

ALASKA LEGISLATURE COMMITTEE FILES 2004 01/2

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3. Resolution for Local Entity
4. Funds authorization request
5. Engineering Consultant Agreement, if applicable

For unorganized borough projects to be constructed by LSR&T equipment no transportation of equipment shall be made to the project site until the following has been secured:

1. Right-of-way certification (Refer to this chapter)
2. Material source approved and free use of the material for construction
3. Wage agreement with the local governing body (Approved at the Region level)
4. Historical clearance (Refer to Chapter 5)
5. Structure permit, if applicable

Construction on any LSR&T project is prohibited until all above requirements are met.

See Chapter 11 for agreement forms.

#### Force Account

PS&E assembly of a force account (in-house) construction project submitted for approval must include the following:

1. Estimated Costs of Construction Engineering
2. Estimated Costs of Equipment and Labor
3. Estimated Costs of Materials
4. Estimated Costs of Closing out Project after Construction is Completed
5. Department of Fish and Game permit, if applicable
6. Coast Guard or Corps of Engineers permit, if applicable

#### Right-of-way Certification

When right-of-way has been cleared, the Regional Right-of-way Agent will certify in a memorandum that all necessary right-of-way has been acquired for each parcel and list the type of possession gained for each. In the event that the project will be constructed within a platted subdivision or townsite survey within the dedicated right-of-way, a letter of certification from the city will be adequate.

Roads to be maintained by the Department require a minimum of 100 feet right-of-way. The Department may waive this requirement when mitigating circumstances warrant.

Minimum right-of-way width required for subdivision streets must be sufficient to contain the slope limits as designed. Authority to proceed with construction will not be given until the Department is assured that this requirement is met.

### Preliminary Engineering

#### Survey

##### Local Government

- 1) Determine right-of-way width is sufficient to construct proposed facility
- 2) Line and grade
- 3) Typical Section

##### LSR&T Forces

- 1) Utilize survey practice as determined by the Region LSR&T Engineer.
- 2) The survey must be complete enough to estimate construction costs and provide enough information to construct the facility proposed.

#### Structures

##### Requirements:

1. Stream crossings exceeding 5 cfs refer to U.S. Coast Guard Permit Requirements
2. AASHTO Specifications
3. ADT to determine design loading
4. When utilizing an existing structure at a different location the following data must be reviewed:
  - a) ADT
  - b) intended use
  - c) modification required
5. All structures require the State LSR&T Engineer approval.

### Navigation Permits:

During the reconnaissance of a proposed LSR&T project, if spanning of a stream or work is required in a body of water, site information shall be submitted to the State LSR&T Engineer. To verify the need for a permit, the hydraulic unit of the bridge section will review the information and the State LSR&T Engineer will inform the Region LSR&T Engineer of the results.

The Corps of Engineers exercises permit authority for stream encroachments, tidal encroachments, and wet land encroachments under various sections of the River and Harbor Act of 1899, Section 404 of the Federal Water Pollution Control Act Amendments of 1972, and other federal codes. Coordination of permit requirements and processing of applications is handled by the hydraulics unit of the Bridge Design Section. Part of the permit requirements is a "Certification of Reasonable Assurance" from the Alaska Department of Environmental Conservation under Section 401 of the Federal Water Pollution Control Act Amendments of 1972. This process is also handled by the hydraulics unit. The processing of these permits usually requires approximately 120 days.

U.S.C.G. navigation permits are required under Section 9 of the River and Harbor Act of 1899 and other federal codes for all "navigable waters" crossings. The hydraulics unit of the Bridge Design Section coordinates with the Coast Guard to determine if a particular crossing is non-navigable, has "prior approval", or requires a navigation permit. On those crossings where marginal navigability may exist, the hydraulics unit submits a "Request for Declaration of Non-navigability" to the Coast Guard for review by their legal section. If the crossing is declared navigable, the hydraulics unit submits a Navigation Permit Application for processing. Part of the navigation permit requirements is a "Certification of Reasonable Assurance" from the Alaska Department of Environmental Conservation under Section 401 of the Federal Water Pollution Control Act Amendments of 1972. This process is also handled by the hydraulics unit. The processing of these permits usually requires approximately 180 days.

### Corps of Engineers U.S. Coast Guard Permit Applications:

In reference to the Corps of Engineers' permits under Section 404 of the amended Federal Water Pollution Control Act of 1972 the following information is to help anticipate the information and time needs in obtaining necessary COE and USCG permits:

Phase III of Section 404, effective July 1, 1977, requires application for permit if there is any placement of dredged or fill material in wetlands or bodies of waters to their headwaters where the flow is 5 cfs or less. The quantity of fill material that the Corps considers is that amount below the ordinary highwater elevation (OHW) or below MHHW for tidal influenced areas.

At the present time the Corps of Engineers is forming a general permit for fills less than 100 c.y. Investigation of the special conditions required for

a general permit has indicated that more paper work and possibly a longer delay in getting a general permit will be required than applying for a regular permit. Except in unusual cases, applications will be made for regular permits.

Section 10 of the Rivers and Harbors Act of 1899 requires permit application for the excavation from or depositing of material below OHW or MHHW (Pacific Coast) in the navigable waters of the U.S. The Coast Guard through its navigation permit process exercises authority under Section 10 for projects that have bridges, culverts, causeways and overhead pipelines. Projects that require a Corps of Engineers permit under Section 10 include but are not limited to wharfs, docks, dolphins, excavation, dredging, filling disposal of dredged material, riprap, retaining walls, breakwaters, wires and cables over navigable waters.

Jurisdictions of these two agencies obviously overlap in some cases. In most cases only one agency will exercise its authority and it is sometimes difficult to determine which agency will be the one to do so. In those cases where jurisdictional authority is in question it is necessary to ask the Coast Guard for a declaration of non-navigability. The U.S. Coast Guard is getting more stringent on the determination of navigable waters. The data required on their standard form for navigability is quite extensive. Determination of navigability has taken up to four months. The time required for processing and issuing a navigation permit is about six months after the application is received by the Coast Guard.

The processing of Corps permits takes approximately 90 to 120 days after they are received by the Corps. The time will be longer if problems occur due to objections by reviewing agencies.

In order to advertise projects as scheduled it is necessary that the following material be received by this office four months in advance for Corps of Army Engineers permits and seven months in advance for Coast Guard permits.

#### Corps of Engineers Permits

1. Location of project on USGS quad sheets.
2. Location of stream crossings where the flow is over 5 cfs. This could be done by station numbers for small streams.
3. Amount of fill in cubic yards below OHW (MHHW for tidal influence) in the natural channel.
4. Amount of excavation in cubic yards below OHW (MHHW for tidal influence) in the natural channel.
5. Location of disposal site for and method of transporting the excavated material.
6. OHW (MHHW) elevation near culvert and elevation of stream bed at that location.

## 7. Drainage areas.

Determination of OHW (MHHW) elevation can be as follows:

1. On streams that have USGS gaging records the enclosed definitions of terms by the GOE is helpful. Also is a list and map of USGS gages. Records on any specific stream are available upon request.
2. Preliminary studies indicate that the flow for OHW = 10% of a 50 year flood as a State wide constant with the exception of the Interior Region where studies indicate an 8% conversion factor. It should be noted that these conversion factors should be used with caution. As more data is collected, adjustments will be made for the conversion factors.

### U.S. Coast Guard Permits

1. Location of project on USGS quad sheets
2. Location of stream crossings where the flow is over 5 cfs. This could be done by station numbers for small streams.
3. Drainage areas
4. Length of stream and fall per mile
5. History of navigation
6. Pictures of stream crossings if available

### Bridge Design:

The assistance available from Bridge Design on LSR&T projects can be greatly improved by more complete and timely communications. This will also avoid inadequate designs which might prove hazardous while keeping within budgeted funds.

When a project involves a bridge a completed DH45 form (applicable portions) should be provided along with the following:

- Construction schedule
- Amount budgeted for structure
- Number and type of vehicles in community
- Anticipated live load during life of structure
- Recommended structure type
- Materials available (if any)
- Equipment available
- Transportation limitations
- Experience of labor for erection (when to be done by local labor)
- Site survey, marked aerial photo or sketch drawn

In case a design is done or partly done by a region, other agencies or individuals, this section will review the work in keeping with the considerations listed above.

EXAMPLE

BRIDGE SITE SURVEY

Form DH 45

STATE OF ALASKA  
DEPARTMENT OF HIGHWAYS

Project No. S-0481(9) BRIDGE SITE SURVEY Bridge No. 1162  
(To Accompany Contour Map)

Name of Stream: Sheep Creek Date of Survey: June 17, 1963

Location: 5 mi. E. of Mantilla Rt. No. FAS-481 Sta. No. 1027+30

Bench Mark TBM#5 Sta 1027+00 Do fish use stream for spawning? Yes

Drainage Area: 96 sq. mi. How Determined: U.S.G.S. Topo. Map

General Description of Drainage Area: 40% Rocky mountainous, 60% rolling brush  
covered country

Any Storage Basins Upstream? Yes, Cascade Lake - 5 sq. mi. - 2 mi. upstream

Elev. of High Water 340.0 High Ice 333.5 Date of High Ice 3/2/61

Location of High Water Mark 20 ft. Left Sta. 1027+30.

What caused H.W. Heavy rain in spring with snow melt during warm weather (70°).

To what elevation can water be backed up without local flood damage? 350.0

Slope or gradient of stream: 500 ft. upstream 1.7% 500 ft. downstream 1.6%

In dry stream bed, give water table elev. Stream never dry.

Describe ice and drift conditions Sheet ice - rotu in place. Brush and small trees  
(15' max. length) during flooding.

Scour conditions: None existing. Stream may scour at piers.

In general, is stream cutting or filling? Stable

Should structure be skewed? No

Should channel change be made? Not necessary.

Any special treatment for approach fills? Riprap abutment slopes.

Sidewalks and Utilities No sidewalk or utilities in area.

SUBMITTED BY William Jones HEATH

APPROVED BY \_\_\_\_\_  
(District Engineer)

Date \_\_\_\_\_

## Materials

1. Royalties are to be paid by the recipient with no reimbursement from the State except under extreme conditions such as, the competitive bidding procedure.
2. Inspection:
  - Local Government - responsible for inspection and acceptance of materials.
  - DOT/PF Contract - Construction Manual, Section 1.03.09
3. Determine that adequate materials exist to construct the project.

## Traffic Safety Responsibilities

### I Construction

#### Road Construction Traffic and Pedestrian Safety Requirements (Type of Protection must fit nature of work)

##### Short term day light construction operations

- a) Minor traffic and pedestrian interruptions -Notes: 1,6
  - b) Major interruptions (moderate to high volumes) -Notes: 1,2,6
  - c) Lane closures, Flagman operation -Notes: 1,2,5,6
  - d) Street closed during construction period -Notes: 1,2,4
2. Long term day light with overnight protection
    - a) Minor traffic and pedestrian interruptions -Notes: 1,3,6
    - b) Major interruptions (Moderate to high volumes) -Notes: 1,3,5,6
    - c) Lane closures, Flagman operation -Notes: 1,3,5,6
    - d) Road or Street closed overnight -Notes: 1,3,4
  3. Night Construction operation
    - a) Minor traffic and pedestrian interruptions -Notes: 1,3,5,6
    - b) Major interruptions (Moderate to high volumes) -Notes: 1,3,5,6
    - c) Lane closures, Flagman operation -Notes: 1,3,4,5,6

- d) Road or Street closed during night construction

-Notes: 1,3,4,5,6

Note:

Notification of road disruption (closed or restricted) should be given to news media and local Police, Fire and Emergency Agencies.

Worksite Protection Notes

1. One advance warning sign approximately \*700 feet before each direction of approach to construction area, such as ROAD CONSTRUCTION AHEAD, ROAD WORK AHEAD, etc. One additional specific warning sign approximately \*300 feet before jobsite, such as, ONE LANE ROAD AHEAD, SHOULDER WORK AHEAD, MEN WORKING, SURVEY CREW, etc.
  2. Traffic cones and temporary barricades placed to direct traffic through the work area and to protect worksite.
  3. More permanent barricades and barriers with steady burning or flashing battery or electric lights installed for visibility and delineation.
  4. ROAD CLOSED signs and barricades sufficiently placed to safely close traveled way. A DETOUR plan shall be submitted to the Engineer for approval prior to commencement of closing roadway. DETOUR signs directing motorists to alternate routes around closed roadway.
  5. Flagman required for directing traffic with FLAGMAN AHEAD signs installed 300 to 500 feet in advance of station.
  6. Flagman required to protect worksite area with FLAGMAN AHEAD signs installed 300 to 500 feet in advance of worksite.
- \* Verify distance using approach speed data and A.T.M.

