MEMORANDUM

State of Alaska

Department of Transportation & Public Facilities
Statewide Design & Engineering Services Division

TO: Distribution

DATE: ~~January 27~~ February 1, 2010

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FROM: Roger Healy, P.E.
Chief Engineer

SUBJECT: **Chief Engineer's Directive-Project Certification and Contracts Certification Forms for FHWA projects**

Use the attached Project Certification and Contracts Certification Forms for projects with FHWA funding, advertised after February 5, 2010. The new forms are applicable for both high profile and non-high profile projects. Retain the executed Contracts Certification Form with project files.

Effective immediately, comply with the following project development steps on all High Profile (HP) projects:

- Include FHWA in the PS&E review
- Include a complete copy of the final PS&E assembly, the PS&E comment resolution memo (ref: HPCM section 450.18), and the Project Certification form when submitting the ATP to Construction request to FHWA

Regions may add to the attached forms to address minor differences in regional process, but may not delete information or process steps.

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Attachments: as noted in text