

ALBANY LEGISLATIVE COMMITTEE  
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Sec. 19.30.201. Construction. Except as provided under AS 19.30.161, the construction of a local service road and trail undertaken by the department or under its direct supervision under the provisions of AS 19.30.111 - 19.30.241, shall be performed according to approved design standards and is subject to the inspection and approval of the commissioner. All construction work done and labor performed by or under the direct supervision of the department shall be in accordance with applicable state law. (§ 2 ch 84 SLA 1971; am § 10 ch 158 SLA 1980; am § 9 ch 38 SLA 1981)

Sec. 19.30.211. Maintenance. (a) The department shall maintain, or cause to be maintained, any project constructed by the department under the provisions of AS 19.30.111 - 19.30.241, 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 and maintenance powers.

(b) The department shall continue maintenance on all projects maintained by the department on January 1, 1980.

(c) A local government may contract with the department for maintenance of a project. The maximum annual maintenance cost to the local government may not exceed twice the amount of state aid to municipalities for roads. (§ 2 ch 84 SLA 1971; am § 11 ch 158 SLA 1980)

Sec. 19.30.221. Availability of allocated sums. (a) On and after the date that the commissioner has certified the sums allocated to each local government, the sums shall be available for expenditure under the provisions of this chapter.

(b) These allocated sums shall be available for expenditure for a period of five years after the close of the fiscal year for which the sums are authorized and any amounts so obligated remaining unexpended at the end of that period shall lapse and shall be available for other local service road or trail construction within that allocation district in accordance with AS 19.30.111 - 19.30.241.

(c) This section applies to sums transferred under AS 19.30.151(b).

(d) The payment of royalties required to obtain materials to construct local service road and trail projects is a valid expenditure under this chapter. (§ 2 ch 84 SLA 1971; am § 12 ch 158 SLA 1980)

Sec. 19.30.231. Payment for construction.

Repealed by § 15 ch 158 SLA 1980.

Sec. 19.30.233. Reports. (a) No later than October 1 of each year, a local government which has received money under AS 19.30.151(b) shall prepare a report showing the use of the money by the local government during the preceding 12 months. The local government shall submit a copy of the report to the commissioner.

(b) No later than December 1 of each year, the commissioner shall prepare a report showing the use of the money allocated under this chapter during the preceding 12 months and a report on the status of all projects under this chapter for which the department has construction responsibility. The commissioner shall submit copies of the reports to the governor. (§ 13 ch 158 SLA 1980)

Sec. 19.30.241. Definitions. In AS 19.30.111 - 19.30.241

(1) "construction" means the building of a new road, street or trail or the improvement of existing roads, streets or trails and includes the necessary preliminary engineering, construction engineering and utility relocation;

(2) "home rule city" means a city as defined in AS 29.08.010;

(3) "local government" means an organized borough of any class, a unified municipality organized under AS 29.68.240 - 29.68.440, home rule city or a city of the first class;

(4) "local service road" means a public road which is not designated as a route on the approved federal-aid highway system;

(5) "project" means an undertaking to construct a particular portion of a local service road or trail, or, if the context so implies, the particular portion of a local service road or trail so constructed;

(6) "trail" means a footpath or way on land or water that is open to public use as a matter of right whether or not a thoroughfare, particularly for dog sleds and mechanized snow vehicles;

(7) "commissioner" means the Department of Transportation and Public Facilities.

(8) "department" means the Department of Transportation and Public Facilities.

(9) "secondary road" means a road that is not included in the approved federal-aid primary highway system and is being maintained by the state or local government. (§ 2 ch 84 SLA 1971; am § 30 ch 53 SLA 1973; am § 14 ch 158 SLA 1980; am §§ 10, 11 ch 38 SLA 1981)

Sec. 19.30.251. Local government powers. Road construction and maintenance authority is granted to local governments, as defined in AS 19.30.241(3), 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 AS 19.30.111 - 19.30.241. (§ 2 ch 84 SLA 1971)

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## LOCAL GOVERNMENTS

### SECTION I

#### GUIDELINES FOR LSR&T PROJECTS

##### 1. DEFINITION

A local Government is an organized borough of any class, a unified municipality organized under AS 29.68.240 - 29.68.440, a home rule city or a city of the first class. Road construction and maintenance authority is granted to any local government as specified in AS 19.30.251.

A Local Service Roads & Trails (LSR&T) project must be transportation oriented, and not designated as a route on the approved primary, urban or interstate federal aid highway systems.

##### 2. ALLOCATION OF FUNDS

The allocation formula is clearly defined in the Article 3. Local Service Roads and Trails, Section 19.30.131 of the Alaska Statutes, but a brief description is included herein for explanatory purposes.

The distribution of funds is based on area and population factors. Half the funds are allocated on the basis of area and half on the basis of population. Salt water areas are excluded from allocation areas, and the latest approved Federal census is used for population figures.

The first stage distribution is made to allocation districts, which correspond to the Department of Transportation and Public Facilities Regional boundaries.

Each allocation district's distribution is then broken down and allocated to the boroughs within that allocation district, each organized borough figuring for a share and all areas outside organized boroughs combining together for a share. The important distinction here is that the "borough" is considered an area within an allocation district.

The third and final breakdown allocates to the local government. If a home rule city or a city of the first class exists within an organized borough, the borough government and the city government share the "borough" (second stage) allocation in proportion to their area/population factors. If no home rule or first class city exists within the organized borough, the entire allocation is to that borough's government. If a home rule or first class city exists in an unorganized borough, the city's allocation is their area/population proportion of the unorganized borough's allocation. For allocation flow chart see figure 1.

Distribution of funds to second-class cities within the boundaries of an organized borough are administered by that organized borough.

### 3. APPLICANT GUIDELINES

#### A. Five-Year Program

Each year a 5-year local service roads and trails program is published reflecting the proposed construction for the statewide program. Local governments must submit a list of projects they propose to finance with LSR&T funds by October 1 of each year, including priorities for construction.

The local government controls its own LSR&T program. Priority of projects is flexible but changes must be approved by the assembly before a project can be approved by the Department.

#### B. How to Apply

A local government may receive funds utilizing either of the following two categories.

1. Category I. A local government with road powers may advertise for bids and award a contract for construction of a project and submit a written request for a transfer of funds from the local government's LSR&T allocation. These funds are for preliminary engineering, contract award amounts and associated costs. A written request accompanied by resolution is required, and should be supplemented by a transfer of responsibilities agreement prepared by the Department.

A local government which has received funds using this method shall prepare a report showing the use of the money by the local government during the preceding 12 months. The report shall be submitted no later than October 1 of each year to the Regional LSR&T manager who will forward a copy to the Statewide LSR&T Administrator.

Construction projects utilizing Category I funding shall be awarded only on the basis of the lowest responsible bid submitted by a bidder meeting established criteria of responsibility.

This procedure is subject to audit.

2. Category II. A formal project agreement between the local government and the commissioner is required prior to beginning preliminary engineering; or prior to advertising, as the case may be.

The local government desiring a formal agreement should assemble the following information and submit it to the Regional LSR&T Manager:

1. Resolution from Local Government

2. Project Location Map (3 copies)
3. Statement of Intent
4. Typical Project Cross Section
5. Estimated Project Cost
6. Identification of other funding Sources
7. Proposed method of construction

Upon receipt of the above data, the project agreement will be prepared and forwarded to the local government for signature.

The Department will provide assistance upon request of the local government in the form of advice and consultation for all phases of the project.

Completed projects are subject to review by the Department.

### C. INFORMATION

#### For More Information Contact:

Statewide LSR&T Administrator  
DOT&PF  
State of Alaska  
P.O. Box 3-1000  
Juneau, Alaska 99802

Central Region, LSR&T Manager: DOT&PF  
5600 "B" St., Suite 101  
Anchorage, AK 99502  
Phone: 561-1148

Northern Region, LSR&T Manager: DOT&PF  
2301 Peger Road,  
Fairbanks, AK 99701  
Phone: 452-1911

Northern Region:  
(Western District), LSR&T Manager: DOT&PF  
P.O. Box 1048  
Nome, Alaska 99762  
Phone: 443-5266

Southeastern Region, LSR&T Manager: DOT&PF  
P.O. Box 3-1000  
Juneau, AK 99802  
Phone: 789-6247

#### 4. PRECONSTRUCTION

##### A. Reconnaissance

This phase should determine how the project will be constructed, what, if any, the areas of conflict will be, and the approximate cost of the improvement.

Items which should be taken into consideration are:

1. Typical section and project length.
2. Adequacy of existing right of way and any acquisition costs.
3. Utility relocation costs.
4. Material sources.
5. Method of construction.
6. If project cost is within available funding.
7. Environmental and permit issues.

##### B. Design Criteria

###### 1. Design Guidelines

Geometric design standards for local road projects to be maintained by the Department shall be Section V, Alaska Local Roads and Trails Design Criteria. Local governments may develop and use other criteria (for projects to be maintained by the local government) when approved by the Regional Deputy Commissioner.

###### 2. Design Review

- a. Category I guidelines. A transfer of responsibilities agreement is required.
- b. Category II guidelines. A project agreement is required.

##### C. Public Right of Way

###### 1. Acquisition of Right of Way

A project by project determination will be made by the Department regarding the amount of LSR&T funds which may be utilized for right of way acquisition, if land or an interest in land is necessary to construct a project. A local government may request the Department to acquire right of way.

Costs incurred by the Department in acquiring right of way for a local government shall be charged to the project.

Costs to locate property corners beyond that which is necessary to establish the project alignment is not a reimbursable expenditure.

## 2. Right of Way Width

The procurement of right of way to widths that accommodate the construction, adequate drainage and proper maintenance of the road is a very important part of the overall design.

In developed areas it may be necessary to limit the right of way width. However, the right of way width should not be less than that required for all the elements of the design cross sections, utility accommodation and appropriate border areas.

The border area between the roadway prism and the right of way line should be wide enough to serve several purposes, including provision of a buffer space between pedestrians and vehicular traffic, sidewalk space, snow storage, an area for placement of underground and above ground utilities, and an area for maintainable esthetic features, such as grass or other landscaping. To provide for the construction and maintenance of a facility the border width must be a minimum of five feet, but desirably should be ten feet.

The minimum right of way or permanent easement width required for foot trails, bike paths, boardwalks, and foot bridges must be sufficient to construct and maintain the facility. Maintenance responsibility must be borne by the local government.

Joint use of right of way beyond the slope limits of federal aid routes may be obtained with the approval of the Department and the Federal Highway Administration. Joint use of right of way with the Alaska Railroad, public utilities, or airports require coordination of affected agencies. The Department will assist when requested. Authority to proceed with construction will not be granted until the Department is assured that adequate right of way or construction and maintenance easements are obtained.