II Traffic Design

Permanent Traffic Control Devices Requirements

1. Warning Signs

- a) Curve warnings with speed plates -Notes: 1,2
- b) School and Pedestrian warnings -Notes: 1
- c) Hazards, such as loose gravel, slides, etc. -Notes: 1,5
- d) Intersections, street ends, stop ahead, etc. -Notes: 1,3,5,6

## 2. Regulatory Signs

- a) Stop, Yield -Notes: 1,4,6
- b) Speed limit -Notes: 1,3,6
- c) One Way, Do Not Enter -Notes: 1,6
- d) Load restrictions and closures -Notes: 1,2,5

## 3. Guide Signs

- a) Street name signs -Notes: 1,2,6
- b) Directional and mileage signs -Notes: 1,2
- c) Service signs (Hospital, police, etc.) -Notes: 1,2,6,7

## 4. Delineation and Object Markers

- a) Roadside delineation - hazard areas -Notes: 1,2,8
- b) Bridge end and Object markers -Notes: 1,2,9

### Permanent Control Device Notes

1. Determine location, and type of sign needed during P.S. & E. preparation.
2. Additional field conditions may warrant further protection devices.
3. Has a speed study been completed or is one warranted?
4. Have STOP or YIELD warrants been met?
5. Have construction or permanent conditions warranted restrictive signs?
6. Are existing nonstandard signs being replaced?
7. What services signs needed and if so what type?
8. Areas where road sides and objects need delineation.
9. Bridge ends, guardrail ends and objects requiring type III object markers.

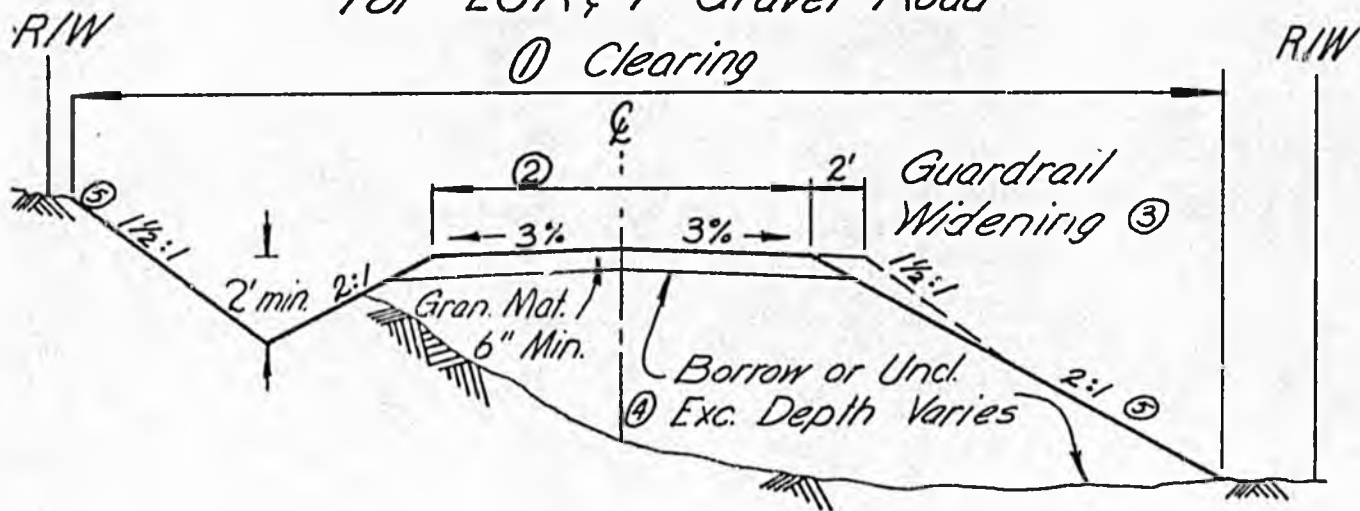
### Typical Sections

The Typical Section will be determined by the intended use and should be adequate to provide the desired service.

# TYPICAL SECTION

## For LSR & T Gravel Road

### ① Clearing



- ① Minimum Clearing & Slopes kept within existing Right-of-Way.
- ② 14' Min. Single Lane      with turnouts @ Inter-visible locations.  
20' Min. Two Lane
- ③ Minimum requirements for guardrail:
  - a) Outside of horizontal curves less than 600' radius
  - b) Ponding of water at toe of fill exceeds 3 feet in depth.
  - c) Approaches to structures.
- ④ Overlay embankment durable enough to withstand intended loads.
- ⑤ Slopes will vary depending on material (2:1 F.S. to 5' Min.)

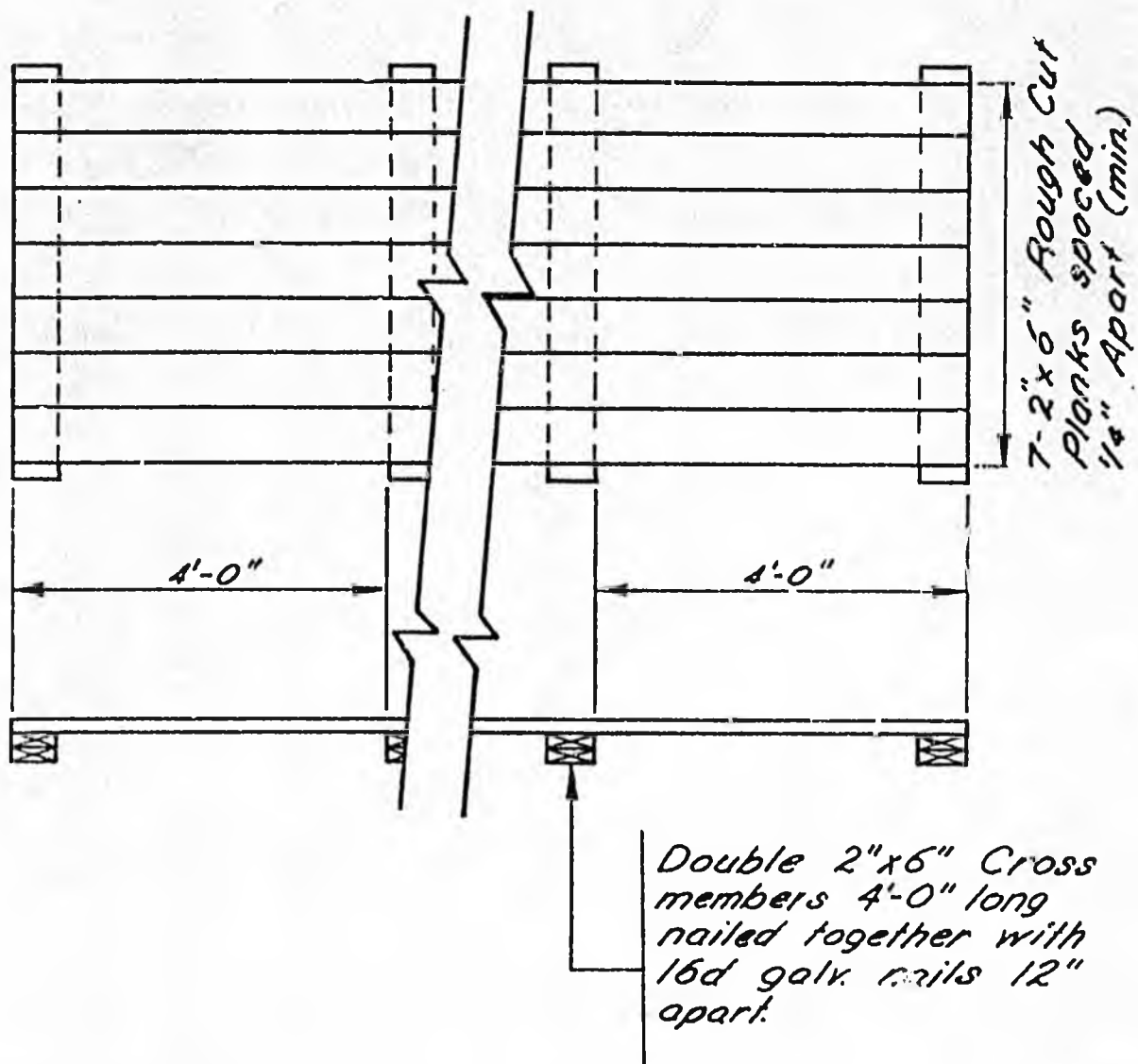
Alignment is not normally a problem since LSR & T goal is to get people out of the mud and connect two points with a vehicle trail. The project should be routed to eliminate safety hazards.

All Local Government projects will be scrutinized as to good engineering practices and AASHTO design of Structures.

Widen 2 feet inside of curve when radius is less than 600 feet.

4/15/77

# TYPICAL BOARDWALK LAYOUT

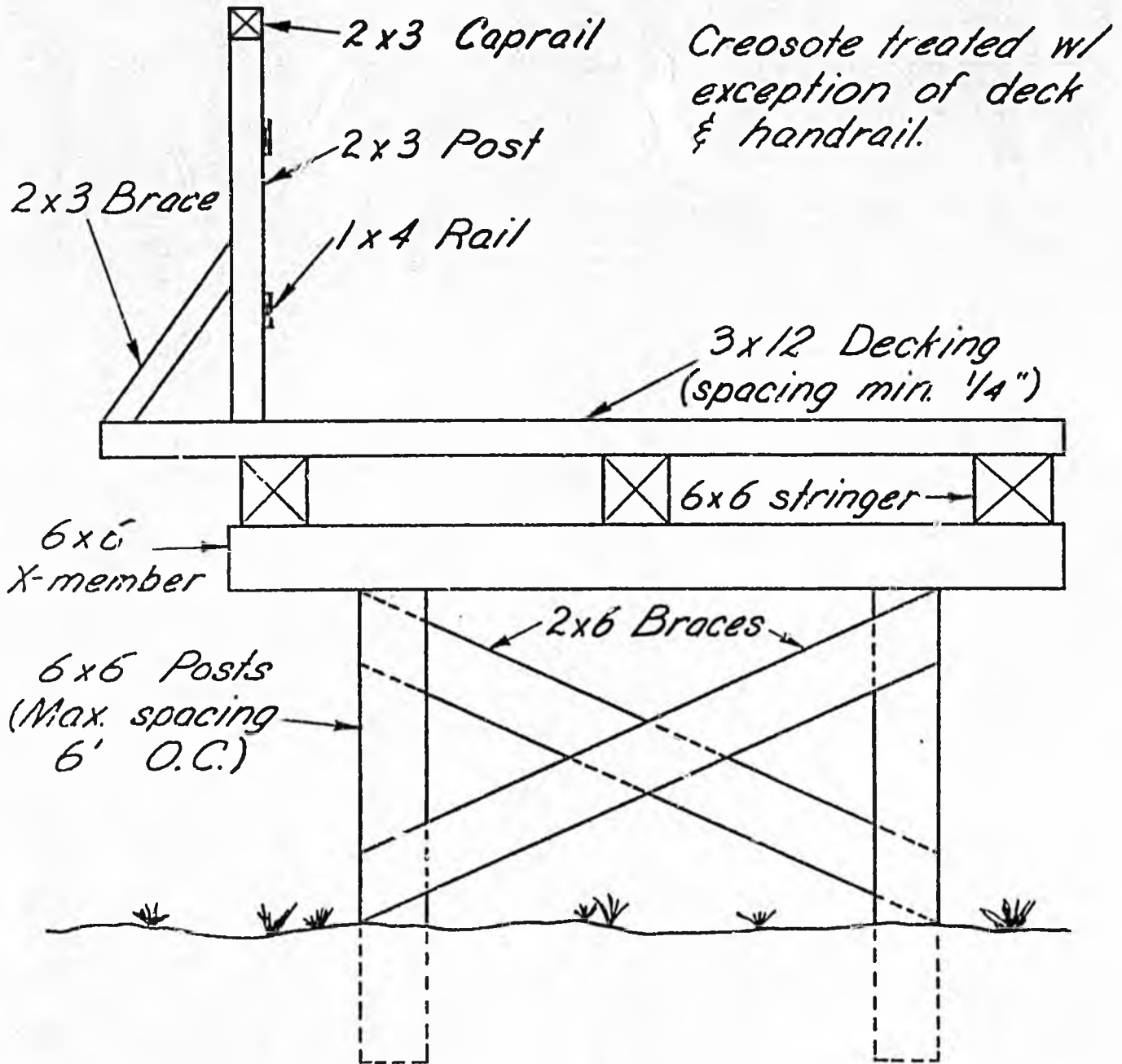


## NOTES:

1. Stagger butt end joints at cross members.
2. Minimum plank length should be 8'.
3. Use 3-16d galvanized nails for each plank at each cross member.

