

MEMORANDUM

State of Alaska

Department of Transportation & Public Facilities
Statewide Design & Engineering Services Division
Design & Construction Standards Section

TO: Alaska Construction Manual
Holders

DATE: April 5, 2010

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FROM: Jim Green, P.E. 
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SUBJECT: 2010 ACM Revisions

The 2010 Alaska Construction Manual (ACM) will be posted on the D&CS website. It is effective April 15, 2010.

Revisions to the ACM are highlighted in yellow, they include:

Text Sections

- Section 1.4 Employee Conduct: cross reference section that lists documents to be posted in field offices. Provide web links to current list of Policy and Procedures and Alaska Statutes that are of interest to employees. Add a description of a safe and healthy work environment, and how to report complaints.
- Section 1.5 Definitions and Terms: define (or significantly revise) ADEC, AK-CESCL, ARRA, APDES, BMP, Change Document, CRO, Construction Engineering, Construction General Permit, Contracting Officer, Department, Directive, DOLWD, eNOI, eNOT, ESCP, High Profile Project, HMCP, Manufacturer's Certificate of Compliance, Materials Testing Summary, MS4, MSGP, NOC, NOW, P&P, Plans, Project Materials Certification, Quality Control, RCCO, Regional Construction Engineer, RME, RQA, SME, Source Document, SQA, Transportation Management Plan, Working Drawings.
- Section 1.6 Federal-Aid Project Oversight Responsibility Agreements: summarizes FHWA and FAA oversight agreements with the Department and provides web links to those agreements.

- Section 1.7 Construction Manual Exceptions: Revision to ACM 1.6 language, exceptions to the ACM to be documented in a memo to the Regional Construction Engineer.
- Section 3.1 Getting Started – Review the Records: add Transportation Management Plan.
- Section 3.8 Preconstruction Conference: add bullet that contractor must submit a Notice of Work with DOLWD, and add bullet that a web link to the EPA Consent Decree will be provided to the contractor.
- Section 3.10 Transportation Management Plan (TMP): describes the new State Policy and Procedure 05.05.015 “Highway Work Zone Safety and Mobility”, effective November 2008. It includes information on Traffic Control Plan (TCP), Public Information Plan (PIP), and Transportation Operation Plan (TOP). All highway projects will have a TMP. The TMP will include a TCP, and may also include a PIP and TOP.
- Section 3.11 Storm Water Pollution Prevention Plan (SWPPP), Hazardous Material Control Plan (HMCP), and Spill Prevention Control and Countermeasure (SPCC) Plan: revisions to how plans are developed and plan approval requirements. Adds ADEC and APDES permitting requirements for clean water act.

Includes EPA Consent Decree language: send Department’s eNOI to EPA, send initial SWPPP, and weekly SWPPP inspections and other forms, to Department electronic data collection system for storage. Adds SWPPP Preparer Pre-Construction Site Visit.

- Section 4.1 Field Office, Supplies, & Equipment: P&P references updated.
- Section 4.3 Records Management: add language on how to use computer records as source documents. Changes computer storage from diskettes to data storage devices.
- Section 4.6 Qualified Products List (QPL): the QPL replaces the Approved Products List. Describes the QPL and how to use it for product approval.
- Section 4.8 Disclosure of Records: cross reference long term storage in ACM 16.15.
- Section 6.2 Staff Logistics: P&P references updated, and add check vehicles for documents. Note new description of area to report accidents in, also in ACM 9.8.
- Section 7.7 High Profile Projects: add construction requirements from the FHWA oversight agreement, Appendix B.

