriately experienced personnel for such committees.
 - 5.2.2 Except for Prequalification Committees, all other Evaluation Committees must include a Client/User Agency Representative (except if the Agency waives its participation in writing) and the Project Manager (if assigned at the time the Committee is established). The Project Manager, if assigned, must serve as the Committee Chairman.

5.2.3

When a single evaluation is conducted to identify Consultants for more than one contract, additional committees or subcommittees may be established after the evaluation of Project Statements of Interest and ranking of Consultants. Each subcommittee must then complete the selection process thru evaluation of proposals, interviews, etc. for each contract to be negotiated. Project Managers, if assigned, must be members of such subcommittees.

5.3

Prequalification (Division option) when used, must be accomplished as follows:

5.3.1

Identification of Services and Projects for Prequalification must be accomplished in accordance with Division policy.

5.3.2

Advertisements for Prequalification Submittals must be placed in newspapers and similiar media for Consultants to submit pertinent statements of qualifications to provide professional/technical services in broadly defined types of projects and project support services (Sample Advertisement at Appendix A). As a minimum, each Prequalification Submittal must contain a completed Federal Standard Form 254 (Architect-Engineer and Related Services Questionnaire), Federal Standard Form 255 (Architect-Engineer Related Services for Specific Project) and a State of Alaska Form 25A355 (Affirmative Action Certification).

5.3.3

The Division Director must designate a section to serve as office of record to maintain Consultant Qualification Files. In addition to a Prequalification Submittal, each Consultant's File may also contain performance evaluations (memo's, letters, or agency forms) for previous projects, selection evaluation reports for previous projects, and Consultant's comments concerning any evaluation.

5.3.4

Anyone may review specific Consultant Qualification Files, if identified in advance and by appointment only, during the Divisions normal working hours.

5.3.5

The assigned Prequalification Committee must, by methods of their choice, assign a numerical prequalification rating of 1 to 5 (5 is the best score) for each Consultant for each type of service/project for which the Consultant is generally qualified. The assigned prequalification ratings must be retained until the next quarterly or annual review.

5.3.6

Prequalification List - At least annually, the Division must make available a Prequalification List which includes the following information:

Categories of services and/or broadly defined types of projects;
Consultants interested in providing services;
Consultants prequalification ratings;
DOT/PF region in which Consultants business office(s) are located.

5.3.7 Updated Prequalification - The Prequalification Committee must review each file at least annually and new or updated submittals at least quarterly. Consultants must be invited at least annually thru newspaper and similiar media advertisements, to update their Prequalification Submittals. Files containing submittals over 18 months old may not be used for prequalification.

5.4 Identification of Projects requiring contracted professional or technical services must be accomplished in accordance with Division policy.

5.5 Project(s) Statements of Interest are not required when:

- Estimated contract costs is less than \$10,000;
- Consultants have been prequalified and the estimated contract cost is less than \$20,000; or
- Procedures are waived by the Commissioner.

In such cases, the Consultant(s) may be selected by the operating section within the Division and approved by the Director or his designee.. In all other cases, the Evaluation Committee Chairman must prepare a Project Statement of Interest Form and an invitation to submit the Statement.

5.5.1 Invitations for Project Statement of Interest (Sample at Appendix B) must include the following items:

Definition of the project(s);

Scope of Contract Work;

Desired approach and anticipated disciplines to be involved;

Information and/or assistance to be furnished by the Department;

Division, other agency, or other Consultants under contract with the State;

Time Constraints;

Number of Contracts proposed for negotiations;

Number of copies, time and place to be submitted;

Any additional items expected to be submitted with Statement (include Federal Standard Form 254 (Architect-Engineer and Related Services Questionnaire), Federal Standard Form 255 (Architect-Engineer Related Services for Specific Project) for the Consultant and it's Subconsultants, when Prequalification is not used);

Department's Statement of Interest form (or instructions for obtaining such).

5.5.2 If Consultants are not prequalified or the cost of Consultants services is estimated to be \$100,000 or more, the invitation must be advertised in local papers, papers of state-wide circulation and appropriate professional publications. The advertisements must be placed at least once in a minimum of three publications, with the first advertisement appearing at least 15 calendar days before the submittal

deadline. Advertisements must indicate where copies of the Statement of Interest forms can be obtained.