# TYPICAL BOARDWALK TRESTLE

## Typical Section



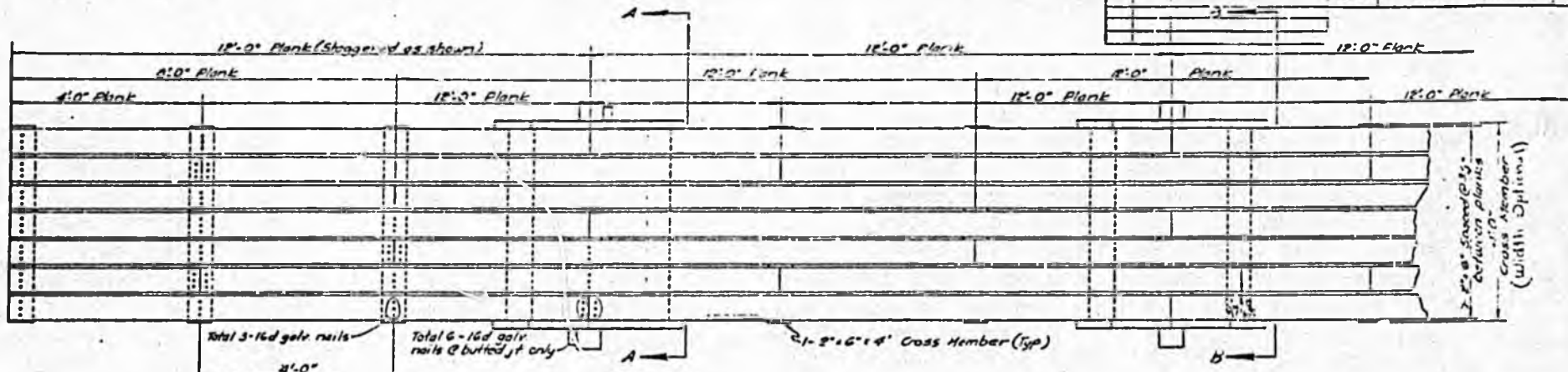
Creosote treated w/  
exception of deck  
& handrail.

Length- \_\_\_ ft.  
Width- \_\_\_ ft.

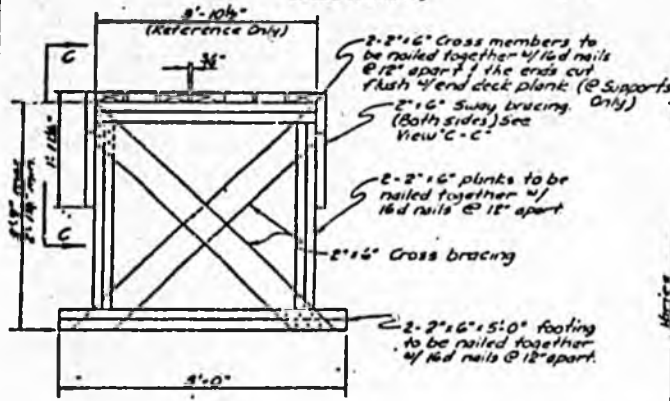
No Scale



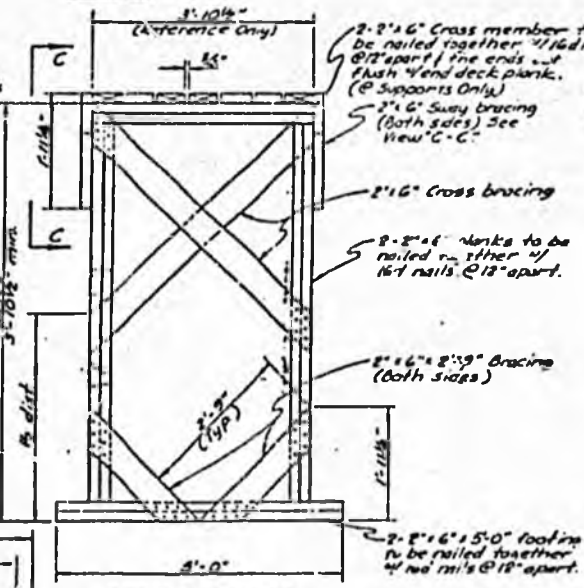
REVISIONS	DATE	BY	APP'D



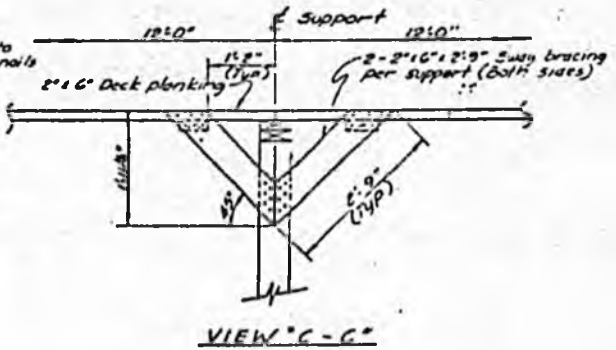
PLAN - FOOT BRIDGE



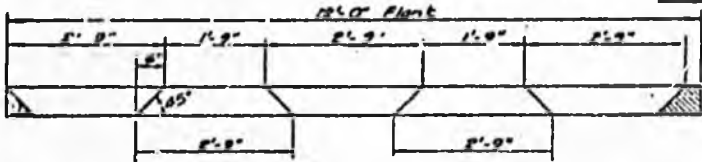
SECTION 'A-A'



SECTION 'A-A'



VIEW 'C-C'



TYP BRACE CUTTING PLAN

STATE OF ALASKA  
DEPARTMENT OF HIGHWAYS  
VILLAGE FOOT BRIDGE  
LAYOUT  
6-10116

### Utility Relocation

Utility move costs are fundable under the LSR&T Program and must be considered when necessary to construct a proposed project.

### Alaska Historic Preservation Act

In compliance with Section 41.35.070 of the Alaska State Statutes, a list of all LSR&T projects scheduled for construction and not previously submitted shall be sent each year by the region directly to:

Director and State Historic Officer  
Division of Parks  
619 Warehouse Drive, Suite 210  
Anchorage, Alaska 99501

The list of projects must include the project name, type of construction and a location sketch with scale shown. This information should be submitted as soon as construction activities are planned in order that adequate time for review is allowed prior to construction.

A copy of this report must be submitted to the State LSR&T Engineer.

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## CONSTRUCTION

### Management

This will be determined by how the project is to be constructed. Contract or force account projects will require a fulltime project engineer/inspector. If constructed by in-house forces, a local individual may be appointed project foreman and will be under the control of the Regional LSR&T Engineer or roving foreman.

### Construction Procedures (Project Engineers)

Projects are administered by two distinctly different contractual methods; by construction contract and by village forces and Department equipment. LSR&T projects, both methods are 100% State funded. It is noteworthy that no Federal Highway Funds are involved on these projects. Federal grants, special allocations and local participation funds are sometimes used in conjunction with LSR&T funds. If other funds are included in your project, a separate set of instructions will accompany your project assembly.

#### METHOD A (by contract):

When LSR&T projects are under contract, a Project Engineer is assigned and the LSR&T Engineer serves as Assistant Construction Engineer. Some of the instructions given to the Project Engineer include:

1. Type of funding and funds available for project including engineering.
2. Coding on stock requests and time sheets.
3. Materials summary requirements.
4. Approvals for change orders, etc.
5. Records required - use Construction Manual.

Administration of the contract will be in accordance with the Construction Manual.

#### METHOD B (with local labor and State equipment):

Prior to your assignment to the job site, certain agreements shall have been entered between the Department and the local governing body. These are a "Project Agreement" and a "Reimbursement Agreement" for labor. The "Reimbursement Agreement" will state that the local governing body will hire laborers at a stipulated rate to work under the direct supervision of the Project Engineer. Your ring-bound book will contain:

#### EXAMPLE:

1. DAILY EXPENDITURE ACCOUNT: This form will record the daily and cumulative costs of the project. We will be given a

figure to enter on the first day's sheet for the "Total Cost Brought Forward" line near the bottom of this form. Make the subsequent daily entries and submit a copy weekly to the Region LSR&T office.

2. WEEKLY LABOR EXPENDITURE ACCOUNT: This form serves a dual purpose. Make the entries daily and total them weekly. The daily totals are entered on the "Daily Report of Contract Costs" and the completed form is the backup for payment to the local governing body for labor.
3. PAYMENT FORM: This is the form that is used to make periodic payments to the local governing body for labor. Complete it and transmit it to the Region LSR&T Engineer with the "Daily Labor Expenditure Account" for backup.
4. EEO REPORT: This form is to be submitted at the end of each quarter.

A complete Project Diary must also be kept in a suitable bound book.

We anticipate that the ring-bound books will serve a dual purpose. First, it is your initial supply of forms; and second, your carbon copy of the completed day-to-day or week-to-week forms, retained in the book, becomes your initial file of project records.

Instruction to Local Foreman:

1. Limits of Authority.
2. Inform him of what is to be constructed and ask for suggestions on how this can be accomplished, since he may be more familiar with the area and local individuals hired to do the actual work.
3. Discuss with him the priorities and sequence of construction.
4. Emphasize safety and the necessity to hold regular safety meetings.
5. Emphasize preventive maintenance for equipment.
6. Establish a routine for servicing equipment at regular intervals.
7. Inform of the requirement of keeping daily load count of material hauled.
8. Emphasize submitting time sheets in timely manner.

As an aid in filling out the remarks column on the daily expenditure account sheet, you will find below a list of the minimal information required:

Contractors Work Schedule

1. Shifts/day
2. Hours/shift
3. Days/week

Culverts

1. Placement (Location)
2. Length

Travel

1. Departure
2. Destination

Construction Status

1. % completed this day
2. % completed to date

Borrow

1. Placement (Location Station to Station)
2. Quantity (Yd3).

Equipment Being Used

1. Type (identify)
2. Approximate number of hours each piece of equipment is being used.

Project Budget

Each project is budgeted (estimated) to include design, construction and administration.

It is the Region LSR&T Engineer's responsibility to submit a cost estimate that is reasonable.

No construction equipment is to be moved to a project site until the R/W certification and royalties for material is secured.

No construction equipment is to be moved from a project site that is not complete without the prior approval of the State LSR&T Engineer.

No project is to be terminated, typical section reduced or length of project shortened without the prior approval of the State LSR&T Engineer.

Reimbursement to a local government exceeding the authorized amount requires prior approval of the local government authority (usually the assembly).

Overruns for State administered projects over 10% require prior approval of the State LSR&T Engineer.

Equipment Costs

Cost of operation exceeds the value to the fleet:

1. Evaluate
  - a) down time
  - b) parts and labor
  - c) availability of parts

2. Reasons

- a) too old
- b) lemon

3. Determine action

- a) keep the equipment on line
- b) replace

Transportation

Evaluate moving costs of construction equipment.

- 1. Air
- 2. Barge
- 3. Truck

Safety

Pursuant to Part 1926 of the U. S. Department of Labor OSHA Act, the following basic safety specification shall apply to all LSR&T projects and to the personnel working on them:

Proper safety equipment shall be provided by the employer for the work conditions. It shall be the employee's responsibility to properly use all equipment or devices when appropriate and conditions warrant.

The Regional LSR&T Engineer or his designee, shall sideline or discard defective machinery and equipment. This equipment will not be used on the project until it has been restored to a safe condition.

All equipment to be used on any LSR&T project shall first be inspected and approved by the Region LSR&T Engineer, or his authorized representative.

In matters concerning the safety of a work site or conditions, the project site supervisor shall obtain the Regional LSR&T Engineer's permission before proceeding with the work.

A basic safety/first-aid plan shall be drawn up and presented at a meeting prior to construction and a plan for the implementation shall be formulated at this time.

Before the start of any work, project personnel shall attend a safety orientation meeting. It is mandatory that safety meetings be held at least once per month. All new or late hires shall be oriented to all existing safety programs and policies and procedures that apply to the project.

Should there be any questions concerning safety by the project representative, contractor or employees, they may contact the Region Safety Officer through the Regional LSR&T Engineer.

All State contracts shall adhere to the safety rules and procedures outlined in Section 1.07 of the Construction Manual.

All personal injuries on the job shall be reported on form ADL 210 Workman's Compensation form, within twenty four hours.

### Supply

Purchases.

Purchases of equipment chargeable to an equipment project number in excess of \$500 shall have prior approval from the State LSR&T Engineer. This can be accomplished by phone.

Bills:

Freight bills are to be paid up on receipt of billing. All other bills are to be paid upon receipt of the merchandise.

Bid Waivers:

Planning ahead should eliminate all bid waivers.