## 3. Recreation Facilities

The LSR&T program was established to fund projects that aid the surface transportation of people, equipment and supplies from one point to another over public right of way.

As defined in Section 19.30.241 of the Alaska Statutes, the following definitions pertain to the Local Service Roads and Trails Program:

- "(4) 'local service road' means a public road which is not designated as a route on an approved federal-aid primary, urban or interstate highway system;
- (5) 'project' means an undertaking to construct a particular portion of a local service road or trail or, if the context so implies, the particular portion of a local service road or trail so constructed;

- (6) 'trail' means a footpath or way on land or water that is open to public use as a matter of right whether or not a thoroughfare, particularly for dog sleds and mechanized snow vehicles."

Construction of multi-purpose trails with Local Service Roads and Trails funds is authorized within the transportation corridor of federal-aid routes.

LSR&T funds are not available for construction of recreational facilities such as rifle range pads, race tracks, or similar proposals that limit the right of entry to the public.

Roads or trails to recreational facilities and parking areas for such facilities are eligible for funding under the program providing there is adequate public right of way and sufficient funds available.

#### 4. Certification

Category I and II. All projects require a letter certifying that adequate right of way has been acquired. The width of right of way or permanent easement obtained must be clearly stated in order that adequate right of way to contain the construction slope limits is assured throughout the project. Certification of the right of way is the responsibility of the local government. (Refer to Public Right of Way, Section III)

#### D. Preliminary Engineering

##### 1. Local Government

- a. Maximum reimbursement of preconstruction engineering expenditures is limited to 15% of total funds for the project, unless otherwise agreed to by the Department in writing.
- b. Adequate survey is required to establish alignment and grade of the project. (Does not include locating property corners and ties to section corners beyond that which is necessary to establish centerline of the project.)
- c. Project must be designed to stay within available right of way or permanent easement as reflected in the typical section and the design guidelines.

##### 2. Consultants

Consultant agreements must have an upper dollar limit for each phase, such as (1) design and (2) construction inspection.

Consultant agreements with local governments and subsequent changes to the agreements do not require approval by the Department unless

specifically noted in the project agreement. The local government is solely responsible for the execution and control of consultant agreements.

E. Structures

1. Design Requirements

- a) All stream crossings must be reviewed for U.S. Coast Guard, U.S. Corps of Engineers and ADF&C permit requirements.
- b) Design guidelines for structures refer to Section V
- c) Average Daily Traffic (ADT) or Design Hourly Vehicle, (DHV) shall be used to determine width of roadway.
- d) When utilizing an existing structure at a different location the following data must be reviewed:
  - 1) ADT - roadway width
  - 2) structural capacity for intended use
  - 3) modifications required to meet current design criteria
- e) All major structures require the DOT&PF Chief Bridge Design Engineer's review.
- f) Permits shall be obtained by the local government. The Regional Environmental Coordinator for DOT&PF is available for assistance if required.

2. Permit Requirements

If there are stream or wetland fills, eagle trees, or other environmental/permit related issues associated with LSR&T projects, the Regional Environmental Unit will assist local governments in dealing with the appropriate review or permit.

If projects are in coastal regions of the state, a Coastal Consistency Determination review is required which can be coordinated through the regional environmental office.

3. Bridge Design Assistance

Bridge design assistance from the Department requires complete and timely communications.

When a project involves a bridge, a completed LSR&T form 130 (See Section IV) 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 performed, or partly performed by a region, other agencies or individuals, the DOT&PF bridge section will review the work in keeping with the considerations listed above.

F. Materials

1. Payment for royalty, when necessary to construct a LSR&T project, is a legitimate expenditure of funds.
2. The local government is responsible for inspection and acceptance of materials.
3. It must be determined that adequate materials exist to construct the project.

G. Traffic Safety Responsibilities

All traffic control devices shall conform to the criteria contained in the Alaska Traffic Manual (AS 28.01.010).

1. Permanent Traffic Control Devices Recommendations:

A. 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 |

B. 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 |

C. 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 |

D. 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 PS&E preparation. It is the design engineer's responsibility to assure that all necessary signing has been included in the design of the project.
  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. Service signs needed and type.
  8. Areas where road sides and objects need delineation.
  9. Bridge ends, guardrail ends, and objects requiring Type III object markers.
2. Construction

Road Construction Traffic and Pedestrian Safety Recommendations (Type of protection must fit nature of work):

- A. Short-term daylight 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
- B. Long-term daylight with overnight protection
  - a) Minor traffic and pedestrian interruptions -Notes: 1,3,5
  - 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
- C. 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 const. -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, and posted on available community bulletin boards.

Worksite Protection Notes

1. One advance warning sign approximately \*1500 feet before each direction of approach to construction area, such as ROAD CONSTRUCTION AHEAD, ROAD WORK AHEAD, etc. One additional specific warning sign approximately \*500 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.

\*Verify distance using Alaska Traffic Manual.

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 approximately 500 feet in advance of station.
6. Flagman required to protect worksite area with FLAGMAN AHEAD signs installed approximately 500 feet in advance of worksite.

3. Typical Roadside Obstacles

1. Substandard guardrail
2. Unprotected guardrail end
3. Sign post
4. Utility pole or luminaire
5. Unprotected bridge or culvert abutment or end
6. Large trees
7. Rock cut, out cropping or object in the ditch
8. Mailbox

As far as practical, projects should strive to eliminate roadside obstacles. If elimination is not practical, other methods of protection should be considered.

#### 4. Airport Clearance

If an airstrip is within three nautical (3.5 Statute) miles of the proposed improvement, the owner/manager and if the FAA is involved, they should be notified.

#### H. Utilities

##### 1. Eligibility

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

##### 2. Conformance

All projects must conform to the Alaska Administrative Code for aerial and buried utilities. (A.S. 17 AAC 15)

##### 3. Relocation Agreements

The regional utility engineer should be advised in the early stages of project development if a written agreement for relocation of utilities is required. The agreement must comply with the provisions of A.S. 19.25.020.

#### I. Historical and Archaeological Clearance

In compliance with Section 41.35.070 of the Alaska Statutes, a list of all projects scheduled for construction and not previously submitted should be submitted directly to:

State Historic Preservation Officer  
Division of Parks  
225 A Cordova Street  
Anchorage, Alaska 99501  
Phone: 265-4141

Clearance is mandatory prior to granting approval to advertise. (Also see Section III, 2F. Periodic Reports)

Upon request, the Department will aid the local government in acquiring clearance of projects.

### 5. CONSTRUCTION

#### A. Contracts

1. Category I construction contracts do not require DOT&PF approval.
2. Category II construction contracts funded wholly or partially with LSR&T funds must be approved by the Regional Deputy Commissioner prior to advertising and at various stages as directed in the project agreement.

3. All contracts should recommend local resident hire (refer to H of this Section).

(Refer to applicant guidelines for definition of Category I&II, on page 1-3)

## B. Contract Requirements

### I. Advertising

The plan assembly submitted by a local government for approval to advertise should include the following:

- 1) Plans
- 2) Contract documents required (may vary providing results are conformable):
  - a) Table of contents
  - b) Notice to bidders
  - c) Information for 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) Special Provisions, including specific Equal Employment Opportunity responsibilities for all nonexempt State and State-assisted construction contracts awarded in the State of Alaska
  - p) Notice of workmen's compensation and liability insurance
  - q) 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) Wetland permit, if applicable
- 7) A bid bond is required
- 8) Archaeological clearance, if not previously submitted
- 9) Bond is required for projects of \$100,000 or more; legal bonding required is 50% payment and 50% performance, unless contractor is certified under A.S. 36.25.025.
- 10) Right of way certification

- 11) Utility agreement, if applicable
- 12) Airport clearance, if applicable
- 13) Coastal consistency determination, if applicable.

Advertising for bids requires the prior approval of the Regional Deputy Commissioner.

## II Award

Review of the contract documents should reflect the following:

- 1) Bid tabulation of all bidders
- 2) Recommendation by the local government for award

Award of contract requires prior concurrence of the Regional Deputy Commissioner.

## III Authority to Proceed

Assurance by local government of proper bonding and licensing will be required before authority to proceed will be issued by the Region.

## C. Force Account

PS&E assembly of a force account (in-house) construction project submitted for approval should 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. All required permits or assurance that they will be acquired prior to beginning construction

## D. Management Procedures

1. A project engineer or foreman must be assigned to administer the project in accordance with the plans and specifications.
2. Construction surveying and staking must be sufficient to provide for the construction of the proposed facility in accordance with the standard accepted methods.

The Surveying and Staking chapter of the State Construction Manual is available to be used as a guide in staking construction projects.

3. During construction it is the responsibility of the project engineer or foreman to keep accurate records of all work being performed by the contractor or Local Government. It is essential that these

records, reports, diaries and other computations verify and document that the various items and phases of work were completed in accordance with the plans and specifications.

The Records, Reports and Office Engineering chapter of the State Construction Manual is available to be used as a guide in determining the types of records and documentation necessary to verify the contract pay items.

4. The Department may, as work progresses, make payments to a local government for the total cost of completed construction incurred by it on a project.

After completion of a project and approval of the final voucher, a local government is entitled to payment of the unpaid balance for the project from the sums allocated to it.

No payment under this section may be made except for a project covered by a project agreement.

5. Payments shall be made to the depository, as designated by the local government and authorized under the laws of the local government to receive public funds.
6. The local government must certify that all expenditures are properly documented. The certification must show where the complete project files, including field data necessary to substantiate the expenditures, are located.
7. The Department should be advised of any proposed changes which reflect a cost amount exceeding 10% of the contract amount. Changes to the contract must accompany reimbursement requests.

#### E. Regional Construction Review

1. Category I construction projects do not require Department review. These projects are subject to audit.
2. Category II construction projects are subject to review at the discretion of the Department. Reviews performed by the Department are not chargeable to the local government projects. Project documentation should conform to the following guidelines:
  - a) Documentation that the local government has received authority to advertise and award contract (for work to be performed by contract).
  - b) LSR&T funds have not participated in costs incurred prior to execution of project agreement.

- c) Documentation and records to support the quantities, labor, equipment and materials being paid for.
- d) Measurement of items are made in accordance with the plans, specifications, appropriate change documents and properly documented force account records when applicable.
- e) All change documents are accounted for.
- f) Final acceptance has been made.
- g) Material incorporated into project meets the requirements of the plans and specifications, and that test results verify these requirements.
- h) Final payment made.
- i) The reimbursement requested for preconstruction engineering is in accordance with the project agreement.
- j) In the event the records fail a review, additional back-up will be required.

F. Safety

Part 1926 of the U.S. Department of Labor OSHA Act is required on Local Service Roads and Trails funded projects.