- 5.5.3 If Consultants are prequalified and the estimated cost for Consultants services is \$100,000 or more, the invitation must also be direct mailed to all Consultants on the Prequalification List for providing the required services. Direct mailing must be accomplished at least 15 calendar days before the submittal deadline.
- 5.5.4 If Consultants are prequalified, and the estimated cost for Consultant Services is less than \$100,000 a Division has the following options:
 - 5.5.4.1 Direct mail and advertise the invitation.
 - 5.5.4.2 Direct mail the invitation to each Consultant on the Prequalification List for providing the required services without any publicity in advertising media.
 - 5.5.4.3 If estimated cost is less than \$20,000, forego both the direct mailing and advertising and select a Consultant(s) approved by the Director or his designee from among those on the Prequalification List.
 - 5.5.4.4 Negotiations begun under any of the provisions of this paragraph (5.5.4) which cannot be concluded within the specified dollar limitations, must be terminated. Contract cost estimate must then be re-evaluated and negotiations conducted accordingly.
- 5.6 Standard Project Statement of Interest for Negotiated Contracts - The Department's standard format (Appendix C) must be submitted by all Consultants interested in providing services. The Statement consists of numerical responses to several objective questions and narrative, project(s) specific responses to subjective questions. Committee evaluation of responses results in a numerical ranking of Consultants. Part A of the Statement is completed by the Evaluation Committee. Part B is completed by the Consultant.
 - 5.6.1 Weighting Coefficients - Numerical responses from Consultants and the average Committee ratings for each narrative response, are weighted to arrive at Consultant scores. Weighting Coefficients are determined by listing each applicable question on the Statement of Interest, in reverse order of significance, for the contract(s) to be negotiated ie, the least important question is assigned a Coefficient of one and the most significant question a Coefficient equal to the total number of applicable questions. Weighting Coefficients for the remaining questions must be a whole number between one and the total number of applicable questions, with no two Coefficients being the same. A Coefficient of zero indicates a question is not applicable to the contract and the Consultant should not respond; eg, if four of

the 15 possible questions are assigned a Weighting Coefficient or zero, there remain 11 applicable questions which must be assigned Coefficients of 1 - 11. (Note: If some Coefficients must be changed to zero after Statements are received, eg. question number one, remaining Coefficients must not be changed.

- 5.6.2 Weighting Coefficients are determined by the Committee Chairman in coordination with Client/User Agency. The Chairman must enter these Coefficients on the form before distribution to Consultants; to allow each consultant to stress those areas which are most important.
- 5.6.3 The Committee Chairman, in coordination with Client/User Agency, may add three project(s) specific questions in the space provided on the Statement before weighting and distributing it to Consultants.
- 5.7 Evaluation of Project Submittals - The Committee Chairman shall log in all submittals as received. Any submittal that is incomplete (in accordance with the invitation) must be rejected if not corrected prior to submittal deadline. Consultants whose submittal is rejected. must be advised in writing by the Chairman of the reason for rejection.
 - 5.7.1 If prequalification is not used, the Evaluation Committee must review the Federal Standard Forms 254 for the Consultant and, by methods of their choice, assign a numerical prequalification score of 1 to 5 (5 is the best score) for the Consultant. The Project Statement of Interest must then be evaluated in accordance with paragraph 5.7.3, below.
 - 5.7.2 If prequalification is used, the Chairman shall enter the Consultant's Prequalification Rating under Item 6 of Part A and the name and Prequalification Rating for the Consultant as obtained from the Prequalification List of Consultants, in Part A, Note 2, of each Consultant's Statement of Interest; make necessary copies; and distribute to Committee members for evaluation.
 - 5.7.2.1 If complete submittals and Federal Standard Forms 254 are received from new Consultants not on the Prequalification List, the forms and any additional statements of qualifications or promotional material provided must be sent to the office of record for establishment of the Consultants Qualification file. The standing Prequalification Committee must evaluate and assign a Prequalification Rating for each new (prime) Consultant prior to evaluation of their Statements of Interest.

5.7.2.2 If submittals are received from Consultants on the Prequalification List but not listed for providing the required services, they must be processed as new Consultants in accordance with paragraph 5.7.2.1.

5.7.3 Evaluation of Project Statement of Interest - Each Evaluation Committee member shall evaluate Part B of each Statement and enter rating of 1 thru 5 in Part A. Questions weighted zero do not apply, should not have received a response, and must not be rated. Questions which are weighted other than zero but have no response from the Consultant must be rated one (1). Numerical ratings should be based on the following: "X" = Disqualified Submittal must be rejected, 1 = Unacceptable, 2 thru 4 = Acceptable, 5 = Outstanding. Members shall return evaluated Statements to the Committee Chairman who will complete Evaluation Summary forms (Appendix D) for each Consultant. The final ranking of consultants will be determined by the committee. Generally, the top three Consultants are those considered for the remainder of the selection process. However, the number of top ranked firms considered may be appropriately increased if the selection procedure is conducted for several contracts. If a tie score occurs among the top ranked firms, the committee must conduct interviews with the tied Consultants and then jointly decide the ranking.

5.7.4 The original Committee score copies of all Project Statements of Interest, Evaluation Summary forms and related documents must be maintained in the files of the division or regional office which conducts the selection.

5.8 Personal References concerning project(s) for which the top ranked Consultants provided services may be contacted at the discretion of the Committee.

5.8.1 The Committee must develop a standard list of questions to be asked of the references, however this does not preclude discussion of other pertinent points.

5.8.2 References to be contacted will be selected by the Committee and assigned to each member by the Chairman. Personal reference contacts need not be those identified by the Consultant. If negative responses result, at least one additional reference must be contacted as determined by the Committee. If such negative recommendations cause the Committee to alter the ranking of Consultants as established by the evaluation of Projects Statements of Interest, interviews must be conducted with the Consultant.

5.9 Proposals - The Committee may request formal proposals from the top ranked Consultants at its discretion or as may be required by a funding agency.