### Bookkeeping

LSR&T Project Construction by LSR&T Forces:

1. A system must be maintained to insure an audit trail.
2. To eliminate time-consuming review costs, the following procedure is necessary:
  - a) Attach invoices to disbursements
  - b) Show documentation for all materials
  - c) Checks paid out with wage agreements attached
  - d) Signed employment cards for each employee listed (unless they are State employees)
  - e) On LSR&T administered projects, Chapter VIII of the Construction Manual may be used for routine record keeping practices.

DOT/PF Contract LSR&T Projects:

When projects are being constructed by State contract, including force account, the Construction Manual will be followed for record keeping.

When projects are constructed with in-house forces a bookkeeping system must be set up and kept current of all costs charged to the project to provide an accumulative total of all expenditures.

## Inspection

### Local Government Projects:

Periodic inspections are required (minimum);

- 1) reconnaissance
- 2) during construction
- 3) when construction is completed.

### LSR&T Administered Projects:

Same as for Local Government.

## Completion Report

All LSR&T completion reports shall include the following:

- 1) Location Map with Scale
- 2) Type of Facility
- 3) Length and Width of Facility
- 4) Final Inspection Report
- 5) Report of Deficiencies Rectified
- 6) Acceptance by Maintenance and Operations when applicable
- 7) Project History
- 8) Certification by Local Government (See Example, Chapter 11, Management Form No. 5).

## Regional Construction Review

### Purpose:

To establish procedures for review of LSR&T records to assure that such records adequately document costs incurred; that all measurements and computations are in accordance with the project specifications, and that all amounts due on estimates are properly separated into fund categories according to the project estimate, or that reimbursement to a governing body is in accordance with the project agreement and that records are adequately documented.

### Procedures:

1. Until otherwise notified by the State LSR&T Engineer, review shall begin at the time the project is completed. The Regional Engineer may require an interim review when he believes such action is warranted. The number of LSR&T projects to be reviewed will be determined by the Regional Engineer. The status report will reflect projects available for review.

2. The Review Engineer, appointed by and under the direct supervision of the Regional Engineer should check the basic documentation of the project as necessary to assure himself that quantities were determined as prescribed by the plans and specifications or that reimbursement to the governing body (municipality, borough, village, etc.) has been made in accordance with the project agreement.

A. Department of Transportation and Public Facilities/Contract project:

Upon project completion, the final estimate and project records shall be reviewed. This review must be accomplished within 30 days after final estimate. The review should determine the following:

- a) Documentation and records support the quantities being paid.
- b) Measurement was made in accordance with plans and specifications, appropriate change documents, and properly documented force account records.
- c) Quantity computations were properly performed and independently checked.
- d) All work orders, change orders and extra work orders are accounted for.
- e) Plans and field records indicate work was performed within the project limits.
- f) Final acceptance has been made.
- g) Liquidated damages have been assessed when due.
- h) Project charges on the final estimate have been separated as per project agreement estimate, and properly distributed.
- i) LSR&T funds have not participated in right-of-way work.
- j) Costs are correctly classified and all participating costs are properly supported in accordance with the project agreement.

B. LSR&T projects performed by a governing body, either by force account, contract, or utilization of local labor. This review must be accomplished within 30 days after the records are submitted to the Review Engineer. Review charges to this type of project cannot exceed one man workday unless prior approval is received from the Region Engineer.

The review should include the following:

- a) Audit trail readily documents and supports quantities being paid and supports labor, equipment and material/ freight costs. The Wage Deductions Agreement, LSR&T Form No. 80 to be utilized when necessary.
  - b) Governing body receives authority to advertise and authority to award a contract, for work to be performed by contract construction.
  - c) LSR&T funds have not participated in costs incurred prior to execution of the project agreement or in costs attributed to right-of-way.
  - d) Change orders, etc. have had LSR&T Engineer's concurrence in accordance with the project agreement.
  - e) Increase in costs over the amount originally authorized are documented and properly authorized.
  - f) Final acceptance has been made.
- C. If the project records fail the above review(s) they should be returned to the Regional Construction Engineer or LSR&T Engineer for corrective action. The Region Construction Section or LSR&T Engineer should document the disposition of all discrepancies. Within thirty days a report of such disposition will be forwarded to the Review Engineer, who will then prepare a final review report for submission to the Regional Engineer, with copies to the State LSR&T Engineer and Construction Engineer, outlining the review procedure, findings, and subsequent disposition of any discrepancies.
- D. Final review reports will be retained by the region for a minimum of three years.

#### Status Report

The Status Report of projects is to be submitted annually by November 1. This report shall reflect the project status through September 30 on only those projects that were active on January 1, of that year. The State LSR&T Engineer may request interim reports.

#### Finance

##### Disbursements:

All requests for disbursement shall include the proper coding and region approval. Payment requests for payroll will receive special handling by the Headquarters' Finance Section.

Bank Accounts:

Joint Account for LSR&T Projects

In the event a village or small community has no money on which it can draw for procurement of material or payment of wages, it may be advantageous to advance the community the funds to initiate a project.

This can be done by including in the agreement a clause pertaining to establishing a joint account for purchase of material and payroll purposes, and a clause to the effect that the account may be closed by the Departmental signatory at any time.

After the agreement is approved, or at the time the agreement is submitted for approval, an advance may be requested and the account opened. Two reliable village employees, preferably the bookkeeper and foreman should be village signers, one of whom must sign with a Departmental signer in order for the check to be valid. If you have a State inspector or Project Engineer on site, they can co-sign and verify the checks against the daily and weekly reports prior to issuing the checks on the site.

If a Departmental co-signer is not on the site, the checks can be mailed in with the reports, material billings, etc., for verification and signing of the checks. Income tax and other deductions may be made prior to issuing the checks, or the employees can sign the wage deduction LSR&T Form No. 80.

Upon receipt of cancelled checks and bank statements (mailed to the Region LSR&T Engineer) the appropriate checks, or copies, should be attached to the weekly reports and material billings or invoices for ease of review.

Coding Structure

OLD CODE/NEW CODE CONVERSION

<u>Old Code</u>	<u>New Code</u>
14-81-7-101	25-81-2-101
-201	-201
-301	-301
-401	-401
-501	-501
-670	-001
-991	-002

NEW COLLOCATION CODES - LOCAL SERVICE ROADS  
EFFECTIVE JULY 1, 1977

25-	Department of Transportation
25-81	Highways
25-81-2	Cap. Imp./General Fund
	Local Service Roads
25-81-2-001	Administrator
-002	Cost Bond Sales
-101	Central Region
-201	Interior Region
-301	Southeastern Region
-401	Western Region
-501	Southcentral Region

CHAPTER 7	7-0
EQUIPMENT	7-1
Purchase	7-1
Rental	7-1
Operation	7-1
Repair and Maintenance	7-1
Disposal	7-1
Inventory	7-2

## EQUIPMENT

### LSR&T Construction Equipment Purchase

To insure the LSR&T construction fleet remains operational, new or used equipment may be purchased to replace existing equipment.

The request for funds to purchase equipment must be accompanied with adequate proof as to necessity, intended use and cost savings. Each request will be adjudicated on its own merit.

Equipment purchases to expand the existing LSR&T construction fleet will not be approved except where a cost savings to purchase rather than rent is justified.

### Equipment Rental

#### A. Private Source

Before approving an equipment rental contract, the equipment to be used should be examined by the Region LSR&T Engineer or his representative (knowledgeable of machinery) as to its operational capabilities. The equipment must meet state safety standards.

For equipment rental agreements see Chapter 11, LSR&T Form 70.

#### B. WCF Region and Headquarters Levels

WCF equipment should only be used if absolutely necessary.

A check of the rental rates before using is necessary and establishing if rental will be wet or dry. When using WCF equipment (wet rental) it is necessary to make sure that all fuel and repair costs are charged to the vehicle and not the project. Establishing a system for recording daily usage is necessary.

### Operation

Proper training of operators before they mount the piece of equipment is essential. Safety of the operator and by-standers must be considered the main factor during this orientation.

### Repair and Maintenance

Prior to beginning work on a project instructions should be provided on preventative maintenance procedures and establishing a system for recording the daily equipment usage and a time frame for servicing equipment.

### Disposal of LSR&T Equipment

Refer to Chapter 6, Construction, Equipment Costs.

Inventory In-house operation

A record should be kept of all equipment assigned to LSR&T and should include the type, model, location, condition and accumulated maintenance costs.

CHAPTER 8		
PERSONNEL		8-0
State Employees		
LSR&T Assignments		8-1
Temporary Reassignment		8-2
Outside Employment		8-2
Village Employees		
Local Hire		8-2
Local Control		8-2
State Control		8-2
Local Government Employees		8-2
Training of Community Residents		
State Employees Local 71		8-2
Community Employees		8-3

## PERSONNEL

### State Employees

#### LSR&T Assignments:

#### Program Administrator

Charles D. Karella - State LSR&T Engineer  
P.O. Box 1467  
Juneau, Alaska 99802 Phone: 364-2121

#### Central Region I

Robert L. Haneline - Regional LSR&T Engineer  
Pouch 6900  
Anchorage, Alaska 99502 Phone: 266-1542

Ruth Iverson - Secretary  
John McClellan - Project Engineer  
Charles Moyer - Project Engineer  
Paul White - Project Engineer

#### Interior Region II

Donovan S. Ronken - Region LSR&T Engineer  
2301 Pegc' Road  
Fairbanks, Alaska 99701 Phone: 452-1911

Benedict Jones - Roving Foreman

#### Southeastern Region III

Olaf L. Bartness - Region LSR&T Engineer  
P.O. Box 3-1000  
Juneau, Alaska 99802 Phone: 789-0841

#### Western Region IV

Johnathan A. Widdis - Region LSR&T Engineer  
P.O. Box 1048  
Nome, Alaska 99762 Phone: 443-5266

Jeffrey S. Chandler - Project Engineer

#### Southcentral Region V

Bernard Murphy - Region LSR&T Engineer  
P.O. Box 507  
Valdez, Alaska 99686 Phone: 835-4322

Due to the multiple duties performed by the Southcentral Region LSR&T Engineer, his position is retained in the Region's engineering budget for Design and Construction.

### Temporary Reassignment:

To insure that LSR&T retains program oriented personnel for the construction season all personnel assigned to LSR&T must be given temporary reassignment to other sections of DOT/PF when the workload dictates. Concurrence of the accepting sections must be obtained. Any deviation from this procedure must have the approval of the State LSR&T Engineer.

If the RSA method of finance is utilized, a memorandum must be sent to the affected employee with a copy to the LSR&T Engineer. If a PA is used, a memorandum is not necessary.

### Outside Employment:

Any Department of Transportation and Public Facilities' employee who is in violation of S.O.P. 0900-11 policy on outside employment, will be subject to immediate dismissal for cause. Supervisors who condone these violations will be subject to the same action.

### Village Employees

- Local Hire - Local residents receive priority hire.
- Local Control - As stipulated in project agreement.
- State Control - When the Department administers the project, the control of the project is by the Department utilizing an initial hire list from the village.

### Local Government Employees

The local government has control of the local government employees.

### Training of Local Community Residents

#### State Employee Local 71 Status.

In hiring of Local 71's in the LSR&T program, the following pay schedules will be in effect in our training programs and hiring policies.

Our laborers will be hired at a WG 58, the normal pay schedule. Much of our work for them is in land clearing (ax work), and they need no training there, other training necessary is minimal. All operators, that is, truck drivers, load operators, and dozer operators, will start at the WG 57, Step A. At the end of two (2) pay periods they will progress to WG 56, at the end of four (4) additional pay periods, they will go to WG 55, at the end of four (4) more pay periods, they will go to WG 54. At that point, the truck drivers will receive no more increases. They will be considered trained. Four pay periods after the loader or dozer operators receive their WC 54 pay, those operators will move to a WG 53.

In the event this schedule goes into two (2) seasons, all the time in the previous season will count toward grade increase upon returning to work the succeeding season.

The employees will be in temporary status as they complete the progression through the training period. At the time they finish their training, and achieve full pay, they will enter normal employee status, i.e. either permanent status or no more than eight (8) continuous pay periods of temporary status.

An agreement to the effect must be obtained between the employee and the supervisor at the time of hire.

#### Community Employee

Construction projects in communities utilizing locally hired crews are sometimes plagued with high rates of absenteeism. In an effort to induce crew members to show up regularly the following training scale is established, subject to certain stipulations noted below, for drivers and operators hired without previous experience:

Step 1	First two weeks	*\$ 6.00/hr
Step 2	Second two weeks	*\$ 8.00/hr
Step 3	Third two weeks	*\$10.00/hr
Step 4	After six weeks	*\$11.00/hr

\* or prevailing wage

The principal stipulation is this: An employee must be at work punctually and every day of a continuous two week period to be eligible for a raise to the next step in the scale. In the event that he is not regularly punctual or misses a portion of a day in any week, he forfeits the opportunity to apply that week towards fulfillment of the two-week requirement.