G. Reporting Responsibility

1. Wage and Hour

The Wage and Hour Division of the Department of Labor is responsible for the enforcement of AS 36.05 Wages and Hours of Labor, AS 36.10 Employment Preference, and the Alaska Administrative Code in Title 8 AAC 30 Public Contracts. Specifically, AS 36.05.035 Notification of Contract Awards requires that "upon awarding a public construction contract, the State or political subdivision of the State shall:

Immediately notify the commissioner of labor of the amount of the contract, the effective date of the contract, the identity of the contractor, and also the sub-contractors, the site or sites of construction, and provide a project description; and ..."

2. Equal Employment Opportunity

Local governments are responsible for the distribution of Equal Employment Opportunity (EEO) reports on all projects administered by them which are funded wholly or in part with State funds. (Refer to

Section 18 Alaska Administrative Code) Contracts shall comply with A.S. 36.10.010.

3. Completion Report - Category II

It is the local government's responsibility to notify the Regional Local Service Roads and Trails Manager sufficiently in advance of the final inspection, to allow Department representation.

4. Category I construction projects require an annual status report be submitted no later than October 1.

H. Resident Hire

Local residents should be employed where they are available and qualified.

6. PROJECT MAINTENANCE

A. Road Powers

Road construction and maintenance authority is granted to local governments, as defined in AS 19.30.241(3), 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 AS 19.30.111 - 19.30.241.

B. Maintenance Responsibility

Home rule cities and home rule municipalities shall maintain, or cause to be maintained, LSR&T funded projects. Maintenance of projects constructed with LSR&T funds is reflected in the project agreement. The Department will not assume maintenance responsibility for any project in which LSR&T construction funding involvement is less than 50%.

C. Revenue Sharing

Shared revenue is available to all cities and boroughs incorporated under the laws of Alaska. Monies for maintenance via shared revenue are provided through the Department of Community & Regional Affairs.

To seek revenue sharing for roads maintained by the State, the appropriate official must submit a release of maintenance responsibility to the Regional Director for Maintenance and Operation. If the request is approved, the mileage requested by the local government will be submitted by Maintenance and Operations to the Director of Plans & Programs, Headquarters to be deleted from the State maintenance system.

Revenue sharing is not available for maintenance of foot traffic facilities such as trails and walkways.

TYPICAL  
ALLOCATION OF LSR & T FUNDS  
FLOW CHART

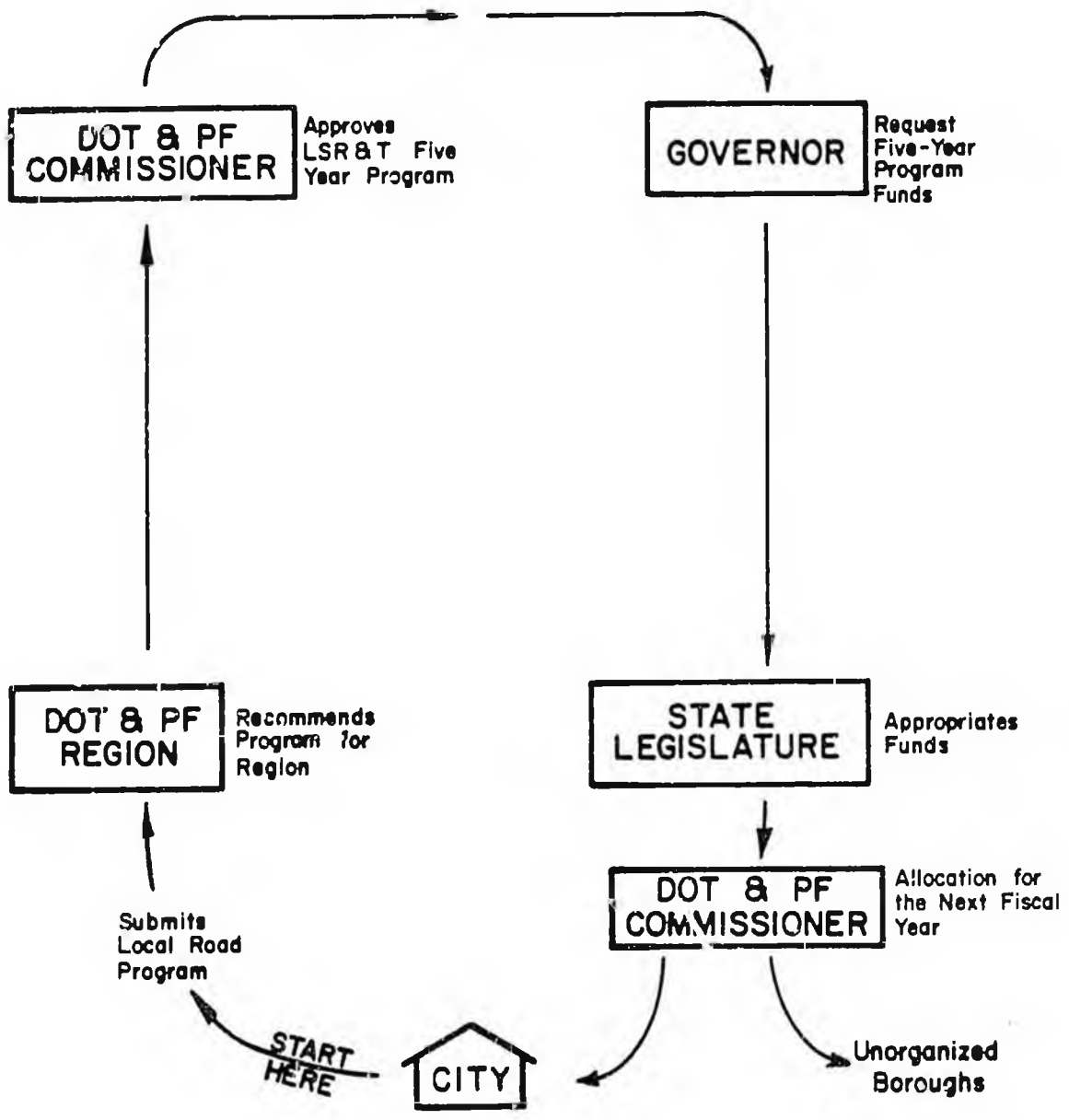


FIGURE 1

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UNORGANIZED BOROUGHES

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# THE UNORGANIZED BOROUGH

## SECTION II

### GUIDELINES FOR LSR&T PROJECTS

#### 1. DEFINITION

Areas of the State which are not within the boundaries of an organized borough, a unified municipality, a home rule city or a first-class city constitute the unorganized borough within the DOT&PF Region. The unorganized borough includes local governing bodies as defined in Section 2-3-A.

#### 2. ALLOCATION OF FUNDS

The allocation formula is clearly defined in the Article 3. Local Service Roads and Trails, Section 19.30.131 of the Alaska Statutes, but a brief description is included herein for explanatory purposes.

The distribution of funds is based on area and population factors. Half the funds are allocated on the basis of area and half on the basis of population. Salt water areas are excluded from allocation areas and the latest Federal Census is used for population figures.

The first stage distribution is made to allocation districts, which correspond to the Department of Transportation and Public Facilities Regional boundaries.

Each allocation district's distribution is then broken down and allocated to the boroughs within that allocation district, each organized borough figuring for a share and all areas outside organized boroughs combining together for a share. The important distinction here is that the "borough" is considered an area within an allocation district.

The third and final breakdown allocates to the local government. If a home rule city or a city of the first class exists within an organized borough, the borough government and the city government share the "borough" (second stage) allocation in proportion to their area/population factors. If no home rule city exists within the organized borough, the entire allocation is to that borough's government. If a home rule city or a city of the first class exists in an unorganized borough, the city's allocation is their area/population proportion of the unorganized borough's allocation.

Distribution of funds to second-class cities, villages or other communities within an unorganized borough are administered by the Department on a project priority basis.

### 3. APPLICANT GUIDELINES

#### A. Five Year Program

Communities within unorganized boroughs are eligible for projects administered by the Department, subject to priority scheduling within the respective allocation districts.

Unorganized borough communities should provide information for improvements in their areas to the Regional LSR&T Manager, who will compile a five year program and establish priorities for the unorganized borough projects within his jurisdiction. When a project is approved, the Department will proceed with development of the project.

A local governing body which does not receive a direct allocation of LSR&T funds through the distribution formula, may be eligible for project funding. The project must be transportation oriented and economically feasible.

A local governing body is the classification of authority in any community consisting of 25 or more people and which is not included in the definition of a local government as defined in AS 19.30.241(3). Second class cities, Homeowner associations, communities organized under federal charter and villages are examples of a local governing body.

NOTICE: If other State or Federal agencies are constructing, or will be constructing a project in your area, LSR&T funds can be used to reimburse these agencies directly for construction of an LSR&T project.

#### B. How to Apply for a Project

Submit a request for a desired project to the LSR&T Manager in your area whose address and phone number is listed below. The LSR&T Manager will inform the community as to the availability of funding and priority status of their proposed project.

Preparation of the agreement requires that the following information be assembled by the community and forwarded to the Regional LSR&T Manager;

1. Resolution.
2. Project Location Map.
3. Statement of Intent.
4. Typical Section of Improvement.
5. Estimated project cost.
6. Sources of funding other than LSR&T.
7. Right of Way status.
8. Gravel Source, if applicable and available

A project to be approved for funding requires a written project agreement prior to implementation of the project.

The Regional LSR&T Manager will provide assistance in the form of advice and consultation in all phases of the project.

The records pertaining to the completed project are subject to review as determined by the Regional Construction Chief.

C. Information

For More Information Contact:

Statewide LSR&T Administrator  
DOT&PF  
State of Alaska  
Pouch Z  
Juneau, Alaska 99811

Central Region, LSR&T Manager: DOT&PF  
5600 "B" St., Suite 101  
Anchorage, AK 99502  
Phone: 561-1148

Northern Region, LSR&T Manager: DOT&PF  
2301 Peger Road,  
Fairbanks, AK 99701  
Phone: 452-1911

Northern Region:  
(Western District), LSR&T Manager: DOT&PF  
P.O. Box 1048  
Nome, Alaska 99762  
Phone: 443-5266

Southeastern Region, LSR&T Manager: DOT&PF  
P.O. Box 3-1000  
Juneau, AK 99802  
Phone: 789-6247

4. PRECONSTRUCTION

A. Initial Review

This phase determines how the project will be constructed.

1. Type of project (road, boardwalk, stairway, etc.).
2. Location (from where to where).
3. Is adequate right of way for the project available? (if so, how wide?).
4. Are electrical, water or sewer lines in the way?
5. Are material sources available?