5.9.1 Requests for Proposals (RFP's) must be written and include the following information:

Definition of the project(s);

Scope of Contract Work;

Desired approach and anticipated disciplines to be involved;

Assistance to be furnished by the Department, Division, other agency, or other firms or individuals under contract with the State;

Any pertinent, available, engineering information;

Practical, policy, technological and legal limitations;

Specific questions that need to be answered;

Time Constraints;

Number of Contracts proposed for negotiations;

Any additional items expected to be submitted with the Proposal;

Number of copies, time and place to be submitted;

Compensation, if any, for the Proposal.

5.9.2 Proposals may be requested in either a priced or non-priced format, except as may be prohibited by law or regulation, and in accordance with Division policy, the type and scope of services desired, and the common practice of Consultants which provide such services.

5.9.2.1 Priced Proposals must include a specific scope of services and provide a detailed estimate of the Consultant's direct and indirect costs for elements of the work and expected net fee.

5.9.2.2 Non-priced Proposals must include the Consultant's detailed evaluation of the services required, the proposed approach to performing the services, the firm's background and disciplines to support the effort, and estimated time frame to provide the services.

5.9.3 Evaluation of Proposals must be accomplished by the Committee and may be used exclusively or in combination with interviews to select a Consultant for contract negotiation.

5.10 Interviews are required with the top ranked firms when any of the following apply:

The nature of the project is such that a clearly defined scope of work for the Consultant is not available;

Tie score results among top ranked Consultants;

Negative recommendations from personal references alter ranking;

Requested by a simple majority of the Evaluation Committee.

- 5.10.1 If Interviews are to be held, the Committee must establish the time, place and order and develop a list of questions to be uniformly presented to each Consultant within an approximately equal amount of time for the interview. Consultants selected for Interviews must be notified by telephone and letter prior to the time established. All Interviews for any contract must normally be held on one day.
- 5.10.2 Following completion of all Interviews the Committee must jointly decide the final ranking of Consultants with a minimum of delay.
- 5.11 Federal Notification - If federal funding is involved, the Chairman must prepare a letter for the Director's or his designee's signature which notifies the appropriate Federal Agency of the proposed contract and Estimated Cost, if required.
- 5.12 Selection of Consultant(s) - Following evaluation of Project Statements of Interest, Personal References, Proposals and Interviews, the Committee must agree and list Consultants in a recommended order for negotiations. The Chairman will prepare a selection report which identifies all Consultant submittals rejected, and the top ranked Consultants and their total point scores based on the Project Statements of Interest. If Personal References, Proposals and/or Interviews were used in the selection, the report must also summarize the Committee's conclusions and basis or manner of evaluation.
- 5.13 Department of Administration Check - The Chairman must coordinate with the Department of Administration, Division of Finance, to confirm that the selected Consultants and their Subconsultants are independent vendors having an IRS tax identification number and that no tax payments are in arrears.
- 5.14 Negotiating Position - The Chairman must prepare a report to establish the State's negotiating position for the amount of the Consultant's Fees. The report must recommend a reasonable level of compensation which is based on scope of work, historical data such as fees for similar projects, project specific peculiarities, job market, design time frame, etc. Authority to negotiate may not be provided until the report is approved by the Division Director or his designee. Negotiations which result in compensation exceeding the approved fee structure must not be concluded without the written approval of the Director or his designee.
- 5.15 Authority to Negotiate (ATN) - The Chairman shall prepare a memorandum requesting authority to negotiate a contract in accordance with this Procedure, for the Deputy Commissioner's written approval. Copies of the selection report (paragraph 5.12) and the approved negotiating position (paragraph 5.14) must be attached. A brief statement acknowledging a Department of Administration Check (paragraph 5.13) and any discussion points concerning the attachments must also be included. Following receipt of the approval the Chairman

shall notify the selected Consultants in writing of their status for contract negotiations.

- 5.16 Pre-award audit evaluations are required on all negotiated contracts in excess of \$50,000 if federal aid highway funds are utilized. Internal Review shall be advised as soon as the consultant is selected in order for the results to be utilized during the negotiations as required by federal regulation. Consultants who have had recent audits by State or federal government agencies should be asked to provide those reports with their proposals.
- 5.17 Negotiations - The Committee Chairman will negotiate a contract with the selected Consultant(s) using the Department's Standard Agreement for Professional/Technical Services.
 - 5.17.1 During the negotiation period, the Consultant must provide a current copy of State of Alaska Form 25A355 (Affirmative Action Certification).
 - 5.17.2 Specific elements of the project to be established during negotiation include project schedule, manpower requirements, level of effort, complexity, avenues of research, areas of responsibility/liability and fee structure, amount and method of payment.
 - 5.17.3 If negotiations with the first Consultant fail, the Committee Chairman shall in writing notify the Director or his designee of the impasse and negotiate with successive firms in the order listed in the approved ATN, until an agreement is reached at a level of compensation which is within the approved negotiating position. In the event that negotiation attempts with three Consultants are unsuccessful, the general scope and negotiating position must be re-evaluated.
 - 5.17.4 The derivation of the negotiated compensation and all work-sheets and related papers for successful negotiations must be maintained in the project files for which the contract is negotiated.
- 5.18 Contract Review and Approval - Prior to execution, the negotiated contract must be reviewed and approved in accordance with Division procedures.
- 5.19 Execution of the Contract - Following execution by the Consultant, the Agreement must be executed by the State's Approving Officer, in accordance with current delegation of authority. Two copies (three for federally funded or partially funded projects) of the Agreement must be executed. Contract numbers must be assigned in accordance with Division procedures.
- 5.20 If Federal funding is involved, a copy of the executed Agreement must be provided to the Director or his designee for forwarding to the appropriate Federal Agency, if required.