Operators and drivers hired with previous experience may be started at a higher step depending on qualifications. Operators and drivers who are current union A card holders are paid prevailing union, provided they are never absent without cause. Mechanics, clerks and secretaries wages are commensurate with experience or union background.

The crew should be advised that absenteeism could be cause for applying the scale in reverse after an employee has reached steps 3 and 4.

CHAPTER 9

PROJECT MAINTENANCE

Road Powers

Maintenance Responsibility

Revenue Sharing

Routine Maintenance

9-0

9-1

9-1

9-2

9-2

## PROJECT MAINTENANCE

### Road Powers

Local Government as defined in the LSR&T Act:

#### Article 3. Local Service Roads and Trails

Sec. 19.30.151. Local government participation. (A) Upon application by a local government, local service roads and trails constructed under the provisions of Sections 111-241 of this chapter and located within the jurisdictional boundaries of a local government, as defined in Section 241(3) of this chapter, may be transferred to that local government upon approval by the Department of Transportation and Public Facilities and after a vote of the people in the area. A local government which has assumed road powers before May 20, 1971 may not be required to hold an election as provided by this section.

(b) The commissioner is authorized to transfer funds to any local government which he determines to be qualified to construct local service roads or trails.

(c) Nothing in Sections 111-241 of this chapter prohibits a local government from participating financially in the construction of a local service road or trail.

Sec. 19.30.211. Maintenance. The department shall maintain, or cause to be maintained, any project constructed under the provisions of Sections 111-241 of this chapter, except that upon mutual agreement of the commissioner and the local government the responsibility for maintenance may be transferred to the local government if it is authorized to assume road maintenance powers.

Sec. 19.30.241. Definitions. In Sections 111-241 of this chapter (2) "home rule city" means a city defined in AS 29.08.010;

(3) "local government" means an organized borough of any class or a home rule city; (also home rule municipality).

Sec. 19.30.251. Local government powers. Road construction and maintenance authority is granted to local government, as defined in Section 241(3) of this chapter, which do not otherwise have that authority; however, the authority granted is limited to participation in the construction and maintenance of local service roads under Sections 111-241 of this chapter. (Section 2 ch 84 SLA 1971)

### Maintenance Responsibility

Maintenance responsibility of projects constructed with LSR&T funds may be accepted by all local entities. Revenue sharing is available to all cities and boroughs incorporated under the laws of Alaska. Local governing bodies not incorporated may enter into road maintenance agreements with the Department of Transportation and Public Facilities. It is mandatory for home rule cities and home rule municipalities to maintain LSR&T funded projects.

### Revenue Sharing

The Regional LSR&T Engineer should make every effort to explain the advantage of revenue sharing to all incorporated cities and organized boroughs.

For a local government to seek revenue sharing, the appropriate official must submit a release of maintenance responsibility to the Regional Highway Engineer for all roads constructed with LSR&T funds.

This document is to be sent to the State LSR&T Engineer who in turn will submit it with all supporting information to the Deputy Commissioner for Maintenance and Operations. When the request is approved, the mileage requested by the local government will be submitted by Maintenance and Operations to the Director of Transportation Planning to be deleted from the State Maintenance System.

The State LSR&T Engineer will be informed when the transaction is complete.

### Routine Maintenance

Local service roads constructed by LSR&T funds and maintained by the Department shall be maintained as scheduled by the Regional Maintenance and Operations Division.

Reference is made to P & P No. 50-1000.

See Chapter 4 for projects maintained by State forces.

CHAPTER 10	10-0
CONTRACTS	10-1
Local Government Construction	10-2
DOT/PF Construction	10-2
Consultant Engineers	10-2
Negotiated Construction	10-2

## CONTRACTS

### Local Government Construction

All contracts with construction or engineering firms funded wholly or partially with LSR&T funds must be approved by the Deputy Commissioner for Design and Construction. No reimbursement of funds will be made for work performed prior to this approval.

All addendums, change orders, extra work orders must be approved by the Regional Engineer for Design and Construction.

Advertising and award of contract requires the approval of the Deputy Commissioner for Design and Construction.

Authority to Proceed will be issued by the Regional Engineer for Design and Construction upon receipt of the Department's concurrence in award.

The plan assembly submitted by a local government for approval must include the following information:

1. Plans
2. Specifications
  - a. Table of Contents
  - b. Notice to Bidders
  - c. Information to Bidders
  - d. Invitation for Bids
  - e. Contractor's Questionnaire
  - f. Proposal
  - g. Corporate Acknowledgement
  - h. Contract Bond (Payment)
  - i. Contract Bond (Performance)
  - j. Resident Agent's Affidavit
  - k. Non-Collusion Affidavit
  - l. Bid Schedule
  - m. Contract
  - n. Certification with Regard to the Performance of Previous Contracts or Subcontracts subject to the Equal Opportunity Clause and the filing of required reports.
  - o. Certification with Regard to Increased Participation by Minority Business Enterprise in Highway Construction.
  - p. Special Provisions. Specific Equal Employment Opportunity Responsibilities for all non-exempt State and State-Assisted Construction Contracts awarded in the State of Alaska.
  - q. Notice of Workmen's Compensation Insurance
  - r. Special Provisions
  - s. Current Alaska Minimum Wage Rates
3. Engineer's Cost Estimate
4. Department of Fish and Game permit, if applicable
5. Coast Guard or Corps of Engineers permit, if applicable
6. Assurance that a Bid Bond will be required

Documents may vary from the above, but results must be conformable.

## Department of Transportation and Public Facilities Construction

All contracts require the approval of the Commissioner.

Authority to Proceed will be issued by the Deputy Commissioner for Design and Construction.

### Consultant Engineers

Consultant Agreements with local governments and subsequent changes to the agreements require approval by the Deputy Commissioner for Design and Construction.

A minimum of three Consultants shall be contacted to perform the services or justify why it is not feasible.

### Negotiated Construction Contracts

The following facts are necessary to consider a negotiated contract for construction of an LSR&T funded project:

1. Project less than \$100,000 may be negotiated at the discretion of the Department.
2. Projects exceeding \$50,000 require bonding.
3. Legal bonding required for a contract is bonding of 50% payment and 50% performance.
4. Difference between the low bidder and the negotiated price must result in substantial savings to the State.

CHAPTER 11  
LSR&T FORMS  
Required  
Management

11-0  
11-1  
11-18

REQUIRED LSR&T FORMS

<u>LSR&amp;T Form No.</u>	<u>Page</u>	<u>Description</u>
10	11-2	Project Agreement - Local Government
20	11-6	Project Agreement - Local Governing Body
30	11-7	Funds Authorization
40	11-8	Employee Pay Agreement
50	11-10	Resolution - Local Government
60	11-11	Resolution - Local Governing Body
70	11-12	Equipment Rental
80	11-13	Wage Deductions Agreement
90	11-14	E.E.O. Report
100	11-15	Status Report
110	11-16	Reimbursable Services Agreement
120	11-17	Bridge Site Survey (DH-45)

NOTE: Each subsequent form revision will reflect in an increase of the form number by one, such as, the first revision to LSR&T Form No. 10 will read 11.

Region \_\_\_\_\_  
 Allocation District \_\_\_\_\_  
 Project No. \_\_\_\_\_  
 Project Name \_\_\_\_\_  
 Local Government \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 Business Address \_\_\_\_\_  
 Phone \_\_\_\_\_

PROJECT AGREEMENT  
LOCAL SERVICE ROADS & TRAILS

PROJECT:

Under the provisions of AS 19.30.111 et. seq. this Project Agreement is entered into on this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, by and between the State of Alaska, Department of Transportation and Public Facilities (hereinafter the Department), and \_\_\_\_\_, (hereinafter the Local Government) for the purpose of constructing the following described project:

(A) OBLIGATIONS OF THE LOCAL GOVERNMENT

To further accomplish the construction of the project, it is agreed that the Local Government shall:

1. construct the above-described project, which is more fully described by Appendices "A" and "B" attached hereto and made a part hereof consisting of a location plat (Appendix "A") and a typical cross-section (Appendix "B");
2. provide all funds necessary to construct the project;
3. acquire and certify to the satisfaction of the Department that all necessary right-of-way, easements, permits and utility agreements have been obtained prior to commencement of construction;
4. award a contract for construction of the project to the lowest responsible bidder through the competitive bidding process unless the Commissioner of the Department expressly approves an alternate method;
5. execute a written contract with a contractor for the project;

6. maintain accurate daily written records of all costs for which reimbursement is requested, which records shall be made available for inspection by the Department upon request, and preserve such records for a period of three years following final acceptance of this project by the Department or termination of this agreement, after which they may be destroyed except for the project history, project engineer's diary, photos and the correspondence folder.

7. promptly pay in full all legitimate claims for services or material provided for construction of this project and hold the Department harmless from any claims or costs arising from the Local Government's failure or refusal to pay claims, whether or not those claims are legitimate;

8. indemnify, defend and hold harmless the Department from all liability, claims and demands arising from the work undertaken by the Local Government, its employees, agents or representatives, or arising out of any operation, no matter by whom performed or on whose behalf, whether or not in conjunction with work to be coordinated by the Department;

(B) OBLIGATIONS OF THE DEPARTMENT

1. If the Local Government has fulfilled its obligations, the Department shall reimburse the Local Government for the cost of materials and labor used in construction of the project in an amount which may not exceed the sum of \$ \_\_\_\_\_, the maximum amount of Local Service Roads and Trails funds allocated to this project.

2. The Department further agrees to provide assistance upon request of the Local Government in the form of advice and consultation for all phases of the project, including further design refinement and advice during construction. However, management of the project is the full responsibility of the Local Government.

(C) FURTHER CONDITIONS

1. Local Service Roads and Trails funds are obligated for this project in an amount as shown on the attached funds authorization which is made a part of this agreement. Maximum reimbursement for pre-construction engineering is limited to 15% of the Local Service Roads and Trails funds for this project.

2. Expenses incurred by the Local Government prior to the date of execution of this agreement will not be reimbursed by the Department.

3. The Department will not be obligated to reimburse the Local Government for costs which can not be adequately verified as a necessary cost of construction.

4. The following stages of this project are subject to the prior written approval of the Department;

- a. Plans, specifications and estimate prior to advertising
- b. Award of the construction contract.
- c. Any proposed contract for consulting engineering services.
- d. Any changes in plans or specifications occurring during the construction of the project.

5. The Department has the right to make periodic inspections during the course of work and a final inspection upon completion of construction for the purpose of certifying that the funds expended by the Local Government on this project qualify for reimbursement under this agreement.

6. When the construction of this project has been completed and duly accepted, the responsibility for maintaining the facility shall be borne by the \_\_\_\_\_.

If the Department agrees to perform the maintenance, the Department reserves the right to issue utility, driveway and encroachment permits. If the Local Government is to bear the maintenance responsibility, the Local Government agrees to indemnify, defend and hold harmless the Department and the State of Alaska from any and all claims arising in connection with or related to the maintenance function.

7. This agreement may not be modified except by written agreement between the Commissioner of the Department and an authorized agent of the Local Government.

8. The parties to this agreement shall obey all federal, state, and local laws and regulations.

9. This supersedes any and all other agreements expressed or implied between the Department and the Local Government with respect to this project and this agreement contains the entire agreement between said parties.

To witness this agreement, the Department and the Local Government have affixed hereto the signatures of the Commissioner of the Department and \_\_\_\_\_, the duly authorized signatory for said Local Government.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_.