6. How is work to be performed? (local labor, contract, etc.).
7. Environmental and Permit Issues associated with the project.
8. Acceptable construction methods.
  - a. Department of Transportation & Public Facilities Contract
  - b. Local Government Contract
  - c. State Equipment and LSR&T Employees
  - d. State Equipment and Maintenance & Operations Employees
  - e. State Equipment and Village Employees
  - f. Local Equipment and Employees
  - g. Other State, Federal Agencies and their Contractors

B. Design

Design approval by the Regional Director of Design and Construction for projects in the unorganized borough will be on project by project basis due to the variety of requirements throughout the state. Projects to be maintained by the Department shall meet the criteria of Section V, Alaska Roads & Trails Design.

C. Public Right of Way

1. Acquisition of Right of Way

A project by project determination will be made by the Regional LSR&T Manager regarding the amount of LSR&T funds which may be utilized for right of way acquisition if land or an interest in land is necessary to construct a project.

Costs incurred by the Region Right of Way Section in acquiring right of way will be charged to the project.

2. Roads and Trails

Construction of multi-purpose trails with Local Service Roads and Trails funds is authorized within the transportation corridor of all federal-aid routes.

LSR&T funds are not available for construction of recreational facilities such as rifle range pads, race tracks, or similar proposals that limit the right of entry to the public.

Roads or trails to recreational facilities and parking areas for such facilities are eligible for funding under the program providing there is adequate public right of way, and sufficient funds are available.

3. Certification

Right of way certification will be to the satisfaction of the Department.

D. Preliminary Engineering

1. Design

A project must be designed to stay within an available right of way or permanent easement.

2. Consultants

Use of consultants in the design and construction phases of a project is a cost which can be paid with LSR&T funds. Agreements with a consultant must have an agreed amount for each phase such as design or construction. Preconstruction engineering is limited to 15% of total funds for the project, unless otherwise agreed to by the Department.

E. Structures

Requirements:

1. All stream crossings must be reviewed for Corps of Engineers and U.S. Coast Guard and ADF&G Permit requirements.
2. Design guidelines for local roads and streets (Section V)
3. Average Daily Traffic (ADT) or Daily Hourly Vehicles (DHV) shall be used to determine width of roadway.
4. When utilizing an existing structure at a different location the following data must be reviewed:
  - a) ADT - Roadway width
  - b) Structural capacity for intended use
  - c) Modifications required
5. All major structures require DOT&PF Bridge Design review.
6. Permits may be obtained through the Regional DOT&PF Environmental Coordinator.

F. Materials

1. Payment for royalty, when necessary to construct a LSR&T project, is a legitimate expenditure of funds.
2. Inspection and acceptance of materials must be provided for.
3. It must be determined that adequate materials exist to construct the project.

G. Traffic Safety Responsibilities

Aspects of project safety will be jointly determined by the Regional LSR&T Manager and the local governing body prior to construction.

H. Utilities

Utility move costs are fundable under the LSR&T program and must be considered when necessary to construct a proposed project. If a utility agreement is necessary, early involvement of the regional utility engineer is required.

I. Historical and Archaeological Clearance

Projects scheduled for construction which have not received prior clearance should be submitted directly to:

State Historic Preservation Officer  
Division of Parks  
225 A Cordova Street  
Anchorage, Alaska 99501  
Phone 265-4141

Submittals should include location map, description of work and proposed start date.

Clearance for projects within the unorganized borough may be obtained either directly by the community with a copy to the Regional LSR&T Manager or by the Regional Environmental Coordinator.

Clearance is mandatory prior to advertising or starting work on a project using local labor forces. See Section III, 2F, Periodic Reports.

J. Workman's Compensation & Liability Insurance

Employees of a political subdivision of the State, not covered by a workman's compensation and insurance liability contract are covered under the Statewide contract category. It is not necessary to track the wage and hours of persons working on these projects but Risk Management must be notified of the project when it falls into this category. Risk Management contact is Brad Thompson, phone number 465-2180. Documentation by memorandum is recommended M.S. 0218.

Projects under competitive bidding requires workman's compensation and liability insurance in the contract. It is the responsibility of the local governing body to see that firms contracting work with them submit wage and hour reports to the Department of Labor.

## 5. CONSTRUCTION

### A. Contracts

Contracts for construction of LSR&T projects within the unorganized borough may be prepared as follows:

1. By the Department of Transportation and Public Facilities.
2. By a consultant.
3. Alternate method if approved by the Regional Deputy Commissioner.

Construction contracts funded wholly or partially with LSR&T funds must be approved by the Department prior to advertising. No reimbursement of funds will be made for work performed prior to this approval.

### B. Contract Requirements

Contract requirements will be provided by the Region LSR&T Manager. (Ref. Contracts Section I and II)

### C. Force Account

Force account (in-house) construction projects submitted for approval must include the following:

1. Estimated Costs of Equipment and Labor.
2. Estimated Costs of Materials.

Procedures for bookkeeping, project documentation, reporting and requests for reimbursement will be as agreed to by the local governing body and the Regional LSR&T Manager.

### D. Regional Construction Review

Review of completed project records will be made at the discretion of the Regional Construction Chief.

### E. 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.

All rental equipment to be used on any LSR&T project shall first be inspected and approved by the Region LSR&T Manager, or his authorized representative. Equipment will not be used on a project until it is in a safe condition.

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

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. It is recommended that a basic safety first-aid plan be formulated at the first safety meeting.

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

F. Equal Employment Opportunity (EEO)

Local governing bodies are responsible for submitting EEO information requested by the Regional LSR&T Manager. Contracts shall comply with the provisions of A.S. 36.10.010.

6. PROJECT MAINTENANCE

A. Road Powers

Road construction and maintenance authority for local service roads may be granted to a local governing body if the local governing body has the resources to perform the work. However; the authority granted is limited to participation in the construction and maintenance of local service roads under AS 19.30.111 - 19.30.241.

B. Maintenance Responsibility

The Department will not assume maintenance responsibility for any LSR&T project in which LSR&T construction funding involvement is less than 50%.

Maintenance responsibility of projects will be determined prior to executing a project agreement.

C. Revenue Sharing

Shared revenue is available to all cities and boroughs incorporated under the laws of Alaska. Monies for maintenance via shared revenue are provided through the Department of Community and Regional Affairs.

To seek revenue sharing for roads maintained by the State, the city council or other official must submit a release of maintenance responsibility to the Regional LSR&T Manager for their area. When the request is approved, the mileage requested by the city will be deleted from the State maintenance system.

Revenue sharing is not available for maintenance of foot traffic facilities such as trails and walkways.

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LSR&T ADMINISTRATION  
SECTION III

GUIDELINES FOR LSR&T PROJECTS

1. PLANNING

A. Programming Guidelines

1. Administration of the planning and construction of projects in the Matanuska-Susitna Borough and the Kenai Borough are made through the Central Region Office, regardless of the limits of their respective borough boundaries. Administration of the planning and construction of projects in the North Slope Borough is made through the Northern Region Office. The administration of construction and maintenance of projects will be performed by the region in which the project is located.
2. Each project (i.e., completed improvement) must provide a usable facility with the expenditure of available funding.
3. Each local service road project submitted for inclusion in the program should indicate the standards of design for the improvement. This information should include the following:
  - a. Design Load for Structures.
  - b. A brief narrative description.
  - c. Type and character of traffic.
  - d. Typical section(s) of the proposed improvement(s), and
  - e. Length of project to the nearest tenth of a mile.
4. The program should show priority scheduling for construction, estimated total project construction costs and utilization of allocated funds.
5. The time limit for expending allocated funds is within five years after the close of the year in which the funds were authorized. Local governments may thus broaden the scope of a project and provide for adequate funding by permitting their allocations to accumulate. Program submissions should note this intention, if applicable.
6. Estimated project construction costs must include all costs, including administration, right-of-way, materials royalty, utility relocation, preliminary design engineering and construction engineering.
7. Any portion of the project construction costs may be funded by the local government. For all projects constructed with participating funding by the local government, the determination

of the responsibility for maintenance will be made on a project by project basis. The Department will not assume maintenance responsibility for any project in which LSR&T construction funding participation is less than 50%.

8. The Department may assist the local government in the acquisition of right-of-way. Costs incurred by the Department will be charged to the project. Use of LSR&T funds for right of way acquisition for projects in the unorganized borough will be determined on a project-by-project basis.
9. Roads presently on the State maintenance system may be improved under the Local Service Roads and Trails Program.
10. The regions will assist the local governments, if requested, in the preparation of the five-year program, and offer guidance for programming projects within the scope of available funding. All local government programs will be assimilated by their respective highway regions.
11. Preliminary engineering considerations for larger projects should include studies of possible alternates.
12. A determination will be made on a project by project basis as to whether the local government will administer the design and construction of the project with reimbursements for costs from available allocated funding, or whether the Department will administer the design and construction of the project.
13. Except for Category I projects, an executed project agreement is required prior to the expenditure of any sums which are to be included in reimbursement for the costs of the road or trail improvements. All project agreements will stipulate maintenance responsibilities for the completed improvement. Category I projects require a transfer of responsibilities agreement.
14. The five-year programs, including the priority scheduling, submitted by each local government should bear a certification of approval by their respective governing body.

B. Region Outline for Annual LSR&T Program

To better formulate the region's annual five-year program, the ensuing guidelines should be followed:

1. Retain an ongoing program of assimilating information regarding possible projects from all local entities throughout the year to eliminate last minute delays.

2. Follow previous program projections insofar as possible and reasonable. If a project previously programmed is dropped, include explanation.
3. Project costs should reflect projected cost increase due to inflation for the year construction is scheduled.
4. Keep the number, size, and type of projects (boardwalks vs. roadwork) within the equipment, manpower, and fiscal capabilities.
5. Schedule projects which compliment other transportation facility construction. (Aviation, Harbors and Highway Design, Construction and Maintenance).
6. Schedule projects which take advantage of contractors mobilized in remote locations.
7. Spread the work as evenly as possible and avoid concentration of work in one area.
8. Provide a logical and logistical sequence of work to make full use of the equipment.
9. Provide timely reaction to local requests.
10. Written approval of the Regional LSR&T Program by the Regional Planning Section is required prior to submitting to the Statewide LSR&T Engineer.
11. Leave room for flexibility.

C. Contacting Local Authorities

Local Governments:

Road needs are requested annually by Region.

Local Governments are notified of their allocation by the Regional Deputy Commissioner.

Unorganized Boroughs:

Road needs are solicited by the Region LSR&T Manager, and coordinated with the Regional Planning Section.

The Region should make periodic verbal and written contact with local governing bodies in the unorganized borough pertaining to their transportation needs. During these contacts, it should be made clear that the services of the Regional LSR&T Manager are at their disposal. For definition of local governing bodies refer to Section 2-3-A.

This action should assure a prompt transmittal for the annual five-year program.