IMPLEMENTATION

6.1

Directors are responsible for establishing divisional procedures which are necessary to augment this Department Procedure as applicable to each Division's functions.

7.0

APPENDICES

- A - Sample Advertisement for Annual Solicitation for Prequalification Submittals
- B - Sample Invitation for Project Statements of Interest
- C - Standard Project Statement of Interest
- D - Evaluation Summary Form
- E - CPM Diagram for Procedures

State of Alaska
Department of Transportation and Public Facilities
Division of (enter division)
Public Notice
for
Professional and Technical Services

The Division of (enter division) is conducting its annual solicitation to update Consultants prequalification submittals for providing professional/ technical services in the following categories and for the following types of projects:

(list)

Those firms or individuals wishing to be considered for contracts to provide such services must establish a current Qualification File with this Division. Consultants will be prequalified and selected according to standard departmental policy and procedures.

Submittals must be addressed to:

(fill in name, address and phone number and indicate if questions are to be directed to someone else and if so, identify).

Prequalification submittals and updates may be submitted at any time; however, to be placed on the current Prequalification List and to receive direct mail invitations for specific contracts, Submittals must be received by:

(fill in time, date, place and indicate number of copies)

Submittals must contain the following items:

Federal Standard Form 254 (Architects - Engineers and Related Services Questionnaire)
State of Alaska Form 25A355 (Affirmative Action Certification)

Any additional statements of qualifications or promotional material deemed appropriate by the Consultant.

(enter name)
COMMISSIONER
DEPARTMENT OF TRANSPORTATION
& PUBLIC FACILITIES

AO # (enter number of Advertising Order)
PUBLISH: (list dates)

Department of Transportation and Public Facilities
Division of (enter division)
Invitation
for
Project Statement of Interest

Alaska B

The State of Alaska, Department of Transportation and Public Facilities, Division of (enter division) intends to negotiate contracts for the purpose of (Define project(s), provide the scope of contract(s) work, time constraints and identify a desired approach and anticipated disciplines to be involved. Identify any information and/or assistance to be furnished by the Department, Division, other agency or other firms or individuals under contract with the State. Indicate number of contracts proposed for negotiations).

Consultants will be selected according to standard departmental policy and procedures.

(Indicate if formal Proposals will be required from top ranked Consultants and if Interviews are anticipated).

Submittals must be addressed to:

(enter name, address and phone number and indicate if questions are to be directed to someone else and if so, identify).

Submittals must be received by:

(enter time, date and place and indicate number of copies required).

Submittals must include the Department's Project Statement of Interest as prepared for this contract(s), and any other materials which may be solicited therein.

(If prequalification used, enter: "Consultants submitting a Statement of Interest, which do not have a current Prequalification File established with this Division should contact the Division for instructions. Submittals received from non-prequalified Consultants may be rejected").

(If no prequalification used, enter: "In addition to the Department's project Statement of Interest, Submittals must include a Federal Standard Form 254 (Architect - Engineer and Related Services Questionnaire) and Federal Standard Form 255 (Architect - Engineer Related Services for Specific Project) completed for the Consultant and each proposed Subconsultant. Additional statements of qualifications or promotional material may also be included as deemed appropriate by the Consultant").

Project Statements of Interest

(enter "are attached" or "may be obtained at (enter address)").

The right is reserved by the Department to reject any and all submittals.

(enter name)
COMMISSIONER
DEPARTMENT OF TRANSPORTATION
& PUBLIC FACILITIES

AO #

PUBLISH: (enter Advertising Order number and list dates to be published if Invitation is publicized).

CONSULTANTS
PROJECT STATEMENT OF INTEREST
STATE OF ALASKA
DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES

APPENDIX C

PART A
PROJECT(S) IDENTIFICATION AND CONSULTANT EVALUATION
(completed by state personnel)

PROJECT TITLES(S):
TYPE OF SERVICE:
PROJECT NUMBER(S):
DOT/PF DIVISION & ADDRESS:

EVALUATION COMMITTEE CHAIRMAN & PHONE NO:

CONSULTANT:

Item No	Item Description	Weighting Coefficient	Rating (Note 1)
1	Alaska Residents		
2	Professional Liability Insurance		
3	State Funded Contracts		
4	Follow on Project		
5	Distance between Offices		
6	Minority Business Enterprise (Note 2)	1	
7	Prequalification Rating - Consultant		
8	Production Capabilities		
9	Project Concept and Experience		
10	Project Manager		
11	Project Team and Schedule		
12	Geographical Experience		
13			
14			
15			

- NOTES:
1. Blocks 1 thru 6 not completed by Committee. Block 7 rating entered by Chairman if prequalification procedure used; by rater's if no prequalification procedure. Others rated in accordance with the following: "X" = Disqualified, Submittal must be rejected, 1 = Unacceptable, 2 - 4 = Acceptable, 5 = Outstanding.
 2. Weighting coefficient for this item will always be one.