(insert name of Local Government)

LOCAL GOVERNMENT

DEPARTMENT OF TRANSPORTATION  
AND PUBLIC FACILITIES

BY  
Attach the completed resolution,  
(attached) approved by the Local  
Government

RECOMMENDED FOR APPROVAL:

\_\_\_\_\_  
REGIONAL ENGINEER

ATTEST:

(Title) \_\_\_\_\_

APPROVED AND EXECUTED BY:

\_\_\_\_\_  
Deputy Commissioner  
Design & Construction

\_\_\_\_\_  
Date

Project Agreement  
Local Service Roads and Trails  
Local Hire

Under the authority granted by Chapter 84 Sessions Laws of Alaska 1971 this project agreement is entered into by and between the State of Alaska, Department of Transportation and Public Facilities; hereinafter called the Department, and \_\_\_\_\_, hereinafter called the Local Governing Body, that:

- 1/ The Department will upgrade local streets, access roads or trails, as shown on the attached plat with the typical section of improvement.
- 2/ A. In the event existing streets and platted street right-of-way do not agree, the platted right-of-way will govern.  
B. Work will not begin until certification for the necessary right-of-way for this project is assured.
- 3/ A. The Department shall utilize local hire for on site project personnel excluding engineering personnel and project foreman.  
B. Engineering personnel or project foreman may be hired locally at the discretion of the Department.  
C. The Department will obtain initial local hire through the local governing body. Subsequent hiring is at the discretion of the Department.
- 4/ The cost of this project to the Department will not exceed \_\_\_\_\_.
- 5/ The Local Governing Body shall indemnify, defend and hold harmless the Department from all liability, claims and demands arising from the work undertaken by the Local Governing Body, its employees, agents, or representatives, or arising out of any operation, no matter by whom performed, or on whose behalf, whether or not in conjunction with work to be coordinated by the Department;
- 6/ The local Governing Body retains the right to provide additional unencumbered funds if they so desire.
- 7/ Project termination or work stoppage is dependent upon exhaustion of funds or completion of project, whichever occurs first.
- 8/ Following construction, maintenance will be provided by the \_\_\_\_\_.
- 9/ Any modification of this agreement are subject to mutual approval of both parties.

To witness the agreement, the Department and the Local Governing Body have affixed hereto the signatures of the Deputy Commissioner for Design and Construction and Village Council President, or duly authorized signatory of said Local Governing Body.

\_\_\_\_\_  
Local Governing Body

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date

Attach the completed resolution  
(attached) approved by Local  
Governing Body

RECOMMENDED FOR APPROVAL

\_\_\_\_\_  
Regional Engineer                      Date

\_\_\_\_\_  
APPROVED AND EXECUTED BY:

\_\_\_\_\_  
Deputy Commissioner  
Design & Construction  
Department of Transportation  
& Public Facilities

HIGHWAY REGION

PROJECT NO. G-

NAME OF LOCAL GOVERNMENT

\_\_\_\_\_

ALLOC. DISTRICT \_\_\_\_\_

PROJECT NAME \_\_\_\_\_

DESCRIPTION OF WORK AND REASON: \_\_\_\_\_

TYPE OF ACTION: \_\_\_\_\_

\_\_\_\_\_ INCREASE FUNDS \_\_\_\_\_ ORIGINAL FUNDING

\_\_\_\_\_ FINAL (to match actual cost)

IT IS REQUESTED THAT FUNDS FOR THIS PROJECT BE AUTHORIZED AS FOLLOWS:

FUNDS CURRENTLY AUTHORIZED \$ \_\_\_\_\_

CHANGE REQUESTED ( ) \_\_\_\_\_

TOTAL AUTHORIZATION WITH THIS CHANGE: \_\_\_\_\_

\_\_\_\_\_ Regional Engineer \_\_\_\_\_ Date

Recommendation

Approved

Disapproved

Approved	Disapproved		
		_____	_____
		State LSR&T Engr.	Date
		_____	_____
		Programming Officer	Date
		_____	_____
		Director of Highway Design & Construction	Date

AUTHORIZATION GRANTED: \_\_\_\_\_

Deputy Commissioner for Design & Construction \_\_\_\_\_ Date

Department of Transportation & Public Facilities

NOTE: THIS DOCUMENT IS NOT VALID UNLESS APPROVED BY THE DEPUTY COMMISSIONER

CC: Region  
Program Officer  
Finance

Region \_\_\_\_\_  
Allocation District \_\_\_\_\_  
Project Number \_\_\_\_\_  
Project Name \_\_\_\_\_

STATE OF ALASKA  
DEPARTMENT OF TRANSPORTATION  
AND PUBLIC FACILITIES

LOCAL SERVICE ROADS & TRAILS  
PROJECT REIMBURSEMENT AGREEMENT

This Agreement made and entered into this \_\_\_\_\_ day of \_\_\_\_\_,  
19\_\_\_, by and between

Party of the First Part: State of Alaska, acting by and through  
its Department of Transportation and  
Public Facilities, hereinafter called  
the Department.

Party of the Second Part: The \_\_\_\_\_,  
hereinafter called the Local Governing  
Body.

WITNESSETH:

Whereas, the local governing body desires to participate in the  
Local Service Roads and Trails program and,

Whereas, the local governing body has been allocated funds  
for the purpose of constructing a Local Service Road, and

Whereas, the local governing body desires that the Department  
administer the project in their behalf

THEREFORE, it is mutually agreed that:

- A. The local governing body agrees to employ people for the purpose of  
constructing a Local Service Road Project.
- B. The local governing body agrees to pay employees utilized in con-  
structing the Local Service Road Project the following hourly  
rates:

<u>Title</u>	<u>Hourly Rate</u>
_____	_____
_____	_____
_____	_____
_____	_____

- C. The local governing body agrees that pay will be for the actual hours worked on the project.
- D. The local governing body agrees that:
  - 1. The Department will supervise the people working on the project, or will assign a local foreman to supervise the project.
  - 2. The Department will determine the days, shifts, hours and number of people to be used on the project.
  - 3. The Department reserves the right to judge the ability of any locally hired person on the project and, if found unacceptable by the Department, the local governing body will provide an immediate replacement.
  - 4. The local governing body requests that adequate Workman's Compensation and Liability Insurance be arranged by or on behalf of the local governing body for the duration of the project and that the Department pay the premiums for the local governing body.
- E. The local governing body agrees that under no circumstances does this agreement bind the Department to any expenses in excess of the amount specified in the project agreement.
- F. The local governing body specifically agrees to indemnify, defend and save harmless and exonerate the Department of and from all liability, claims and demands arising out of the work undertaken by the local governing body its employees, agents, representatives; or arising out of any operation, no matter by whom performed, or on behalf, or in conjunction with work to be coordinated by the Department.
- G. The Department agrees to reimburse the local governing body for the wages of employees utilized on the Local Service Roads project and pay the premium, on behalf of the Local Governing Body, for Workmen's Compensation and Insurance Liability from the project funds.
- H. It is mutually agreed that this agreement may be terminated by either party upon written notice in forty-eight (48) hours.
- I. This agreement shall become effective on the date of its approval by the Department.

\_\_\_\_\_  
 BY: \_\_\_\_\_

STATE OF ALASKA  
 DEPARTMENT OF TRANSPORTATION  
 AND PUBLIC FACILITIES

BY: \_\_\_\_\_  
 Deputy Commissioner  
 Design & Construction

Recommended for Approval:

\_\_\_\_\_  
 Regional Engineer for Design  
 and Construction

(NAME OF LOCAL GOVERNMENT)

RESOLUTION NO.

A RESOLUTION OF THE \_\_\_\_\_ AUTHORIZING THE  
CONSTRUCTION OF THE \_\_\_\_\_ TO BE PAID  
FOR BY THE LOCAL SERVICE ROADS AND TRAILS FUND.

WHEREAS, the \_\_\_\_\_ desires to construct a road  
known as the \_\_\_\_\_  
at a cost of \_\_\_\_\_, and

WHEREAS, pursuant to AS Ch. 84, Sec. 19.30.111 through Sec. 19.30.241,  
the State of Alaska has a fund for construction of local service roads and  
trails.

WHEREAS, the Local Government agrees to secure all royalties for  
road building materials from private or public lands necessary for the  
construction of this project, at no cost to the Department of Transportation  
and Public Facilities if a method other than the competitive bidding process  
is approved by the Commissioner of the Department.

NOW, THEREFORE, BE IT RESOLVED by the \_\_\_\_\_  
that application be made to the State of Alaska for funds  
from the Local Service Roads and Trails Fund to be used in construction of  
the \_\_\_\_\_.

PASSED, APPROVED AND ADOPTED by the \_\_\_\_\_ of  
\_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

\_\_\_\_\_  
NAME & TITLE

A T T E S T :

\_\_\_\_\_  
, CLERK

(NAME OF LOCAL GOVERNING BODY)

RESOLUTION NO.

A RESOLUTION OF THE \_\_\_\_\_ AUTHORIZING  
THE CONSTRUCTION OF THE \_\_\_\_\_ TO BE PAID  
FOR BY THE LOCAL SERVICE ROADS AND TRAILS FUND.

WHEREAS, the \_\_\_\_\_ desires to  
construct a road known as the \_\_\_\_\_  
at a cost of \_\_\_\_\_, and

WHEREAS, pursuant to AS Ch. 84, Sec. 19.30.111 through Sec.19.30.241,  
the State of Alaska has a fund for construction of local service roads  
and trails.

WHEREAS, this local governing body requests that the State of Alaska  
proceed with development of roads, trails and material sites in the vicinity  
of \_\_\_\_\_, as generally shown on the map  
attached hereto and made a part hereof.

WHEREAS, the proposed project was reviewed and found not to be  
detrimental to the welfare of the individual natives of this area if  
the right of way should fall within lands withdrawn under Section 11(2),  
(1) of the Alaska Native Claims Settlement Act.

WHEREAS, this local governing body has no objections to the granting  
of a Right-of-way by the Bureau of Land Management Townsite Trustee for  
the above named and numbered project.

WHEREAS, this local governing body has no objections to furnishing  
royalties (permission to use) for materials necessary to construct this  
project at no cost to the Department of Transportation and Public Facilities.

NOW, THEREFORE, BE IT RESOLVED by the \_\_\_\_\_  
that application be made to the State of Alaska for funds from the Local  
Service Roads and Trails Fund to be used in construction of the \_\_\_\_\_

PASSED, APPROVED AND ADOPTED by the \_\_\_\_\_  
of \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_\_.

\_\_\_\_\_  
NAME AND TITLE

A T T E S T :

\_\_\_\_\_  
, CLERK

STATE OF ALASKA  
DEPARTMENT OF HIGHWAYS  
AGREEMENT FOR RENTAL OF EQUIPMENT

Project Name: \_\_\_\_\_ Date: \_\_\_\_\_

Project No.: \_\_\_\_\_ Activity: \_\_\_\_\_ M.P. \_\_\_\_\_ To \_\_\_\_\_

The State of Alaska hereby enters into an agreement with:

Owner-Lessor: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Address: \_\_\_\_\_ Alaska Business License No.: \_\_\_\_\_

City, State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

The Department of Highways, in order to augment equipment pool operations, requires the rental of the equipment described herein:

1. The Lessee, the State of Alaska, agrees to pay for all damages caused by the negligence of its employees. The Lessor shall assume liability for damages caused by the negligence of other parties or acts of God.
2. The State of Alaska, will make all normal operating repairs to the equipment except those repairs required due to usage prior to this contract. The Lessor further warrants that he will pay for all major repairs to the said equipment.
3. The owner-lessor agrees to deliver the specified equipment to \_\_\_\_\_ and the equipment shall be picked up at \_\_\_\_\_

The owner-lessor warrants that the equipment is in good working order, and available for the full time specified in this contract.

The owner-lessor further certifies he holds an Alaska business license, and has submitted his bid using the name appearing on that current Alaska business license

He further certifies he shall comply with all applicable State and Federal Laws and Regulations.

4. **Payment of Taxes:** As a condition of performance of this contract, the contractor shall pay all Federal, State and local taxes incurred by the contractor, sub-contractor or other person or persons in the performance of this contract, and proof of payment of these taxes is a condition precedent to payment by the State under this contract.

Failure to comply with this provision releases the lessee from the rental and transportation costs.

5. The lessee will assume the responsibility for Workmans Compensation Insurance, when the leased equipment is under the operation and control, by an employee of the State of Alaska.

6. Description of Equipment: \_\_\_\_\_ With : \_\_\_\_\_ Without: fuels, oils & operator.

7. Rental Fee: \$ \_\_\_\_\_ Shall be per \_\_\_\_\_

8. Specified time: \_\_\_\_\_ To \_\_\_\_\_

Signed: For Owner-Lessor

Signed: State of Alaska  
Department of Highways

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Project \_\_\_\_\_

Date \_\_\_\_\_

Name:

Social Security No. \_\_\_\_\_

Residence Address:

Mailing Address:

The undersigned hereby acknowledges that wages received for work performed in connection with the above project is taxable income, and as such will be reported by the undersigned on the applicable income tax forms when due, the undersigned is also responsible for payment of school taxes, F.I.C.A., Employment Security, and any other taxes required by state or federal law.

Signed \_\_\_\_\_

The above named individual, known to me, did personally appear before me, and of his/her own free will, did sign this document on the date above mentioned.