D. Project Coordination

In the initial phase of a bush project request, the Regional LSR&T Manager should inquire, at the village level, if other work is being performed or contemplated by other State or Federal agencies. If none is known, the other agencies should be contacted directly.

Assembling information of mutual concern to the LSR&T Program and other State and Federal agencies should be an obligation of the Regional LSR&T Manager.

Early in the design phase of projects to be maintained by the Department, comments from the Maintenance and Operations Section are necessary to evaluate the scope of work.

E. Annual Report

The annual report of LSR&T activities is prepared each year by the Statewide LSR&T Administrator.

The Regional LSR&T Manager will report on activities for the calendar year and will include any information that will enhance the program, such as special projects, methods of cost savings, training, etc. This information is submitted to the Statewide LSR&T Administrator by October 15th of each year.

## 2. PROCEDURES

A. Project Coding

Project numbers are assigned by the Regional LSR&T Manager.

An example is as follows:

G	2	70	02	(a)	LSR&T Program
(a)	(b)	(c)	(d)	(b)	Region
				(c)	Allocation Area
				(d)	Project Number in Sequence

When work is required on projects prior to project approval, charges are to be made to Region reconnaissance for projects in the unorganized borough. For work on local Government projects, charges are to be made to the local government project development account.

B. Road Design

Any LSR&T project that is to be designed by the Department will be submitted by the Regional LSR&T Manager using the following procedures:

1. A request for the design work is to be sent to the Regional Chief Design Engineer.
2. All pertinent information relative to the project, including:
  - a. Project charge numbers.
  - b. Proposed advertising date and amount authorized for design and construction.

All construction contracts to be advertised by the Department shall be reviewed by the Region Design Section.

Design Criteria:

LSR&T projects to be administered under the direct supervision of the Department (design through construction) shall be designed utilizing Section V, Alaska Local Roads and Trails Design Criteria.

C. Maintenance and Operations

LSR&T Projects to be Maintained by the State

All LSR&T construction contracts to be administered by the Department or local government, wholly or partially funded with LSR&T money and maintenance to be performed by the Department, must be coordinated with the Regional Director for Maintenance and Operations early in the design phase.

Immediately following determination that a project will be maintained by the Department, pertinent information regarding the proposed project will be forwarded to the Regional Director for Maintenance & Operations.

The information shall include the project name, location, length and width of surfacing, type of construction and projected beginning and ending dates for construction. Additional information is to be given upon request.

This report is essential in order that a liaison can be established between the local maintenance foreman and the Regional LSR&T Manager and for better planning of maintenance responsibilities.

Final Acceptance:

Final acceptance of projects to be maintained by the Department require concurrence of the Regional Director for Maintenance and Operations or his representative.

Final inspection and completion reports of all LSR&T projects, including Category I projects, shall be submitted to the Statewide LSR&T Administrator.

D. Recreation Facilities

See Section I or II.

E. Reimbursable Service Agreement (RSA)

Intradepartmental RSA Procedures:

Intradepartmental RSA's are those contractual arrangements between divisions where money is appropriated to one division and administered by another within DOT&PF.

Contractual arrangements (RSA's) within the Department involving both capital improvement and operating funds must be approved by the appropriate Deputy Commissioner.

Procedures for handling LSR&T intradepartmental RSA's are as follows:

1. All LSR&T RSA's must be recommended for approval by the Regional Director for Design and Construction.
2. The completed RSA is submitted for approval to the Regional Deputy Commissioner.
3. The completed RSA form and an encumbrance document is submitted to the Director of Financial Management.
4. Financial Management will set up a collocation code in the BRU where the money was appropriated, but assign a different division code. This establishes separate over-expenditure codes in the State Accounting System. The Budget Officer prepares the journal voucher (JV).
5. A JV will be processed reducing the authorization in the original code and setting it up in the new code.

If an amount in the contractual arrangement is to be restricted for any reason, it will be restricted in the account of the servicing division.

6. It will be incumbent on the requesting division to review charges to the project in the same manner as billings are presently reviewed.
7. When the contractual arrangement is between Capitol Improvement Projects (CIP) and operating, where operating does the service, an Adjustment Voucher (AV) is necessary to refund personal services to charge CIP. All other costs (i.e., travel, commodities, rentals) should be charged direct to the CIP authorization (collocation code referenced on the project).
8. When the contractual arrangement is between CIP and CIP funding, no further accounting action is required. The payroll suspense distribution program automatically does the accounting.

Interdepartmental Procedures:

Interdepartmental RSA's are those contractual arrangements between DOT&PF and other departments.

Normal RSA procedures will be followed between other departments of State government and the Department of Transportation and Public Facilities. (Refer to Special Instructions for Revised Program type 7)

F. Periodic Reports

1. ANNUAL	<u>Date Required</u>	<u>Transmittal From</u>	<u>To</u>
Annual Report	Jan 1	Statewide LSR&T	Commissioner
Project Listing	Jan 15	Region LSR&T	Region Maintenance & Planning
Historic Clearance	Dec 15	Region LSR&T	Region Environ- mental Section
Request for Const. Materials	Nov 15	Region LSR&T	Region Supply
LSR&T Program	Oct 15	Region LSR&T	Statewide LSR&T
Annual Program Status	Oct 15	Region LSR&T	Statewide LSR&T
Category I Report	Oct 15	Region LSR&T	Statewide LSR&T
EEO Report	* Oct 15	Region LSR&T	Statewide LSR&T
2. MONTHLY			
Project Status (2172)	15th	Statewide LSR&T	Region LSR&T
Project Cost Transaction (1900)	15th	Statewide LSR&T	Region LSR&T

\* See E.E.O. Report Section IV

### 3. PRECONSTRUCTION

#### A. Reconnaissance - Unorganized Borough

This phase should determine how the project will be constructed; such as by contract, force account or in-house forces. Sufficient information to prepare an agreement should be obtained. A meeting with the local community to inform them on the progress of the project should be a consideration.

Procedure:

1. Select Typical Section
2. Determine method of construction
  - a) Local government contract
  - b) State contract
  - c) State forces (LSR&T or Maintenance)
  - d) Local government equipment and labor
  - e) Local government labor only
  - f) A combination of two or more
3. Standards for structures. (Section V, Alaska Local Roads and Trails Design Criteria)
4. Determine if cost of project is within funds available.
5. Charges to the region reconnaissance project are to be made only to establish the validity of such a project, prior to agreement.

#### B. Project Agreements

Projects submitted for approval should include the following information:

1. Project Agreement
2. Project description of work including typical section, length of project and a map of the location with scale shown.
3. Resolution from Local Entity
4. Funds authorization request

5. Statement of Materials Acquisition

For unorganized borough projects to be constructed by LSR&T equipment, no equipment should be transported to the project site until the following has been secured:

1. Right-of-way certification (Refer to applicable section.)
2. Material source approved and royalty agreement secured.
3. Wage agreement.
4. Wetlands fill and anadromous fish stream permits, if applicable.
5. U.S. Corps of Engineers Structure permit, if applicable.

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

For agreement forms see Section IV.

C. 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. Required permits or assurance that permits will be acquired prior to beginning construction.

D. Public Right-of-Way

Certification of right-of-way by the Department for Local Governments shall be charged to the project. Refer to Sections I and II.

1. Projects maintained by the Department

All projects to be maintained by the Department of Transportation and Public Facilities require sufficient evidence that adequate right of way has been acquired. Necessary information required includes subdivision and townsite survey plats and descriptions as deemed necessary to establish width of right of way available throughout the

project. 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.

## 2. Projects Maintained By The Local Governing Unit

All projects to be maintained by the local entity require a letter certifying that adequate right of way has been acquired. The width of right of way or permanent easement obtained must be clearly stated in order that adequate right of way to contain the construction slope limits is assured throughout the project. Certification of the right of way is the responsibility of the local entity.

## 3. Acquisition of Right of Way

A local government may request the Department to secure right of way providing that all costs incurred by the Department in connection with the acquisition of land or interest in land, private or public shall be charged to the local government project for which the land or interest in land is acquired.

Costs to locate property corners from paper subdivisions beyond that which is necessary to establish the project alignment is not a reimbursable expenditure.

## E. Preliminary Engineering

### Local Government

1. Maximum reimbursement of preconstruction engineering expenditures is limited to 15% of the total funds for the project, unless otherwise agreed upon.
2. Adequate survey to establish alignment and grade of the project is required. (Does not include locating property corners and ties to Section corners beyond that which is necessary to establish centerline of the project).
3. A project must be designed to stay within available right-of-way or permanent easement as reflected in the typical section.

### LSR&T Forces

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

## F. Structures

### 1. Design Requirements

- a) For all stream crossings see Regional Environmental Coordinator.
- b) Utilize design guidelines for local roads and streets. (Section V)
- c) Average Daily Traffic (ADT) or Daily Hourly Volume (DHV) to determine width of roadway.
- d) When utilizing an existing structure at a different location the following data must be reviewed:
  - 1) ADT - Roadway widths
  - 2) Structural capacity for intended use
  - 3) Modification required to meet current design criteria
- e) All structures, including Category I projects, require the State Bridge Design Engineer's review.
- f) Permits may be obtained by the local government or through the Regional Environmental Coordinator for DOT&PF.

### 2. Permit Requirements

Contact Regional Environmental Coordinator.

### 3. Bridge Design Assistance

When a project involves a bridge a completed LSR&T form 130 (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 performed, or partly performed by a Region, other agencies or individuals, the Bridge Section will review the work in keeping with the considerations listed above.

G. Materials

Refer to Sections I or II.

H. Traffic Safety

Refer to Sections I or II

I. Utility Relocation

Refer to Sections I or II

J. Historical Clearance

A list of projects scheduled for construction and requiring Historical Clearance shall be sent by the Regional LSR&T Manager to the Regional Environmental Coordinator by December 15th of each year. A copy of the list will also be forwarded to the Statewide LSR&T Administrator.

The list of projects must include the project name, type of construction and a location sketch with scale shown.

When it is determined that an archaeological survey is required on a Department administered project, a project agreement and funds authorization must be submitted to the Regional Environmental Coordinator.

K. Workman's Compensation & Liability Insurance

Employees not covered by a workman's compensation and insurance liability contract are covered under the statewide contract. It is not necessary to track the wage and hours of persons working on these projects. Risk Management must be notified when a project falls in this category. Risk Management contact is Brad Thompson, phone no. 465-2180. Documentation by memorandum is recommended M.S. 0218.

Projects under competitive bidding require workman's compensation and liability insurance in the contract. It is the responsibility of the local governing body to see that firms contracting work with them submit the wage and hour reports to the Department of Labor. The local governing body should be advised of this responsibility.

#### 4. CONSTRUCTION

A. Management

Management of a project will be determined by how the project is to be constructed. Contract or force account projects will require a full-time project engineer/inspector. If constructed by in-house

forces, a local individual may be appointed project foreman and will be under the supervision of the Regional LSR&T Manager or roving foreman.