Rater's Signature, date

Rater's Name (typed or printed)

PART B
CONSULTANTS QUESTIONNAIRE

The purpose of this proposal is to rank interested Consultants for the purpose of entering into negotiations resulting in an Agreement for required services. Consultant evaluation and selection must be accomplished in accordance with DOT/PF Policy and Procedures.

Incomplete submittals (in accordance with the invitation to submit this Statement) may be rejected.

This standard form consists of numerical responses to several objective questions and narrative, contract specific, responses to subjective questions. Committee evaluation results in a numerical ranking of Consultants for the purpose of contract negotiations. Part A of the form is completed by the Evaluation Committee. Part B is completed by the Consultant.

Numerical responses from the Consultants and the average Committee rating for each narrative response are weighted to arrive at Consultant's total point score.

Questions are weighted by listing in reverse order of significance; i.e., the least important item is assigned a Weighting Coefficient of one. A Coefficient of zero indicates the question is not applicable and the Consultant should not respond.

Weighting Coefficients are entered in Part A of the form before distribution to Consultants to allow each Consultant to stress those areas which are most important. If these Coefficients are not shown in Part A, contact the Evaluation Committee Chairman before completing the Statement.

All responses are limited to the space provided for each. Only this form and specifically solicited items should be submitted. Letters of transmittal and promotional or other unsolicited material will not be considered in the selection.

If selected, Consultant's business records may be subject to audit by the Department to verify submitted information as a condition of negotiations and execution of a contract.

Alaska Residents



If Alaska residents are available and qualified, AS 36.10.010 requires ninety percent (ninety five percent if more than ten persons employed under a contract) of total services to be performed by Alaska residents. Enter "X" or a number from the following table, which reflects the resident status of your intended project team. Failure to meet this requirement disqualifies the Consultant and the submittal must be rejected (except as noted below).

Percentage of Residents

<u>10 or less employed</u>	<u>more than 10 employed</u>	<u>Rating</u>
less than 90%	less than 95%	X
90% or greater	95% or greater	5

Note: this item is not applicable to projects supported by Federal Funds or if qualified residents are not available to any Consultant. In such cases, the Weighting Coefficient must be zero for all Consultants submitting.

2. Professional Liability Insurance



If a Weighting Coefficient, other than zero is entered in Part A for this item, professional liability insurance for errors and omissions is required for the contract. Failure to have coverage or to obtain coverage, at no direct expense to the State, disqualifies the Consultant and the submittal must be rejected. Enter "X" or a number from the following table as applicable to your coverage or willingness to obtain such, at no expense to the State. (Generally, for contracts estimated to cost less than \$100,000, and if the State's potential liability under the contract is minimal, a Weighting Coefficient of zero is assigned).

<u>Coverage Per Claim</u>	<u>Rating</u>
less than 100,000	X
\$100,000 - 199,999	1
200,000 - 299,999	2
300,000 - 399,999	3
400,000 - 499,999	4
500,000 - or more	5

If selected for contract negotiations, the Consultant shall be required to provide a Certificate of Insurance which identifies the limit per claim, amount of any deductible and the period of coverage, as a condition of contract negotiations.

State Funded Contracts

If not awarded any state funded contracts during the last three years enter "5". (State funded contracts include work and services for all departments and agencies of the State and State school districts) If awarded State funded contracts, enter "1".

4. Follow on Project

If this project is a "follow-up" of a previous state project (eg. remodel of a facility or update or implementation of a plan or study) enter the indicated number from the following table.

<u>Criterion</u>	<u>Rating</u>
No Previous Association	1
Original Subconsultant	2
Original Consultant w/o original Subconsultant	3
Original Consultant with original primary Subconsultant	4
Original Consultant with all original Subconsultants	5

5. Distance from State Office Administering Project

Enter a number from the following table based on the approximate radial distance between your work location and the State's office which will manage the project. (Consultants not having an office within the State of Alaska, if awarded a contract, must establish and maintain a local office and obtain an Alaska Business license during the life of said contract)

<u>Distance (Miles)</u>	<u>Rating</u>
600 or more	1
300 - 599.9	2
100 - 199.9	3
50 - 99.9	4
0 - 49.9	5

6. Minority Business Enterprise

If Consultant is a Minority Business Enterprise as recognized by the DOT/PF MBE Listing, enter 5, otherwise enter 0. (For MBE firms not listed in the DOT/PF MBE Listing, include a current MBE Directory Questionnaire (DOT/PF Form 25A323.))

7. Prequalification Rating - Consultant

(will be entered in Part A by Contract Administrator)

8. Production Capabilities

Describe facilities, manpower and production capabilities of your Alaska business office and that of any subconsultants which would provide required services for this project.

Project Concept and Experience

Summarize your concept of the project, as derived from the invitation to submit this Statement of Interest, and discuss similar projects and any special or unique capabilities of your firm for this contract. Include any special qualifications required for this project which may have been identified in the invitation. Complete Federal Standard Form 255 (Architect-Engineer Related Services for Specific Project) listing Alaska projects first.

Project Manager

The Consultant's Project Manager is defined to be the individual within the Consultant's firm who is directly responsible and engaged in performing the required services. The Project Manager is the most knowledgeable individual regarding all aspects of the project, i.e., not necessarily a principal of the firm. Discuss your intended Project Manager's experience and relate that experience to this project.