\_\_\_\_\_  
Notary Public (Postmaster)

Date \_\_\_\_\_

LSR&T WORKFORCE PROFILE BY PROJECT

LSR&T PROJECT Number: \_\_\_\_\_

LOCATION: \_\_\_\_\_

Dollar Amount of Project: \$ \_\_\_\_\_

LOCAL HIRE DATA	1ST QUARTER, 19__		2ND QUARTER, 19__		3RD QUARTER, 19__		4TH QUARTER, 19__	
	Male	Female	Male	Female	Male	Female	Male	Female
ALEUT								
CAUCASIAN								
BLACK								
SPANISH SURNAME								
ASIAN AMERICAN								
AMERICAN INDIAN								
ESKIMO								
ALASKA NATIVE*								
TOTAL MINORITY								
TOTAL MALE/FEMALE								
TOTAL EMPLOYEES								
Breakdown by CRAFT								
Truck Drivers								
Laborers								
Operating Engineers								
Dollar Amt. paid for Wages on this Project(\$)								
ADH Project/Adm. Personnel								

\* Includes Athabaskan, Eyak, Haida, Tlingit, Tsimshian, Tyonek, etc.

NOTE: This report should be completed by the Project Engineer and should include each individual who worked on the project during that quarter. The report should be transmitted to Hdqtrs. upon completion of the project or at the end of the fourth quarter if it is a two year project. Additional comments can be listed on the back.  
cc: Local Service Roads Engineer ; EEO Coordinator,



STATE OF ALASKA

REIMBURSABLE SERVICES AGREEMENT

The \_\_\_\_\_ (Agency) hereby requests the following services to be performed by the \_\_\_\_\_ (Agency)

PROJECT OR PROGRAM TITLE: \_\_\_\_\_

DESCRIPTION AND TERMS OF REIMBURSEMENT: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Attach additional information as required)

DATE COMPLETION REQUIRED: \_\_\_\_\_

ACCOUNT CODE TO BE CHARGED: \_\_\_\_\_

ESTIMATED COST OF PROJECT OR SERVICES REQUESTED

	<u>Estimate</u>	<u>Actual</u>
Planning and engineering	\$ _____	\$ _____
Land acquisition	\$ _____	\$ _____
Construction	\$ _____	\$ _____
Supervision	\$ _____	\$ _____
Equipment	\$ _____	\$ _____
Contingency	\$ _____	\$ _____
Other services (itemize)	\$ _____	\$ _____
	\$ _____	\$ _____
<b>TOTAL</b>	\$ _____	\$ _____

NOTE: Requesting agency must submit an encumbrance document with this agreement.

I certify, based on the above estimate, that sufficient funds are available to pay this obligation and that the appropriation code to be charged has a sufficient balance to cover this obligation through Interagency Charges Account (line item 900).

Signed: \_\_\_\_\_  
REQUESTING AGENCY AUTHORIZED REPRESENTATIVE

Approved: \_\_\_\_\_  
SERVICING AGENCY AUTHORIZED REPRESENTATIVE

Date: \_\_\_\_\_

Date: \_\_\_\_\_

DH 45  
(4-66)

STATE OF ALASKA  
DEPARTMENT OF HIGHWAYS  
BRIDGE SITE SURVEY  
(To Accompany Contour Map)

Project No. \_\_\_\_\_ Bridge No. \_\_\_\_\_

Name of Stream: \_\_\_\_\_ Date of Survey: \_\_\_\_\_

Location: \_\_\_\_\_ Rt. No. \_\_\_\_\_ Sta. No. \_\_\_\_\_

Bench Mark \_\_\_\_\_ Do fish use stream for spawning? \_\_\_\_\_

Drainage Area: \_\_\_\_\_ How Determined: \_\_\_\_\_

General Description of Drainage Area: \_\_\_\_\_

Any Storage Basins Upstream? \_\_\_\_\_

Elev. of High Water \_\_\_\_\_ High Ice \_\_\_\_\_ Date of High Ice \_\_\_\_\_

Location of High Water Mark \_\_\_\_\_

What caused H.W. \_\_\_\_\_

To what elevation can water be backed up without local flood damage? \_\_\_\_\_

Slope or gradient of stream: 500 ft. upstream \_\_\_\_\_ 500 ft. downstream \_\_\_\_\_

In dry stream bed, give water table elev. \_\_\_\_\_

Describe ice and drift conditions \_\_\_\_\_

Scour conditions. \_\_\_\_\_

In general, is stream cutting or filling? \_\_\_\_\_

Should structure be skewed? \_\_\_\_\_

Should channel change be made? \_\_\_\_\_

Any special treatment for approach fills? \_\_\_\_\_

Sidewalks and Utilities \_\_\_\_\_

SUBMITTED BY \_\_\_\_\_

APPROVED BY \_\_\_\_\_  
(District Engineer)

DATE \_\_\_\_\_

MANAGEMENT LIST OF FORMS

NUMBER	DESCRIPTION
1.	Application for Services
2.	Bid Tab
3.	Change Order
4.	Contractor's Release
5.	Certification for Local Government Project
6.	Daily Expenditure Account
7.	Daily Report of Contract Costs
8.	Documents Sent Out
9.	Equipment Rental
10.	Extra Work Order
11.	Final Estimate
12.	Final Estimate Review Report
13.	Foreman's Daily Report
14.	Reconnaissance Check List
15.	Reconnaissance Report
16.	Right-of-Entry and Easement
17.	Truck Load Measure Record
18.	Truck Measurements
19.	Vendor Payment Authorization
20.	Village Payment Form
21.	Weekly Equipment Expenditure Account
22.	Weekly Equipment and Labor Report

1

State of Alaska  
Department of Transportation  
and Public Facilities  
Local Service Roads & Trails

APPLICATION FOR SERVICES

\_\_\_\_\_  
(date)

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

The above named hereby requests the Department of Transportation and Public Facilities to perform the following services; and does affirm that private or other State and government agencies are not available to perform the services requested:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The applicant understands that reimbursement of the total cost will be made to the State by money order or check upon receipt of billing by the State. It is further understood that the minimum service charge is \$10.00 (ten dollars). Performance of the work will depend upon availability of equipment and personnel.

It is further agreed that the applicant will hold the State blameless for any damages or injuries that may occur during or after the performance of the work.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Recommended by LSR&T (date)

\_\_\_\_\_  
Approved by Regional Engineer (date)

\_\_\_\_\_  
Region

\_\_\_\_\_  
Location

Original to Finance (with G//)  
1st copy to Regional Engineer  
2nd copy to Local Service Roads & Trails



14 21F  
(2-74)

STATE OF ALASKA  
DEPARTMENT OF HIGHWAYS

CHANGE ORDER NO. \_\_\_\_\_

\_\_\_\_\_ District

Sheet 1 of \_\_\_\_\_

Project No. \_\_\_\_\_

Contractor \_\_\_\_\_

Project Name \_\_\_\_\_

Address \_\_\_\_\_

The following change(s) in the above Contract are hereby ordered, in accordance with the terms of the Contract, and under the terms and conditions stated hereon

Receipt Acknowledged:

Recommended:

Contractor \_\_\_\_\_

\_\_\_\_\_

Contractor Representative \_\_\_\_\_ Title \_\_\_\_\_

Issued: \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

DESCRIPTION

14-22a  
(2-74)

STATE OF ALASKA  
DEPARTMENT OF HIGHWAYS

CONTINUATION SHEET \_\_\_\_\_ Sheet \_\_\_\_\_ of \_\_\_\_\_

Project No. \_\_\_\_\_

14-17A  
(3-74)

STATE OF ALASKA  
DEPARTMENT OF HIGHWAYS

CONTRACTOR'S RELEASE

RE: Project No. _____	Final Project Amount	\$ _____
Project Name _____	Previous Payments, Progress Estimate(s). 1 thru _____	\$ _____
_____	Final Payment Due	\$ _____

CONTRACTOR: \_\_\_\_\_

Address: \_\_\_\_\_

Pursuant to the terms of the agreement in writing under date of \_\_\_\_\_, 19\_\_\_\_ for the construction of \_\_\_\_\_ (Project Number)

and in consideration of the sum of \_\_\_\_\_

Dollars (\$ \_\_\_\_\_ ) which has been or is to be paid under the said agreement to \_\_\_\_\_

(Contractor's Name and Address) \_\_\_\_\_  
(hereinafter called the Contractor) or its assignees, if any, the Contractor, upon payment of the said sum by the STATE OF ALASKA, does remise, release and discharge the STATE OF ALASKA, its officers, agents and employees, of and from all liabilities, obligations, claims, and demands whatsoever under or arising from said contract, whether known or unknown and whether or not ascertainable at the time of the execution of this instrument except specified claims in stated amounts or in estimated amounts where the amounts are not susceptible of exact statement by the Contractor, as follows:

The Contractor agrees, in connection with the claims which are not released as set forth above, that he will comply with all the provisions of the said contract, including without limitation those provisions relating to notification of the Contracting Officer and relating to the prosecution of claims.

IN WITNESS WHEREOF, this release has been executed this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_\_.

WITNESS \_\_\_\_\_

Contractor \_\_\_\_\_

WITNESS \_\_\_\_\_

BY \_\_\_\_\_

TITLE \_\_\_\_\_

(NOTE: In the case of a corporation, witnesses are not required, but certificate on reverse side must be completed.)

CERTIFICATE

I \_\_\_\_\_, certify that I am the \_\_\_\_\_  
(official title) of the corporation named as Contractor in the foregoing release; that \_\_\_\_\_  
who signed said release on behalf of the Contractor was then \_\_\_\_\_ (official title)  
of said corporation; that said release was duly signed for and in behalf of said corporation by authority of its governing body  
and is within the scope of its corporate powers.

\_\_\_\_\_  
Name: \_\_\_\_\_ (Signature)

Corporate Seal

CITY AND BOROUGH OF JUNEAU  
DEPARTMENT OF PUBLIC WORKS

CONTRACTOR'S REQUEST FOR PAYMENT NO. \_\_\_\_\_ ON CONTRACT NO. \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

CONTRACT TITLE: \_\_\_\_\_

Partial Pay Request for Period Ending \_\_\_\_\_

Final Pay Request (attach contract release form).

Total Work Completed to Date*	\$	_____
Materials on Hand**	(+)	_____
NET EARNED ON CONTRACT TO DATE:		_____
Less _____ % Retained	(-)	_____
SUB-TOTAL		_____

Previous Payments

1.	_____
2.	_____
3.	_____
4.	_____
5.	_____
6.	_____
7.	_____
8.	_____
9.	_____
10.	_____
11.	_____
12.	_____
13.	_____
14.	_____
15.	_____
16.	_____
17.	_____
18.	_____
19.	_____
20.	_____

EXAMPLE

Total Previous Payments	(-)	_____
BALANCE DUE	\$	_____

The undersigned hereby certify that all items and amounts on this request for payment are correct and that the work has been performed and/or material supplied in full accordance with the contract.

_____ (Date)	_____ (Signature of Contractor's Representative)	_____ (Title)
-----------------	---	------------------

_____ (Date)	_____ (Signature of Project Engineer or Architect)
-----------------	---

\*Attach Form 35 or Form 36.  
\*\*Attach invoices or other documentation.

CITY & BOROUGH OF JUNEAU  
DEPARTMENT OF PUBLIC WORKS

CONTRACTOR'S PAY ESTIMATE NO. \_\_\_\_\_  
(Lump Sum Contracts)

\*\*\*\*\*

CONTRACT PRICE:

Original Contract Price: \$ \_\_\_\_\_

- Change Orders (indicate + or -) 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_
- 7. \_\_\_\_\_
- 8. \_\_\_\_\_
- 9. \_\_\_\_\_
- 10. \_\_\_\_\_

ADJUSTED CONTRACT PRICE: \$ \_\_\_\_\_

\*\*\*\*\*

WORK TO DATE THROUGH \_\_\_\_\_ :  
(date)

Work completed on Contract (\_\_\_\_%) \$ \_\_\_\_\_

- Work completed on change orders
- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_
- 7. \_\_\_\_\_
- 8. \_\_\_\_\_
- 9. \_\_\_\_\_
- 10. \_\_\_\_\_

\*\*\*\*\*

Total work completed to Date \$ \_\_\_\_\_  
(enter this amount on Form #34)

EXAMPLE



RELEASE

\_\_\_\_\_, being first duly sworn and under oath does say that he is the \_\_\_\_\_ of \_\_\_\_\_ (Owner, President, etc.)

\_\_\_\_\_ and that the Final Payment of \_\_\_\_\_ (Name of Contracting Firm)

\$ \_\_\_\_\_ by the City and Borough of Juneau to the \_\_\_\_\_ (Amount of Final Payment)

Contractor will satisfy in full all claims in any way connected with contract for \_\_\_\_\_ (Contract Number and Title)

which the Contractor has or may have against the City and Borough;

and he further states that \_\_\_\_\_ (Name of Contracting Firm)

has satisfied all claims and indebtedness of every nature in any way connected with the contract, including but not limited to, all payables, amounts due subcontractors, accounts for labor performed and material furnished and liens and judgements.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_.