B. Construction Engineering

The construction engineering and survey must be sufficient to provide for the construction of the proposed facility as planned.

C. Construction Procedures (Project Engineers)

Projects are administered by three distinctly different contractual methods; by construction contract, by village labor and Department equipment and by a reimbursable service agreement with another agency. Sometimes in order to accomplish a goal, LSR&T funds are coupled with federal funds, special legislative allocations, or local participating funds.

METHOD A (by contract):

When LSR&T projects are under contract by the Department, a Project Engineer is assigned and the LSR&T Manager 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. (Construction Manual)

Administration of the contract shall be within the guidelines of the Construction Manual.

METHOD B (with local labor and State equipment):

A project agreement shall have been entered into between the Department and the local governing body. The 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. The Project Engineer's record book should contain the following:

1. DAILY EXPENDITURE ACCOUNT: This form will record the daily cumulative costs of the project. It will give a figure to enter on the first day's sheet for the "Total Cost Brought

Forward" line near the bottom of this form. Subsequent daily entries will be made and submitted weekly to the Region LSR&T office.

2. WEEKLY LABOR EXPENDITURE ACCOUNT: This form serves a dual purpose. Entries shall be made daily and totalled 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 and transmit this document to the Region LSR&T Manager with the "Daily Labor Expenditure Account" for backup.
4. EEO REPORT: See Section IV.

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

D. Instructions to Local Foreman:

The following project management requirements must be conveyed to the local foreman to ensure that proper communication is established:

1. Limits of Authority.
2. Describe what is to be constructed and ask for suggestions on how this can be accomplished.
3. Discuss 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. Emphasize the requirement of keeping daily load count of material hauled.
8. Emphasize submitting time sheets in a timely manner.

As an aid in filling out the remarks column on the daily expenditure account sheet, below is 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.

METHOD C (With Reimbursable Service Agreement)

Exchange of services with other agencies, firms, etc. is considered an economical action to take. Documentation by agreement, diary, etc. is essential.

E. Project Budget

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

It is the Regional LSR&T Manager's responsibility to submit the best cost estimate with available information.

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

F. Equipment Condition

The equipment fleet should be maintained in a professional manner emphasizing preventive maintenance. When the cost of operation of a piece of equipment appears excessive, an analysis should be made to determine its value to the fleet. Refer to Section III-6-E Disposal of LSR&T equipment procedures.

G. Transportation

Evaluate moving costs of construction equipment.

1. Air
2. Barge
3. Truck

H. 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.

All rental equipment to be used on any LSR&T project shall first be inspected and approved by the Regional LSR&T Manager, or his authorized representative. Equipment will not be used on a project until it is in a safe condition.

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

Before the start of any work, project personnel shall attend a safety orientation meeting. It is mandatory that safety meetings be held at least one per month and report on DH-188. All new or late hires shall be oriented to all existing safety programs and policies and procedures that apply to the project. It is recommended that a basic safety/first-aid plan be formulated at the first safety meeting.

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 Manager.

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

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

All accidents on the job involving personal injury or property damage exceeding \$500 require an accident report to be filed.

I. Supply

Purchases:

Purchasing authority is delegated by Policy and Procedure No. 24-1000. The Regional LSR&T Manager must obtain specific instructions of their purchasing authority from the Region Supply Officer.

Regions request for culverts and boardwalk material must be submitted by February first of each year for bidding purposes. The request should include the following information:

Linear feet and dimensions required.  
Delivery date and site required.  
Local contact for delivery.

All requests for 500 account equipment items require prior approval from the Regional Deputy Commissioner.

Purchases exceeding \$2,500 require administrative approval. (Contact Regional Supply Officer)

Delivery:

It is the responsibility of the Regional LSR&T Manager to monitor the delivery of goods.

When delivery is made to final destination, the shipment shall be earmarked to be easily identifiable as LSR&T materials. If this was not done by the shipper, the LSR&T representative must do so upon arrival.

Bills:

Freight bills are to be paid upon receipt of billing. All other bills are to be paid upon receipt of the merchandise. If merchandise has been purchased through the Department of Administration, freight bills are paid by the Headquarter's Supply Section.

Bid Waivers:

Planning ahead should eliminate the need for bid waivers.

J. 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 recommended:
  - 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 employees of DOT&PF).
  - e) On LSR&T administered projects, Chapter VIII of the DOT&PF 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 inhouse 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.

K. Inspection

Local Government and LSR&T administered projects require minimum periodic inspections:

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

Periodic inspections and other engineering services performed by the Department for local government projects are to be charged to the appropriate local government project development account.

When engineering services other than periodic inspections are specifically requested in writing by the local government, costs shall be charged to the local government project.

L. Completion Report

LSR&T completion reports should 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 for Maintenance
- 7) Project History

M. Regional Construction Review

Other than Category I projects, all projects with funds in excess of \$500,000, including other sources, require a field review during the construction phase.

Unless otherwise notified by the Statewide LSR&T Administrator or the Regional Construction Chief, LSR&T projects will generally be confined to a final review. Review activity will be coordinated with the Regional Review Engineer by the Regional LSR&T Manager.

N. Annual Status Report

The Annual Status Report reflecting the activities of all projects including closed-out projects is to be submitted to Statewide LSR&T by October 15. This report should reflect the project status through September 30.

O. Finance

Disbursements:

Activity Code 490 is to be used for Construction expenditures only. Other activity codes are to be used as required. (design, p.e., etc.)

Joint Bank Account:

A joint bank account may be established by agreement for purchase of material and payroll purposes. A clause to the effect that the account may be closed by the Departmental signatory at any time must be included.

After the agreement is approved, or at the time the agreement is submitted for approval, an advance may be requested and the account paid. 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 cosign and verify the checks against the daily and weekly reports, prior to issuing the checks on the site.

if a Departmental cosigner 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 Regional LSR&T Manager) the appropriate checks, or copies, should be attached to the weekly reports and material billings or invoices for ease of review.

#### Advanced Payment:

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

#### P. Monthly Status Report

Project Status Report No. R01-14R-2172 and Project Cost Transaction Register No. R01-14R-1900 are computer reports of project activity sent to the Region each month by the Statewide LSR&T Engineer.

### 5. CONTRACTS

#### A. Local Government

##### 1. Consultant Engineering

Consultant agreements must have an upper dollar limit for each phase, such as (1) design and (2) construction inspection. Any amount above this limit requires further approval by the local government. Preconstruction engineering is limited to 15% of total project funds.

Consultant agreements with local governments and subsequent changes to the agreements do not require approval by the Department unless specifically noted in the project agreement. The local government is solely responsible for the execution and control of consultant agreements. (Refer to the project agreement for maximum reimbursement and special constraints.)

2. Construction

All construction contracts, other than Category I, funded wholly or partially with LSR&T funds must be approved by the Regional Deputy Commissioner. No reimbursement of funds will be made for work performed prior to this approval, unless agreed to in writing.

Any anticipated changes which reflect a cost amount exceeding 10% of the total contract, except Category I, should be approved by the Department prior to execution. All changes to the contract must accompany the reimbursement request.

In the performance of contracts let by the local government for the design or construction of LSR&T projects, local residents should be employed where they are available and qualified. (AS 36.10.010)

3. Funds

Projects submitted for funding approval must have the following information:

1. Project Agreement
2. Resolution from Local Entity
3. Project Location Map (3 copies)
4. Statement of Intent
5. Typical Roadway Cross Section
6. Right of Way Certification
7. Historical Clearance
8. Statement of Materials Acquisition
9. Estimated Project Cost
10. Other funding sources and amount

Fund authorization requires the approval of the Regional Deputy Commissioner.

4. Advertising

The plan assembly submitted by a local government for approval to advertise should include the following:

1. Plans
2. Contract Documents required (may vary providing results are conformable):
  - 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. Special Provisions including specific Equal Employment Opportunity Responsibilities for all non-exempt State and State-assisted Construction Contracts awarded in the State of Alaska.
  - p. Notice of Workmen's Compensation and Liability Insurance
  - q. Current Alaska Minimum Wage Rates
  - r. Bond is not required for projects of \$100,000 or less; legal bonding required is 50% payment and 50% performance.
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. Permits, as applicable
  7. Assurance that a Bid Bond will be required
  8. Archaeological Clearance, if not previously submitted
  9. Utility Agreement, if applicable
  10. Airport Clearance, if applicable (Ref. Section I-4-G)
  11. Coastal consistency determination, if applicable.
  12. Adequate funding to justify project.

Advertising of the contract requires the prior approval of the Regional Deputy Commissioner.

5. Award

Review of the contract documents should reflect the following:

1. Bid tabulation of all bidders
2. Recommendation by the local government for award

Award of contract requires concurrence of the Regional Deputy Commissioner.

6. Authority to Proceed

Authority to Proceed will be issued by the Regional Director for Design and Construction upon approval of award, and evidence of proper licensing and bonding.

B. Department of Transportation and Public Facilities

1. Construction

- a) When the plan assembly does not include a bid item for engineering/surveying by the contractor, sufficient reasons for omitting must accompany the request to advertise.
- b) All construction contracts require the approval of the Regional Deputy Commissioner.

2. Negotiations Prior to Bid Award

When an LSR&T construction contract is being advertised for bid, negotiations with the contractor prior to award is prohibited.

Negotiations with a contractor by a Department employee is cause for dismissal.

3. Informal Proposals

The following criteria are necessary to request an informal proposal for equipment rental or construction projects funded wholly or partially with Local Service Roads and Trails funds:

1. For projects estimated to cost less than \$100,000, informal proposal procedures may be utilized.
2. Projects exceeding \$100,000 require bonding.
3. Legal bonding required for a contract is bonding of 50% payment and 50% performance.
4. Scope of work.
5. Sources of funding.
6. Contractor's license or ATC permit required. (May be waived under extreme conditions.)
7. Approval by Regional Deputy Commissioner.
8. Authority to Proceed will be issued by the Regional Director for Design and Construction.

4. Disbursements

The use of retainage will be restricted to those projects where satisfactory progress is not maintained and to those projects which consist primarily of lump sum pay items.

## 6. EQUIPMENT

### A. 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 judged on its own merit.

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

General: Competition with private enterprise should be of major consideration. In areas where contractors are available, use of State equipment and local hire should be compared economically with the contract alternative. In all cases, the community's concerns should be considered. The method of construction should reflect sound judgement.

### B. Equipment Rental

#### 1. Private Source or Local Community Equipment

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

2. If a local government proposes to lease or lease/purchase equipment, it must be demonstrated that this is a viable option to renting the equipment.

For equipment rental agreements see Section IV.

#### 3. State Equipment Fleet

The State Equipment Fleet should only be utilized when economics dictate.