Project Team and Schedule

List your intended project team by discipline and name (individual within the Consultant's firm or if a Subconsultant, the firm(s) as identified in Item 8). Discuss your intended project team's experience, relate that experience to this project, and discuss ability to provide requested services within time constraints.

Geographical Experience

Discuss your recent knowledge or experience with local conditions (regulatory, environmental, logistic) in the proposed geographical area for this project.

Item numbers 13, 14 & 15 (if included below) were developed by the selection committee for this contract. Questions and responses are limited to space provided unless noted otherwise.

13.

15.

Firm Name, Address, Phone No.

Signature, Date

Average rating for Committee scored items, Consultants rating for objective questions, carried to one decimal place (tenths). Shaded blocks not completed by Committee.

** Rounded to next whole number

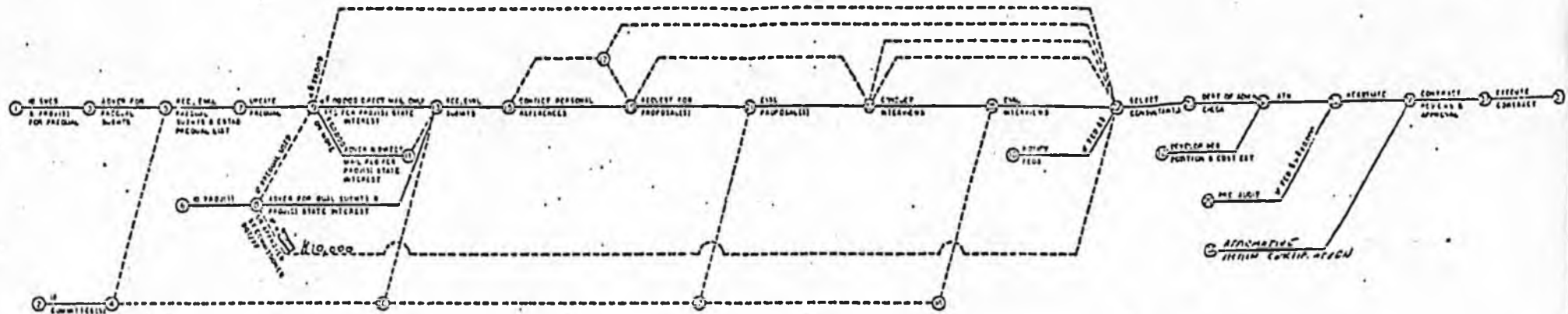
CONSULTANT:

ITEM #	RATER'S NAME/RATING					* RATING	WGTING COEF	** WEIGHTED RATING	
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
TOTAL POINT SCORE (SUM)									

CONSULTANT:

ITEM #	RATER'S NAME/RATING					* RATING	WGTING COEF	** WEIGHTED RATING	
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
TOTAL POINT SCORE (SUM)									

CONSULTANT SELECTION AND CONTRACTING FOR PROFESSIONAL OR TECHNICAL SERVICES



ACTIVITY #	ACTIVITY	REFERENCE PARAGRAPH
* 1-3	ID SVCS/PROJ(S) FOR PREQUAL	5.3.1
* 3-5	ADVSR FOR PREQUAL SUBMTS	5.3.2
* 5-7	REC, EVAL PREQUAL SUBMTS & ESTAB PREQUAL LIST	5.3.5 & 5.3.6
* 7-9	UPDATE PREQUAL	5.3.7
* 9-11	ADVSR & DIRECT MAIL REQ FOR PROJ(S) STATE INTEREST	5.5.3
* 9-13	DIRECT MAIL ONLY REQ FOR PROJ(S) STATE INTEREST	5.5.4
13-15	REC, EVAL SUBMTS	5.7
* 15-19	CONTACT PERSONAL REFERENCES	5.8
* 19-21	REQUEST FOR PROPOSALS	5.9
* 21-23	EVAL PROPOSALS	5.9.3
* 23-25	CONDUCT INTERVIEWS	5.10.1
* 25-27	EVAL INTERVIEWS	5.10.2
27-29	SELECT CONSULTANT(S)	5.12
29-31	DEPT OF ADMIN CHECK	5.13
31-33	ATH	5.15
33-35	NEGOTIATE	5.17
35-37	CONTRACT REVIEW & APPROVAL	5.18
37-39	EXECUTE CONTRACT	5.19
* 2-4	ID COMMITTEE(S)	5.2
* 6-8	ID PROJ(S)	5.4
* 8-13	ADVSR FOR QUAL SUBMTS & PROJ(S) STATE INTEREST	5.5.2
* 16-27	NOTIFY FEES IF FED \$	5.11
18-31	DEVELOP NEG POSITION & COST EST	5.14
20-33	PREAUDIT IF FED \$ GREATER THAN \$50,000	5.16
22-35	APPROVAL OF ACTUAL COST ESTIMATION	5.17.1