- Section 7.8 American Recovery and Reinvestment Act (ARRA): add construction reporting procedures, approved by Chief Engineer Directive in April 2009.
- Section 8.2 Subcontract Review & Approval: describes new Contractor Self Certification for Subcontractors and Lower Tier Subcontractors, and the alternate method of Full Subcontract Agreement Approvals. The self certification process was approved by Chief Engineer Directive in September 2007.
- Section 8.3 Reviewing Materials Submittals & Working Drawings: reorganized and revised with subsections on Special Clauses, Submittal Process, Bridge Submittal Reviews, Materials Certification List, Airport L Series Items, Off Site Testing, Inspection after Shipping and before Installation, Project Materials Reports, Material Records, and Building Plans.
- Section 8.8 Administrative Reviews and Inspections by Others: added more agencies including Regional group chief review, Annual Regional Traffic Review, Annual Joint Traffic Control Reviews, Statewide D&ES Review, Other State Reviews and Audits, and Federal Reviews.
- Section 9.4 Legal Loads: Revised to give guidance regarding overloads on structures within project limits that will be removed at a later date.
- Section 9.6 Asphalt Paving Requirements: Delete in its entirety because the text is specification language that belongs in the contract.
- Section 9.8 Highway Traffic Control and Safety: add cross reference to ACM 3.10. Add better description of accident reporting area and requirement to report accidents within 10 calendar days.
- Section 9.9 SWPPP & HMCP Implementation and Monitoring: discusses how the SWPPP is implemented and monitored to comply with the Construction General Permit, how to report non-compliance, lists signatures required for each form; and discusses seasonal shutdown, final stabilization, and NOT submission.

EPA Consent Decree language added: send weekly SWPPP inspections and forms to Department electronic data collection system for quality review and storage. The Department may be penalized by EPA for CGP violations, both paperwork and field violations.
- Section 9.10 Oil and Hazardous Materials Spill Reporting Requirements: reorganize information and add how contractor is to report a spill, and that monitoring agencies may make additional spill cleanup requests.

- Section 10.3 Diaries, Daily Reports and Photography: reformatted the paragraphs in this section to make them bulleted lists. Deleted IDR language for material technicians and office engineers, they report directly onto the forms they work on.
- Section 11.2 Materials Testing Summary and Modifying MSTF tables: revises and combines these two items.
- Section 11.3 Mix Design: change asphalt and concrete mix design language. Usually the Contractor develops the concrete mix and the Department develops the asphalt mix.
- Section 11.4 Sampling, Testing and Transmitting Materials: reformatted this section to describe the different types of materials testing including Contractor Quality Control, and Department testing for Source Quality Testing, Acceptance, Independent Assurance, and Informational. Includes table for Maximum Differences in the Guidelines for Comparing Independent Assurance and Acceptance Test Results.
- Section 12.5 Preparation of Progress Estimate: add language from AS 36.90.200 regarding prompt payment to contractor.
- Section 13.6 Requirements for Professional Seals: corrected the Policy and Procedure number, added that either the technical change order or the attached document (such as a revised drawing) can be sealed.
- Section 16.2 Contractor's Administrative Requirements: deleted the requirements for the Statement of Labor and Materials Used, Form FHWA-47.
- Section 16.3 Final Estimate Assembly/Final Payment: updated the P&P 05.01.050 Concurrent Review of Construction Projects.
- Section 16.7 Speed Signs: DELETE, old Department requirement, not needed. Reserve Number.
- Section 16.14 Final Federal Reimbursement: DELETE Statement of Labor and Materials Used, Form FHWA-47. Not required by Federal government.
- 16.15 Record Retention & Disposition: after the project is over, the personnel records and certified payroll should be removed and destroyed. The other files would be retained three years after all court settlements. In addition SWPPP records must be kept until one year after the EPA Consent Decree ends or three years after NOT, whichever is later.