When utilizing wet rental state equipment it is necessary that charges are properly accounted for: Fuel and some repairs are chargeable directly to the equipment. For repairs chargeable directly to the equipment refer to the State Equipment Fleet policy No. 29-0503.

C. Operation

Proper training of operators before they operate the piece of equipment is essential. Safety of the operator and bystanders must be considered the main factor during this orientation.

D. Repair and Maintenance

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

E. Disposal of LSR&T Equipment

I. When the cost to make a unit of equipment operational exceeds its value to the fleet, the Regional LSR&T Manager should submit an excess report and replacement request to the Deputy Commissioner.

II. All requests to purchase excess LSR&T equipment must be submitted to the Deputy Commissioner. To obtain approval of a negotiated sale the offer must be in writing and attached to the excess report. The Deputy Commissioner is the approving officer for the disposal of LSR&T equipment.

III. Evaluation to determine cost of operation:

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 it
- c) dispose of it

F. 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. An annual inventory report stating condition, appropriate annual costs, downtime and present location should be kept.

## 7. PERSONNEL

### A. State Employees

#### LSR&T Assignments:

##### Program Administrator

Charles D. Karella - Statewide LSR&T  
Pouch Z Administrator  
Juneau, Alaska 99811  
Phone: 465-4070

##### Central Region I

Robert L. Haneline - Region LSR&T Manager  
5600 "B" St., Suite 101  
Anchorage, Alaska 99502 - Phone: 561-1148

##### Northern Region II

Donovan S. Ronken - Region LSR&T Manager  
2301 Peger Road  
Fairbanks, Alaska 99701  
Phone: 452-1911

##### Northern Region, Western District

Jeff Chandler - Region LSR&T Manager  
P.O. Box 1048  
Nome, Alaska 99762  
Phone: 443-5266

##### Southeastern Region III

Ole Bartness - Region LSR&T Manager  
P.O. Box 3-1000  
Juneau, Alaska 99811  
Phone: 789-6247

### B. 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.

C. Local Government Employees

The local government has control of the local government employees.

D. Training of Local Community Residents

State Employee Local 71 Status.

If a Region elects to utilize Local 71 Status for local hire, the following pay schedules will be in effect in training programs and hiring policies

Laborers will be hired at a WG 58, the normal pay schedule. Much of our work for them is in land clearing (axe work), and they need no training there, other training necessary is minimal. All operators, that is, truck drivers, loader operators, and dozer operators, will start at the WG 57, Step A. At the end of two (2) 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 WG 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 shall be hired and remain in permanent seasonal status. An agreement to this effect between the employee and the supervisor must be obtained at the time of hire.

Community Employee

Construction projects in communities utilizing locally hired crews are often plagued with high rates of absenteeism. In an effort to induce crew members to show up regularly, the following example 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 wage agreed to by the local community and the Department.

The principal stipulation is as follows: 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.

## 8. PROJECT MAINTENANCE

### A. Maintenance Responsibility

The Department shall maintain, or cause to be maintained, any project constructed by the department under the provision of AS 19.30.11 - 19.30.241, except that upon mutual agreement of the Commissioner and the local government the responsibility for maintenance may be transferred to the local government.

The Department will not assume maintenance responsibilities for any project in which LSR&T construction funding involvement is less than 50%.

Road construction and maintenance authority is granted to local governments, as defined in AS 19.30.241(3), 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 AS 19.30.111 - 19.30.241.

Home rule cities and home rule municipalities shall maintain, or cause to be maintained, LSR&T funded projects.

Upon application by a local government, local service roads and trails constructed under the provisions of AS 19.30.11 - 19.30.241 and located within the jurisdictional boundaries of a local government, as defined in AS 19.30.241(3), may be transferred to that local government.

B. Revenue Sharing

Revenue sharing is available to all cities and boroughs incorporated under the laws of Alaska.

For a local government to seek revenue sharing for road maintained by the State, the appropriate official must submit a release of maintenance responsibility to the Regional LSR&T Manager for roads constructed with LSR&T funds.

This document is to be sent with all supporting information to the Regional Director of Maintenance and Operations. When the request is approved, the mileage requested by the local government will be submitted by the Regional Director of Maintenance and Operations to the Director of Plans & Programs, Headquarters to be removed from the State Maintenance System.

## SECTION IV

### 1. REQUIRED LSR&T FORMS

<u>DESCRIPTION</u>	<u>FORM NO.</u>	<u>PAGE</u>
Agreement - Local Government - Design & Construction	10	4-2
Agreement - Local Government - Location & Design	20	4-6
Agreement - Local Government - Grant	30	4-8
Agreement - Local Governing Body - Local Hire	40	4-12
Agreement - Local Governing Body - Contract/Force Acct.	50	4-16
Agreement - Local Governing Body - Trail Staking "A"	60	4-20
Agreement - Local Governing Body - Trail Staking "B"	70	4-22
Agreement - Employee Wage Deductions	80	4-24
Agreement - DOT&PF - Contract/Force Account	90	4-26
Resolution - Local Government	100	4-28
Resolution - Local Governing Body	110	4-30
Funds Authorization	120	4-32
Funding Request for PDA <sup>(1)</sup>	130	4-34
Bridge Site Survey	140	4-36
Project Certification	150	4-38

(1) Alternate for FORM 120

NOTE: Forms may be modified to reflect specific necessary changes.

DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES

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

CONSTRUCTION  
 PROJECT AGREEMENT  
 LOCAL SERVICE ROADS AND TRAILS  
 LOCAL GOVERNMENT

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 Appendixes "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. construct the project either by (a)  awarding a contract for construction of the project to the lowest responsible bidder

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

through the competitive bidding process, or (b)  through the use of Local Government equipment and employees, or (c)  an alternate method is approved by the Regional Deputy Commissioner. (Indicate the method to be used by checking (a), (b) or (c)).

5. execute a written contract with a contractor for the project if a contract is awarded;
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.
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.

B. OBLIGATIONS OF THE DEPARTMENT

1. The maximum Local Service Roads & Trails funds obligated for this project is \$ \_\_\_\_\_. Additional funds may be allocated at the discretion of the Department.
2. 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.
3. 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. However, management of the project is the full responsibility of the Local Government.

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

C. FURTHER CONDITIONS

1. Maximum reimbursement for preconstruction engineering is limited to 15% of the total 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 cannot be adequately verified as a necessary cost of construction.
4. Prior written Departmental approval of the following is required:

CONTRACT CONSTRUCTION

- a. Plans, specifications and estimate prior to advertising.
- b. Award of the construction contract.
- c. Any single anticipated change which reflects a cost amount exceeding 10% of the total contract must be approved by the Department prior to execution.

CONSTRUCTION BY THE LOCAL GOVERNMENT

- a. Estimated costs, including engineering, equipment, labor and closing costs after construction is complete.
  - b. Plans or typical section of improvement.
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 \_\_\_\_\_.

The Department will not assume maintenance responsibility unless LSR&T construction funding involvement is greater than 50%.

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

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

maintenance function. If the Department agrees to perform the maintenance, the Department reserves the right to issue utility, driveway and encroachment permits.

- 7. This agreement may not be modified except by written agreement between the Deputy 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 Deputy Commissioner of the Department and \_\_\_\_\_, the duly authorized signatory for said Local Government.

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

\_\_\_\_\_  
(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:

ATTEST:

\_\_\_\_\_  
Director, Design & Construction      Date

APPROVED AND EXECUTED BY:

\_\_\_\_\_

\_\_\_\_\_  
Deputy Commissioner      Date

DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES

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

LOCATION AND DESIGN  
 PROJECT AGREEMENT  
 LOCAL SERVICE ROADS AND TRAILS  
 LOCAL GOVERNMENT

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 location and design of the following described project:

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

A. OBLIGATIONS OF THE LOCAL GOVERNMENT

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

1. design the above-described project within the guidelines of the LSR&T Handbook dated 1984.
2. provide all funds necessary to design the project;
3. execute a written agreement with a consultant for the project if a consultant is to be retained;
4. 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.
5. 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;

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

B. OBLIGATIONS OF THE DEPARTMENT

- 1. The maximum Local Service Roads & Trails funds allocated for this project is \$\_\_\_\_\_.
- 2. If the Local Government has fulfilled its obligations, the Department shall reimburse the Local Government for the cost of location and design of the project.

C. FURTHER CONDITIONS

- 1. Local Service Roads and Trails funds are obligated for design of this project in an amount as shown on the attached funds authorization, which is made a part of this agreement.
- 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 cannot be adequately verified as a necessary cost for design of the project.

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

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

\_\_\_\_\_  
(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:

ATTEST:

\_\_\_\_\_  
Director, Design & Construction      Date

APPROVED AND EXECUTED BY:

\_\_\_\_\_

\_\_\_\_\_  
Deputy Commissioner      Date

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

Transfer of Responsibilities Agreement  
 Local Service Roads and Trails  
 Local Government

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. Assume all responsibility relating to the planning, construction and maintenance of the project as described;
2. Construct the above described project, which is more fully described by Appendixes "A" and "B" attached hereto and made a part hereof, consisting of a location plat (Appendix "A") and a typical cross-section (Appendix "B");
3. Acquire and certify 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 to the lowest responsible bidder through the competitive bidding process;
5. Submit a report to the commissioner no later than October 1, of each year showing the use of the funds during the preceding 12 months.

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

6. Maintain accurate, daily written records of all costs, which records shall be made available for inspection by the Department upon written notice. Preserve such records for a period of three years following final acceptance of this project by the Local Government or until all claims are satisfied.
7. Promptly pay in full all legitimate claims for services or materials 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.
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.

B. OBLIGATIONS OF THE DEPARTMENT

The Department shall:

1. Transfer funds to the Local Government in the amount equal to preconstruction costs, contract award and construction engineering at the time of award. Preconstruction costs are limited to 15% of the contract amount;
2. Not authorize funds which exceed the unallocated balance of the Local Governments LSR&T funds.

C. FURTHER CONDITIONS

1. The Local Government will coordinate all regulatory agency reviews and obtain all necessary written approvals from all regulatory agencies;
2. The parties to this agreement shall obey all federal, state, and local laws and regulations;
3. The Local Government shall notify the Department one week in advance of holding the final project inspection;
4. This agreement may not be modified except by written agreement between the Deputy Commissioner of the Department and an authorized agent of the Local Government;
5. 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.

