

# MEMORANDUM

# State of Alaska

Department of Transportation & Public Facilities  
Office of the Commissioner

**TO:** Regional Directors  
Preconstruction Engineers  
Preconstruction Design Group Chiefs  
Preconstruction Project Managers

**DATE:** March 9, 2025

**PHONE NO:** 465-3900

**FROM:** Ryan Anderson, P.E.  
Commissioner



**SUBJECT:** Protocols for Maintaining  
the Tentative Advertising  
Schedule (TAS)

This guidance supersedes the Protocols for Maintaining the Tentative Advertising Schedule memo issued on November 24, 2024.

The Tentative Advertising Schedule (TAS) serves as the Alaska Department of Transportation and Public Facilities' (DOT&PF) one-year plan for project bidding. This schedule is a critical communication tool that our contracting community relies on for workforce and business planning. To maintain our credibility, it is essential that the TAS is always current and accurately reflects DOT&PF's project delivery plans in alignment with our current funding strategies.

The TAS can be accessed at: <https://dot.alaska.gov/procurement/awp/awp-tas.cfm>.

The TAS Update Process can be accessed at: <https://dot.alaska.gov/aashtoware/guides.shtml>

Effective immediately, the following protocols are in place:

1. **Responsibility for Updates:** Project Managers are responsible for updating project information in the TAS. Division Directors, through their respective Preconstruction Engineers, are accountable for ensuring the accuracy of the information.
2. **Authorization for Updates:** Division Directors will designate individuals authorized to update the TAS through AASHTOWare Project. This designation must be provided in writing and include the Data Modernization and Innovation Director.
3. **Monthly Review:** Division Directors will conduct monthly meetings with their staff to review the TAS and the corresponding funding plans. Any changes as a result of these meetings will be input into the Project Delivery Plan for consideration.
4. **Quarterly Working Session:** A one-year project delivery outlook session will be held quarterly, focusing on changes to Project Delivery Plan, and TAS. This meeting will be facilitated by the Commissioner's Office.
5. **Contractor Stakeholder Monthly Virtual Updates:** Every third Wednesday of the month at 11am, the Preconstruction Engineers will facilitate a virtual meeting open to the public presenting the changes to the TAS over the preceding month.

Thank you for your attention to these protocols and your continued cooperation in maintaining the integrity of our project planning process.

**cc:** Deputy Commissioner Katherine Keith  
Director Dom Pannone  
Director Christine Langley