\_\_\_\_\_  
Notary Public for Alaska.  
My commission expires \_\_\_\_\_

EXAMPLE

**ALASKA DEPARTMENT OF TRANSPORTATION  
DAILY EXPENDITURE ACCOUNT**

State Project No:	Project:	Date:
-------------------	----------	-------

LABOR COST (STATE PERSONNEL)							
Name	Class	Hours		Rate		Amount	Subsistence
		Regular	Overtime	Regular	Overtime		
<b>TOTAL - LABOR and SUBSISTENCE</b>							

EQUIPMENT COST				MATERIAL COST			
Vehicle No. or Type	Hr./Mi.	Rate	Amount	Description	Quantity	Price	Amount
<b>TOTAL -</b>				<b>TOTAL -</b>			

SUMMARY OF COSTS		
	Dollars	Cents
TODAYS LABOR COSTS		
TODAYS EQUIPMENT COSTS		
TODAYS MATERIAL COSTS		
TODAYS CONSTRUCTION COSTS (i.e. Contract Items, F.A. Sheets)		
<b>TOTAL COST TODAYS WORK</b>		
<b>TOTAL COST BROUGHT FORWARD</b>		
<b>TOTAL COST TO BE FORWARDED</b>		

REMARKS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
PROJECT ENGINEER





STATE OF ALASKA  
DEPARTMENT OF TRANSPORTATION & PUBLIC FACILITIES  
AGREEMENT FOR RENTAL OF EQUIPMENT

Date \_\_\_\_\_

Project \_\_\_\_\_

Project No. \_\_\_\_\_

The State of Alaska hereby enters into an agreement with:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

for rental of the equipment described herein. The lessee, the State of Alaska, agrees to pay for all damages caused by the negligence of its employees. The lessee does not assume liability for damages caused by the negligence of other parties or acts of God (such as tornado, lightning, snowstorm, flood, etc., damage).

The lessee agrees to make the normal operating repairs.

The lessor-owner warrants that the equipment is in good working order.

Failure to comply with this provision releases the lessee from the rental and transportation costs. The lessor further warrants that he will pay for all major repairs to the said equipment.

Description of Equipment:

Rental Fee:

SIGNED: State of Alaska  
Department of Transportation  
& Public Facilities

BY: \_\_\_\_\_

SIGNED: \_\_\_\_\_  
For Lessor-Owner

TITLE: \_\_\_\_\_

(NOTE: Letter of Agreement may be substituted.)

14-21G  
(2-74)

STATE OF ALASKA  
DEPARTMENT OF HIGHWAYS

EXTRA WORK ORDER NO. \_\_\_\_\_

District \_\_\_\_\_

Sheet 1 of \_\_\_\_\_

Project No. \_\_\_\_\_ Contractor \_\_\_\_\_

Project Name \_\_\_\_\_ Address \_\_\_\_\_

The above designated Contract is hereby modified in the manner described below. This order is supplemental to the above Contract, which is, by reference made a part hereof. All terms, conditions and provisions of the Contract, except as specifically modified herein, remain unchanged and in full force and effect.

Acceptance of this Extra Work Order constitutes agreement to the terms, conditions, and prices stated.

ACCEPTED:

Recommended:

Contractor \_\_\_\_\_

Issued: \_\_\_\_\_

Contractor Representative \_\_\_\_\_ Title \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

DESCRIPTION



DH-31  
4-71

STATE OF ALASKA  
DEPARTMENT OF HIGHWAYS

FINAL ESTIMATE REVIEW REPORT

Highway District \_\_\_\_\_

Project No. & Name \_\_\_\_\_ Contractor \_\_\_\_\_

Description of Work \_\_\_\_\_

Required Completion Date \_\_\_\_\_ Accepted for Traffic \_\_\_\_\_

Resident Engineer \_\_\_\_\_ Project Engineer \_\_\_\_\_

Project Final Acceptance Date \_\_\_\_\_

Days Overrun \_\_\_\_\_ Liquidated Damages Assessed \$ \_\_\_\_\_

Final Amount \$ \_\_\_\_\_ Bid Amount \$ \_\_\_\_\_

Material Certification Date \_\_\_\_\_ PR 47 Date \_\_\_\_\_

Classification of Costs

Per Project Estimate

Review Findings

Participating                   " \_\_\_\_\_  
Non participation               " \_\_\_\_\_  
Deferred participating         " \_\_\_\_\_  
Liquidated Damages           " \_\_\_\_\_

Participating                   " \_\_\_\_\_  
Non participating               " \_\_\_\_\_  
Deferred participating         " \_\_\_\_\_  
Liquidated Damages           " \_\_\_\_\_

Total                           " \_\_\_\_\_

Total                           " \_\_\_\_\_

Per Project Estimate

Review Findings

Participating                   " \_\_\_\_\_  
Non participation               " \_\_\_\_\_  
Deferred participating         " \_\_\_\_\_  
Liquidated Damages           " \_\_\_\_\_

Participating                   " \_\_\_\_\_  
Non participating               " \_\_\_\_\_  
Deferred participating         " \_\_\_\_\_  
Liquidated Damages           " \_\_\_\_\_

Total                           " \_\_\_\_\_

Total                           " \_\_\_\_\_

REMARKS: \_\_\_\_\_

I certify that my reviews of this project, in accordance with SOP 0201-01 indicate that all work has been substantially completed within the terms of the contract and authorized change documents, and also indicates that federal aid funds have been protected and properly classified unless otherwise noted above.

\_\_\_\_\_  
Signature of Reviewer

\_\_\_\_\_  
Date Submitted

LOCAL SERVICE ROADS AND TRAILS  
FOREMAN'S DAILY REPORT

Project No. \_\_\_\_\_ Name: \_\_\_\_\_

DESCRIPTION OF WORK PERFORMED

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<u>MEN</u>				
<u>Name</u>	<u>Started Work</u>	<u>Stopped Work</u>	<u>Work Performed</u>	<u>Actual Hours Worked.</u>

<u>EQUIPMENT</u>					
<u>Type of Equipment</u>	<u>Started Work</u>	<u>Stopped Work</u>	<u>* Down or Standby Time</u>	<u>Work Performed</u>	<u>Hours Worked</u>

\* Down or standby time shall be explained in detail.  
Note: If additional room for remarks is needed use back of this sheet.

Foreman's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FOREMAN'S DAILY REPORT INSTRUCTIONSGENERAL:

The Foreman's Daily Report in the course of a normal day's operation should list the work being performed and by who and what equipment is involved. The report, in the event men and or equipment changed type of work, should note hours spent on each item for the day. (e.g.) If a laborer was involved with culvert installation at the beginning of the shift then worked at drilling, his operation as noted on the "Daily Report" would show, say, 2 hrs. culvert, 6 hrs. drilling. The same would hold true for equipment changing basic jobs. In the event that for several days running, (e.g.) clearing and grubbing, a laborer would be noted on the first full day of this operation that he set chokers, operated chainsaw or whatever. As long as this operation continued the Foreman could note each day that "Men & Equipment the same." The first day of each week should be detailed. In all cases the remarks area on the "Daily Report" shall be filled out showing what work was accomplished for the day. The instructions for the equipment are the same as for the men. This report should contain enough information so that the job could be followed through on a day by day basis. This will be necessary for writing up the project history after completion of the work and might possibly show pitfalls that could be avoided in future operations.

SPECIAL:

- (1) Materials should be noted as to when ordered, expected arrival date and actual arrival date. If a delay is encountered it should be noted and what action was required if any.
- (2) The same holds true for Equipment.
- (3) Unforeseen problems encountered should be described in detail. (e.g.) Inclement weather, major equipment breakdowns, anything that might slow down or stop the work for an appreciable length of time.
- (4) State or Federal visitors, or legislatures or any one of note that might visit the project. If possible get their name, organization represented and any comments pertaining to the work.
- (5) Anything related to the project that might be of interest that might not be normally noted.

LSR&T

RECONNAISSANCE CHECK LIST

Date: \_\_\_\_\_

Attended by: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1. Project Description: (length, typical section, plan and location.)

2. Estimated Cost:

3. R.O.W. Clear - Letter of Certification: \_\_\_\_\_  
\_\_\_\_\_

4. Any utilities requiring relocation? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Photos.

6. Costs incurred prior to agreement are not reimburseable: \_\_\_\_\_  
\_\_\_\_\_

## 7. Local Government Participation.

1. Administration. \_\_\_\_\_
2. P.E. \_\_\_\_\_
3. Labor \_\_\_\_\_
4. Equipment \_\_\_\_\_
5. Material \_\_\_\_\_
6. Money \_\_\_\_\_
7. R.O.W. \_\_\_\_\_
8. Other \_\_\_\_\_

8. Pay Scales Used \_\_\_\_\_  
\_\_\_\_\_

9. Equipment Rental Rates: \_\_\_\_\_  
\_\_\_\_\_

10. Employment card if governing body not making deductions for payroll: \_\_\_\_\_

11. Equipment Rental Agreement to be completed prior to starting work: \_\_\_\_\_

12. Separate project checking account required to be countersigned by LSR&T Engineer: \_\_\_\_\_

13. Bank name and location: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

14. Governing body signatures for account.  
\_\_\_\_\_  
\_\_\_\_\_

- 15. Local foreman available? \_\_\_\_\_  
\_\_\_\_\_
- 16. Daily and weekly report forms to be furnished by Department. \_\_\_\_\_  
\_\_\_\_\_
- 17. Maintenance by \_\_\_\_\_  
\_\_\_\_\_
- 18. Airport clearance required? \_\_\_\_\_  
\_\_\_\_\_
- 19. Historical Preservation Act: \_\_\_\_\_  
\_\_\_\_\_
- 20. Structures: \_\_\_\_\_
- 21. Materials: \_\_\_\_\_
- 22. Survey Required: \_\_\_\_\_  
By whom: \_\_\_\_\_

District: \_\_\_\_\_ Name of Route \_\_\_\_\_

Termini: From \_\_\_\_\_ To \_\_\_\_\_ Length of Project \_\_\_\_\_

(INCLUDE MAP SHOWING PROJECT LIMITS)

Type of service to be provided: \_\_\_\_\_

Describe Existing Facility: \_\_\_\_\_

Proposed Facility: \_\_\_\_\_

Present System: \_\_\_\_\_ No. of persons served: \_\_\_\_\_

Location of materials sources: \_\_\_\_\_

Estimated Costs

P.E.	R/W	Construction	Constr. Engineering	Total

Type of R/W to be acquired: \_\_\_\_\_

Name of Head of Local Government: \_\_\_\_\_

Remarks (possible causes of delay, e.g. R/W, land claims, materials, etc.)

Construction Site Access: \_\_\_\_\_

WHEREAS, the STATE OF ALASKA, is willing to construct a Boardwalk and Foot Bridges through certain properties described below and the various owners and/or occupants are in agreement with the State's desire to construct said Boardwalk and Foot Bridges;

NOW THEREFORE, in consideration of the mutual benefits to be derived therefrom, the undersigned hereinafter called the Grantor states that he is the owner of said premises and is legally entitled to grant this right of entry and easement to the State of Alaska hereinafter called the Grantee, and by this instrument does herewith grant the State of Alaska the right to enter upon the following described real property for the purposes of constructing said Boardwalk and Foot Bridges over, through and across said lands, said property being situated in the Iliamna Recording Precinct and more particularly described as follows:

A fifty foot strip along the westerly edge of U.S. Survey 5577 and generally following the existing trail.

EXAMPLE

It is agreed by the Grantee herein, that said road will be constructed along that certain alignment previously agreed upon, insofar as it is possible and that at a later date when such alignment had been ascertained the Grantor herein agrees to execute an easement in perpetuity to the Grantee establishing the route and width of said road.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_\_

\_\_\_\_\_  
Grantor

ACKNOWLEDGMENT OF GRANTOR\_\_

STATE OF ALASKA )  
                          ) ss.  
                          )

ON THIS \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, before me, the undersigned, a Notary Public in and for the said State, personally appeared \_\_\_\_\_, the Grantor, known to me to be the identical person who executed the foregoing instrument and \_\_\_\_\_ he acknowledged to me that he signed the same as \_\_\_\_\_ free voluntary act and deed, with full knowledge of its contents, for the uses and purposes therein mentioned.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year above written.

My Commission Expires: \_\_\_\_\_  
Notary Public

The Department of Transportation and Public Facilities hereby accepts the above easement on behalf of the STATE OF ALASKA.

\_\_\_\_\_  
Region Right of Way and  
Land Acquisition Agent  
For the Commissioner

Project     Pedro Bay      
Parcel     USS 5577