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

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

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

\_\_\_\_\_  
(Name of Local Government)

LOCAL GOVERNMENT

DEPARTMENT OF TRANSPORTATION  
AND PUBLIC FACILITIES

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

RECOMMEND FOR APPROVAL:

ATTEST:

\_\_\_\_\_  
Director, Design & Construction      Date

APPROVED AND EXECUTED BY:

\_\_\_\_\_

\_\_\_\_\_  
Deputy Commissioner      Date

## DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES

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

LOCAL HIRE  
 PROJECT AGREEMENT  
 LOCAL SERVICE ROADS AND TRAILS

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, for the purpose of constructing the following described project:

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. However, engineering personnel or project foreman may be hired locally at the discretion of the Department.  
 B. The Department will obtain initial local hire through the Local Governing Body. Subsequent hiring is at the discretion of the Department.  
 C. The Department will determine the days, shifts, hours, and number of people to be used on the project.  
 D. The Department agrees to reimburse the local governing body for the wages of employees utilized on this Local Service Roads project.

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

E. The Department will pay the premium, on behalf of the Local Governing Body, for Workmen's Compensation and Insurance Liability from the project funds. If the Local Governing Body does not have a Workmen's Compensation and Insurance Liability policy, the local governing body employees will be covered under the Department's Statewide policy.

4. A. The Local Governing Body agrees to pay employees the following hourly rates:

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

B. The Local Governing Body agrees that pay will be for the actual hours worked on the project.

C. The Local Governing Body agrees to pay all federal, state and local taxes and social security (FICA) withdrawals for wages paid on this project.

- 5. The maximum Local Service Roads & Trails funds obligated for this project is \$ \_\_\_\_\_.
- 6. The Local Governing Body retains the right to provide additional funds if so desired.
- 7. 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 funds authorization.
- 8. 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.
- 9. Project termination or work stoppage is dependent upon exhaustion of funds or completion of the project, whichever occurs first.
- 10. Following construction, maintenance will be provided by the \_\_\_\_\_.

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

- 11. The Department will not assume maintenance responsibilities unless LSR&T construction funding involvement is greater than 50%.
- 12. Any modification to this agreement is subject to mutual approval of both parties.

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

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

\_\_\_\_\_  
(Name of Local Governing Body)

LOCAL GOVERNING BODY

DEPARTMENT OF TRANSPORTATION  
AND PUBLIC FACILITIES

BY \_\_\_\_\_  
Attach the completed resolution,  
(attached) approved by the Local  
Governing Body

RECOMMENDED FOR APPROVAL:

\_\_\_\_\_  
Director, Design & Construction Date

ATTEST:

APPROVED AND EXECUTED BY:

\_\_\_\_\_

\_\_\_\_\_  
Deputy Commissioner Date

DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES

Region \_\_\_\_\_  
 Allocation District \_\_\_\_\_  
 Project Number \_\_\_\_\_  
 Project Name \_\_\_\_\_  
 Local Governing Body \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone \_\_\_\_\_

CONTRACT/FORCE ACCOUNT  
 PROJECT AGREEMENT  
 LOCAL SERVICE ROADS AND TRAILS  
 LOCAL GOVERNING BODY

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, for the purpose of constructing the following described project:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

A. OBLIGATIONS OF THE LOCAL GOVERNING BODY

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

1. construct the above-described project, which is more fully described by Appendixes "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. cause the project to be constructed by one of the following methods unless the Department expressly approves an alternate method: (a)  award of a contract by the Department or the Local Governing Body for construction of the project to the lowest responsible bidder through the competitive bidding process, or (b)  through the use of local or state equipment and employees; indicate method to be used by checking (a) or (b).

B. IF THE PROJECT IS ADMINISTERED BY THE LOCAL GOVERNING BODY, THE LOCAL GOVERNING BODY SHALL:

1. execute a written contract with a contractor for the project if a contract is awarded.

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

- 2. 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;
- 3. 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 Governing Body's failure or refusal to pay claims.
- 4. the Local Governing Body agrees to pay all federal, state and local taxes and social security (FICA) withdrawals for wages paid on this project.

C. FURTHER CONDITIONS

- 1. The maximum Local Service Roads and Trails funds obligated for this project is \$ \_\_\_\_\_.
- 2. Expenses incurred by the Local Governing Body prior to the date of execution of this agreement will not be reimbursed by the Department.
- 3. The determination must be made prior to beginning construction that adequate right-of-way and material are available for the project.
- 4. The Department will not be obligated to reimburse the Local Governing Body for costs which cannot be adequately verified as a necessary cost of construction.
- 5. Prior written Departmental approval of the following is required:

CONTRACT CONSTRUCTION ADMINISTERED BY THE LOCAL GOVERNING BODY

- a. Plans, specifications and estimate prior to advertising.
- b. Award of the construction contract.
- c. Any single change which reflects an increase in the total contract of more than 10%.

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

CONSTRUCTION BY THE LOCAL GOVERNING BODY

- a. Estimated costs, including engineering, equipment, labor and closing costs after construction is complete.
  - b. Plans or typical section of improvement.
6. 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 Governing Body on this project qualify for reimbursement under this agreement.
7. When the construction of this project has been completed and duly accepted, the responsibility for maintaining the facility shall be borne by the \_\_\_\_\_.

The Department will not assume maintenance responsibility unless LSR&T construction funding involvement is greater than 50%.

If the Local Governing Body is to bear the maintenance responsibility, the Local Governing Body 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. If the Department agrees to perform the maintenance, the Department reserves the right to issue utility, driveway and encroachment permits.

8. The Local Governing Body agrees to 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.
9. This agreement may not be modified except by written agreement between the Department and an authorized agent of the Local Governing Body.
10. The parties to this agreement shall obey all federal, state, and local laws and regulations.
11. This supersedes any and all other agreements expressed or implied between the Department and the Local Governing Body with respect to this project and this agreement contains the entire agreement between said parties.

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

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

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

\_\_\_\_\_  
(Name of Local Governing Body)

LOCAL GOVERNING BODY

DEPARTMENT OF TRANSPORTATION  
AND PUBLIC FACILITIES

BY \_\_\_\_\_  
Attach the completed resolution,  
(attached) approved by the Local  
Governing Body

RECOMMENDED FOR APPROVAL:

\_\_\_\_\_  
Director, Design & Construction      Date

ATTEST:

APPROVED AND EXECUTED BY:

\_\_\_\_\_

\_\_\_\_\_  
Deputy Commissioner      Date

DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES

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

TRAIL STAKING "A"  
PROJECT AGREEMENT  
LOCAL SERVICE ROADS AND TRAILS

Under the authority granted by Chapter 84 Session Laws of Alaska 1971, this Project Agreement is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, by and between the State of Alaska, Department of Transportation and Public Facilities (hereinafter called the DEPARTMENT), and the Community of \_\_\_\_\_ (hereinafter called the LOCAL GOVERNING BODY).

SCOPE OF WORK:

It is agreed by and between the DEPARTMENT and the LOCAL GOVERNING BODY that:

1. The LOCAL GOVERNING BODY will install DEPARTMENT-furnished trail markers along the trail indicated on the attached map, approximately \_\_\_\_\_ miles in length.
2. Permanent trail markers shall be tripods of sound native timber poles, with legs 10 to 12 feet in length, tied near the top with galvanized wire. The tripod legs shall be equally spaced about 5 feet apart and set firmly into the ground.
3. Permanent trail markers shall be spaced so the trail users can see the next marker along the trail route.
4. Temporary markers shall be single small native poles (about 5 feet long) or lath, set firmly into the ground, snow or ice, and shall be flagged near the top with brightly colored surveyor's flagging.
5. Temporary markers shall be spaced at maximum intervals of 100 feet and shall be used only on rivers, or lakes at other locations where permanent markers would not remain year round.
6. The trail staking will follow the general route shown on the attached map, except when the safety of travelers would be better served by realignment.

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

- 7. The LOCAL GOVERNING BODY will complete all trails within 30 days after the receipt of the approved agreement, and will notify the DEPARTMENT when the work is completed.
- 8. The LOCAL GOVERNING BODY shall receive \_\_\_\_\_ for each mile of trail staked, upon completion of the work.
- 9. The LOCAL GOVERNING BODY agrees to pay all Federal, State and Local taxes and social security (FICA) withdrawals for wages paid on this project.

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

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

\_\_\_\_\_  
(Name of Local Governing Body)

LOCAL GOVERNING BODY

DEPARTMENT OF TRANSPORTATION  
AND PUBLIC FACILITIES

BY \_\_\_\_\_  
Attach the completed resolution,  
(attached) approved by the Local  
Governing Body

RECOMMENDED FOR APPROVAL:

\_\_\_\_\_  
Director, Design & Construction      Date

ATTEST:

APPROVED AND EXECUTED BY:

\_\_\_\_\_  
Deputy Commissioner      Date

DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES

REGION: \_\_\_\_\_  
ALLOCATION DISTRICT: \_\_\_\_\_  
PROJECT NUMBER: \_\_\_\_\_  
PROJECT NAME: \_\_\_\_\_

TRAIL STAKING "B"  
PROJECT AGREEMENT  
LOCAL SERVICE ROADS AND TRAILS

Under the authority granted by Chapter 84 Session Laws of Alaska 1971, this Project Agreement is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, by and between the State of Alaska, Department of Transportation and Public Facilities (hereinafter called the DEPARTMENT), and the Community of \_\_\_\_\_ (hereinafter called the LOCAL GOVERNING BODY).

SCOPE OF WORK:

It is agreed by and between the DEPARTMENT and the LOCAL GOVERNING BODY that:

1. The LOCAL GOVERNING BODY will install DEPARTMENT-furnished trail markers along the trail indicated on the attached map, approximately \_\_\_\_\_ miles in length.
2. Right of entry to the trails shall be unrestricted to the traveling public and right of way for the trails shall be granted as easement until the use of the marked trail is discontinued.
3. Permanent trail markers shall be spaced so the trail users can see the next marker along the trail route.
4. The trail staking will follow the general route shown on the attached map, except when the safety of the travelers would be better served by realignment.
5. The LOCAL GOVERNING BODY will complete all trail staking within thirty (30) days after delivery of the materials, and will notify the DEPARTMENT when the work is complete.
6. Upon completion of the work, trail marking will be paid for by:
  - \_\_\_\_\_ per each trail marked or installed; or
  - \_\_\_\_\_ per each mile of trail staked.

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

- 7. The LOCAL GOVERNING BODY agrees to pay all Federal, State and Local taxes and social security (FICA) withdrawals for wages paid on this project.

To witness the Agreement, the DEPARTMENT and the LOCAL GOVERNING BODY have affixed hereto the signatures of the Deputy Commissioner of the Department of Transportation and Public Facilities and Village Council President, or duly authorized signatory of said LOCAL GOVERNING BODY.

\_\_\_\_\_  
LOCAL GOVERNING BODY

RECOMMENDED FOR APPROVAL

\_\_\_\_\_

\_\_\_\_\_  
DIRECTOR, DESIGN & CONSTRUCTION      DATE

\_\_\_\_\_

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

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DEPUTY COMMISSIONER      DATE