Section 17 Exhibits

Reorganized into categories under DBE, EEO, OJT, SWPPP, and traffic. Index in front section. Adds new forms or revises existing forms as follows:

- Bridge Formula Chart for Gross Vehicle Weights: new exhibit that shows what Gross Vehicle Weights (GVW) are allowed across bridges in Alaska. Replaces section 17.65.
- Bridge (Temporary) Submittal Checklist (Form 25D-080): new form listing the submittal requirements for a temporary bridge, it goes with Highway Specification 520.
- Contractor Self Certification for Subcontractors and Lower Tier Subcontractors (Form 25D-042): adopted by Chief Engineer's Directive 10-2007. The Contractor self certifies the Subcontractors and Lower Tier Subcontractors for Airport and Highway projects.
- Daily Force Account Summary Sheet (Form 25D-196): change to 35% the percentage used in the computations.
- DBE Six Forms grouped together
- Monthly Employment Report (Form 25D-1589): contractor or consultant to report for the American Recovery and Reinvestment Act.
- Oil and Hazardous Substances Spill Notification Form: three new forms from ADEC.
- OJT Apprentice/Trainee Employment Report (Form 25A-312): remove social security number and date of birth, use Employee Identification number instead.
- Project Materials Report (Form 25D-058): used for off the shelf items or Minor Quantities listed on MSTF table.
- Submittal Register (Form 25D-030): remove "Partially Approved"; add to R-Resubmit "Insufficient Information for review", add to D- Disapproved "Rejected As Noted"
- SWPPP Amendment Log (Form 25D-114): form for the contractor to keep track of all SWPPP Amendments during the construction of the project.
- SWPPP Certification for Contractor (Form 25D-111): form for the Contractor to use in certifying the SWPPP.

- SWPPP Certification for DOT&PF (Form 25D-109): new form for the Department to use in certifying the SWPPP.
- SWPPP Construction Site Inspection Report (Form 25D-100): the inspection form was revised per EPA guidance.
- SWPPP Construction Site Inspection Report (Form 25D-100) (Part 2): this form is used by the Contractor to list additional BMPs that are not listed on the main report form.
- SWPPP Corrective Action Log (Form 25D-112): form for the contractor to list all the corrective actions that are cited during each SWPPP Construction Site Inspection Report (Form 25D-100) and to show when the corrective action is completed by the contractor.
- SWPPP Daily Record of Rainfall (Form 25D-115): form for the contractor to record what the daily rainfall is at the project site.
- SWPPP Delayed Action Item Report (Form 25D-113): a new form used to record reasons why a corrective action was not completed by the date stated.
- SWPPP Delegation of Signature Authority for CGP Documents - Contractor (Form 25D-108): form used by the Contractor to delegate signature authority to the Superintendent for certifying the SWPPP, SWPPP Construction Site Inspection Reports and other CGP related documents.
- SWPPP Delegation of Signature Authority for CGP Documents - DOT&PF (Form 25D-107): form to be used by the Regional Director to delegate signature authority to the Project Engineer for certifying the SWPPP, SWPPP Construction Site Inspection Reports and other CGP related documents.
- SWPPP Grading & Stabilization Activities Log (Form 25D-110): form for the contractor to log all grading and stabilization activities during the project.
- SWPPP Pre-Construction Site Visit (Form 25D-106): form used by the SWPPP Preparer to document their site visit before construction activity begins.
- SWPPP Subcontractor Certification (Form 25D-105): form for the subcontractors to sign after reading the SWPPP.
- SWPPP Training Log (Form 25D-125): form used by contractor to document their employees and subcontractor's employee training in SWPPP requirements.

Appendix 18

Revisions to Appendix 18 include:

- Table I, AKSAS Codes deleted – Use regional office codes.
- Table II, Posting Requirements in DOT&PF Field Office
- Table III, Posting Requirements in the Contractor's Office
- Table VI, Field Lab Testing Equipment.
- Table VII, Materials Sample Identification System.
- Table VIII, Materials, Sampling and Testing Frequency Table for Highways.
- Table IX, Materials, Sampling and Testing Frequency Table for Airports.
- Section 18.18.3 Safety Conscious Work Environment: Add that SCWE also applies to employees with concerns about safety or harassment on the job.