NOTES: 1. ACTIVITIES MARKED WITH AN ASTERICK (*) ARE OPTIONAL IN ACCORDANCE WITH DIVISION POLICY.*

2. START POINTS ARE EVENT NUMBERS 1 or 6.

STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES POLICY AND PROCEDURES			P & P No. 10-0006	Page 1 OF 5
			Effective Date October 1, 1978	
SUBJECT CONSULTANT SELECTION DESIGN AND CONSTRUCTION PROJECTS			Supersedes P & P No. dated 12-1-74 Hwy SOP 0000-13	Dated 10/17/78
			APPROVED BY <i>Donald Hamer</i>	
DIVISION Commissioner	SECTION Commissioner	CHAPTER TITLE Policy		
PURPOSE: To promulgate standard procedures for selection of consultants for Department of Transportation and Public Facilities' negotiated agreements for architectural and engineering design, survey and related services.				
DISTRIBUTION: All Procedure Manual Holders.				
PROCEDURE:				
<ol style="list-style-type: none"> 1. The contracts section of each division will maintain a permanent file for each consultant firm that has indicated an interest in performing work funded by the State. The file will contain the GSA Form 254, technical reviews filled out by the project administrator for each phase of work (design, construction, etc.) and a copy of each selection evaluation, whether successful or not. 2. A Project Manager shall be appointed <ol style="list-style-type: none"> a) By the Director of the Division responsible for the project when the project is of a Statewide nature, or b) By the Regional Chief of the Division when the project is totally within one region. 3. The Project Manager who desires to retain a consultant shall prepare a complete description of the work to be performed. Where warranted, maps, drawings and summaries of available existing data such as traffic information or a compilation of previous studies should be made a part of the description of work. The Project Manager shall transmit this information to the division director. 4. The director of the responsible division or his designee will review the submittal for appropriate format, attachments, etc., to ascertain that it is in proper form. Pursuant to requirements of A.S. 44.44.030, the Director (or his designee) advertises the project in appropriate local papers, papers of statewide circulation and/or other appropriate national newspapers or professional publications, requesting interested professional consultants to submit their letters of interest and qualification statements to the Project Manager. The advertisement must include a clear, brief statement of the work scope. 5. The proposals shall contain the following information together with any other pertinent information as necessary: <ol style="list-style-type: none"> (a) A federal form 255 and a form 254, if a recent copy is not already on file with the Department. 				

STATE OF ALASKA
DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES
POLICY AND PROCEDURES

P & P No.	Page
10-0006	2 OF 5
Effective Date	
October 1, 1978	
Supersedes P & P No.	Dated
dated 12-1-74	10/2/78
Hwy SOP 0000-13	
APPROVED BY	
<i>Harold James</i>	

SUBJECT

CONSULTANT SELECTION
DESIGN AND CONSTRUCTION PROJECTS

DIVISION

Commissioner

SECTION

Commissioner

CHAPTER TITLE

Policy

- (b) The time schedule proposed by the consultant
 - (c) The method to be used and general scheduling of the work. To insure coordination, the location at which work is to be done shall be stated.
 - (d) The name of a qualified project manager with full authority to act for the consultant.
 - (e) The ability of the consultant to furnish sufficient manpower and facilities to perform the required work with accuracy and dispatch.
 - (f) Special conditions or requirements proposed by the consultant.
 - (g) The familiarity of the consultant with locale, terrain and special problems of the project.
 - (h) On Federal-aid projects, the consultant shall submit an EEO self-evaluation on the Department's approved form (DOT/PI: 25A-355).
25A355
6. During time of advertisement and before receipt of letters of interest, the Project Manager obtains names for a Selection Committee by contacting appropriate persons. The Selection Committee is to be composed of a minimum of three persons (Persons a, b and c are MANDATORY.)
- a. A representative from the Client Agency
- NOTE: The Client Agency is that agency (Department, School District, Municipality, etc.) who will be responsible for the maintenance, use or occupancy of the completed project after construction is completed.
- b. The Project Manager
 - c. A representative from Facility Procurement Policy Division, unless this representation is waived by Facility Procurement Policy Division Director
- NOTE: waiver will be contingent upon the project division following the procedures described in this P&P.
- (one or more of the following may also be used on larger projects where it is desirable to have a larger selection team)
- d. A Construction Manager
 - e. A Design Manager
 - f. A Maintenance and Operations Manager
 - g. One uninvolved representative from another Division.

STATE OF ALASKA
DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES
POLICY AND PROCEDURES

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Effective Date October 1, 1978

SUBJECT CONSULTANT SELECTION
DESIGN AND CONSULTATION PROJECTS

Supersedes P & P No. dtd 12-1-74
Hwy SOP 0000-13
APPROVED BY *[Signature]* Dated 10/27/78

DIVISION Commissioner SECTION Commissioner CHAPTER TITLE Policy

All committee members shall be from the same region unless:

- 1) Those positions do not exist in that region, or
 - 2) The project is of a Statewide, or multi-region nature.
7. The Project Manager drafts for the Director's signature, a memo to the appropriate Deputy Commissioner containing the following information:
- a. Brief statement of the scope of services advertised for,
 - b. Identification of funding,
 - c. Statement that services were properly advertised and that responses were received from: (list the firms)
 - d. Recommendation of Selection Committee composition: (list each name and organization)
8. Receipt of each consultant's qualifications and/or letter of interest packet will be acknowledged in writing by the project manager. The acknowledgement will include an estimate of the expected selection date. If the selection process is delayed each responding consultant will be informed of the delay and a new estimated selection date.
9. Upon receipt of approval of composition of the Selection Committee, the Project Manager calls a meeting of the committee and provides each member with instructions for selection procedure, the evaluation criteria and the score sheets. The Project Manager provides a copy of the firm's responses and the qualification criteria, for review at the meeting. The members are to score their evaluations independently.
10. The Project Manager is Chairperson.
11. Each committee member scores each of the responsive firms on the forms provided in accordance with the established criteria. When a member is unable to evaluate a firm in a specific area, that blank should be marked with an X.
12. Each evaluator should sign the score sheet and return it to the chairperson for tabulation. The average score for all committee members in each category is used in tabulating the final score. When a member has been unable to score a particular category, the remaining members' average scores are used for scoring purposes.

STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES POLICY AND PROCEDURES		P & P No. 10-0006	Page 4 OF 5
		Effective Date October 1, 1978	
SUBJECT CONSULTANT SELECTION DESIGN AND CONSTRUCTION PROJECTS		Supersedes P & P No. dtd 12-1-74	Dated 10/21/78
		Hwy SOP 0000-1 APPROVED BY <i>Harold James</i>	
DIVISION Commissioner	SECTION Commissioner	CHAPTER TITLE Policy	

13. The Project Manager drafts, for the Director's signature, a memo transmitting the Selection Committee's recommendations to the appropriate deputy Commissioner, with copies of the average score tabulation, a listing of any discussion points or minority opinions to the final recommendations, and a completed Authority to Enter Contract Negotiations form.

NOTE: Oral interviews are required:

- 1) When the project is of a significant scale, or
- 2) When the implications of the project will be greater than a traditional design and construction project, or
- 3) When the nature of the project is such that a clearly defined scope of work for the consultant is not attainable at that time.

(If the oral interview phase is used, proceed with Step 14, if not, by-pass this step.)

14. The Project Manager contacts the firms listed and arranges appointments for oral interviews. The Project Manager develops a list of questions and reviews same with the members of the Selection Committee. The interview questions shall be applied uniformly to all firms and each firm shall be given an equal amount of time for their total interview.

Upon completion of each interview, each member individually writes a short evaluation (or score) of the firm. At completion of all interviews, the committee jointly reaches a list of the top three firms. The Project Manager drafts, for the division Director's signature a memo to the Commissioner thru the Deputy Commissioner notifying them of the final selection list and requesting final approval to enter contract negotiations.

15. Receipt of the Commissioner's approval on Authority to Enter Contract Negotiation form, shall constitute authority to negotiate with the top ranked consultant. Upon receipt of this notification, the Project Manager shall notify the consultant in writing. The Project Manager plus one other State representative shall then negotiate the contract utilizing the State's standard contract form (Attention is directed to FHW Program Manual Vol. 6 Ch. Sec. 2 Sub. Sec. 2 for requirements which must be met on federally assisted contracts. Refer to Vol. 1 Ch. 7 Sec. 2 for those contracts which are expected to exceed \$50,000. The provisions of Title IV, Civil Rights Act of 1964 must also be included in the contract format). Concurrent with commencing contract negotiations, the Project Manager notifies the firms not selected for negotiation, thanking them for their interest and indicating the name of the successful firms.

STATE OF ALASKA
DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES
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Effective Date October 1, 1978	
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Hwy SOP 0000-13	
APPROVED BY <i>[Signature]</i>	

SUBJECT
CONSULTANT SELECTION
DESIGN AND CONSTRUCTION PROJECTS

DIVISION Commissioner	SECTION Commissioner	CHAPTER TITLE Policy
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If a satisfactory contract cannot be negotiated with the first listed firm, the Project Manager prepares a report for the Division Director documenting why the negotiations failed and, after concurrence by the Director, enters negotiations with the next listed firm on the Authority to Enter Contract Negotiations form.

16. When negotiations have been completed, the Project Manager prepares three (3) copies of the contract, obtains the Consultant signature and then completes, for the Director's signature, a memo to the Commissioner recommending acceptance of the attached contract. The text of such transmittal shall include statements that the contract is concurred with by the Client Agency, is within the approved budget, and the amount of the fee (and what percent this fee represents of the estimated construction contract value, if appropriate).
17. The original and two copies of the executed consultant contract and the data necessary to support the consultant's fee shall be transmitted to the Commissioner. After execution by the Commissioner of the contract for federally assisted work, the Department shall transmit the original and two (2) copies of the contract to the appropriate federal agency for their final review and approval (except in case of all ADAP federally funded projects, Federal-aid projects under the Secondary Road Plan or approved Certification Acceptance procedures). Upon receipt of approval, the Project Manager shall notify the consultant to proceed with the work and provide a copy to the department's contract section and to Financial Management.
18. If a modification of the agreement is required, the Project Manager shall prepare the necessary documents and process in the same manner as the original agreement. In no case is the consultant to be authorized to proceed with the work until Commissioner and Federal agency approval is received.
19. In those instances where a division has need of professional services for small contracts (\$10,000.00 per project, or under), the selection may be made utilizing this same procedure but writing a general scope of work for the advertisement and having a contract cover the Fiscal Year for that type of service. Then the division may authorize work under that contract for specific projects during that Fiscal Year for which it is valid (use Department's standard contract form).