

# MEMORANDUM

## State of Alaska

*Department of Transportation and Public Facilities*

**To:** Sean Holland, P.E.,  
Central Region Director

**Date:** October 7, 2025

**Thru:** Sharon L. Smith, P.E.,  
Chief of Contracts

**Telephone No:** 269-0760

**From:** Kirk Warren, P.E.  
Central Region Maintenance Chief

**Subject:** RTC Brand Name Spec

### Determination:

In accordance with P & P 10.02.050 and Alaska Administrative Code 2 AAC 12.100, this Determination supports the specification of brand specific items for state funded construction contracts and federally funded construction contracts advertised in Central Region for a period not to exceed three (3) years, beginning on the date this Determination is fully executed by the Contracting Officer, for those construction contracts.

### Items to be specified by brand name:

RTC AP22 with M2M family of controllers and compatible subsequent models, supporting communications devices and services, mounting hardware, supporting electronics, software, and other services.

Previously, all Central Region School Zone Speed Limit Sign Flashers were controlled by existing RTC AP-41 controllers, which are no longer manufactured. At that time electricians were required to travel to each sign to adjust the flasher timing. For example, it takes approximately three (3) hours to make a trip to the school zone flashers in Hope. Frequent changes of school operating hours during the ongoing COVID-19 pandemic made this task even more burdensome.

The RTC replacement system was selected for these reasons:

- 1) The RTC system utilizes the wiring harness of our existing clocks when upgrading to the cellular modem connected, cloud based product. Given that each cabinet is wired slightly differently, the plug and play adaptation to the new system will magnify time and cost savings.
- 2) The RTC system provides an intuitive user interface that will make annual programming of school zones less onerous. Southcoast Region currently uses the RTC product which should further enable knowledge sharing.
- 3) The RTC system is remotely accessible from either a laptop computer with a wifi connection or from a smart phone. Smart phone connectivity enhances "in the field" troubleshooting.
- 4) The RTC system is cloud based meaning timing plans/databases are retrievable should local events cause a loss of equipment or programming.

*"Keep Alaska Moving through service and infrastructure"*

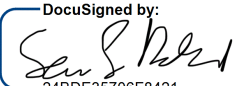
- 5) The RTC system supports hierarchal system of user groups allowing for different user groups to be programmed or modified together. For example the Matsu Borough and Peninsula Borough schools can each be placed in their own groups and controlled separately.
- 6) The RTC system supports hierarchal designation of user levels such as administrator, read-write users or read only users.
- 7) The RTC Company has been business for over 35 years ensuring a level of product stability and availability.

We should continue to specify RTC for these reasons:

- 1) Fulfills requirements as above and meets our needs
- 2) We have existing communications services contracts with RTC.
- 3) Mixing devices introduces complexity that adversely impacts costs, user and maintenance training resources, spare parts inventory, response time, and ultimately public safety.

Submitted by:  DocuSigned by: 10/7/2025  
 3C8C40F75AF04F...  
 Kirk Warren, P.E.  
 Maintenance Chief  
 Date

Recommended by:  DocuSigned by: 10/7/2025  
 7B74366E055463...  
 Sharon L. Smith, P.E.  
 Chief of Contracts  
 Date

Approved by:  DocuSigned by: 10/7/2025  
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 Sean Holland, P.E.  
 Central Region Director  
 and Contracting Officer  
 Date

Distribution List:

Kirk Warren, P.E., Maintenance Chief  
 Sharon L. Smith, P.E., Chief of Contracts  
 Luke Bowland, P.E., Preconstruction Engineer  
 Sean Baski, P.E., Chief of Highway Design  
 Cynthia Ferguson, P.E., Chief of Traffic Safety & Utilities  
 Anna Bosin, P.E., CR Traffic & Safety Engineer  
 Chris Post, P.E., PD&S Manager  
 Roxanne Risse, P.E., T&S Design Squad Leader  
 Val Rader, P.E., CR ITS Engineer

## Certificate Of Completion

Envelope Id: E1FB099E-4235-4757-A840-20E75501EC2D

Status: Completed

Subject: Complete with Docusign: RTC-BrandNameDetermination20251007.pdf

Source Envelope:

Document Pages: 2

Signatures: 3

Envelope Originator:

Certificate Pages: 5

Initials: 0

Val Rader

AutoNav: Enabled

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Envelopeld Stamping: Disabled

Juneau, AK 99811

Time Zone: (UTC-09:00) Alaska

val.rader@alaska.gov

IP Address: 158.145.14.50

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val.rader@alaska.gov

Security Appliance Status: Connected

Pool: StateLocal

Storage Appliance Status: Connected

Pool: State of Alaska

Location: Docusign

## Signer Events

Kirk Warren

kirk.warren@alaska.gov

Chief, Maintenance & Operations Central Region

State of Alaska

Security Level: Email, Account Authentication  
(None)

## Signature

DocuSigned by:

  
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## Timestamp

Sent: 10/7/2025 11:39:41 AM

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Signature Adoption: Uploaded Signature Image  
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## Electronic Record and Signature Disclosure:

Accepted: 12/16/2024 8:14:53 AM

ID: 4813c802-f8b3-4342-9585-9abfaecfc1f8

Company Name: State of Alaska

Sharon Smith

sharon.smith@alaska.gov

Chief of Contracts

State of Alaska

Security Level: Email, Account Authentication  
(None)

DocuSigned by:

**Sharon Smith**  
7B743CC6E0554C3...

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Signature Adoption: Pre-selected Style  
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## Electronic Record and Signature Disclosure:

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ID: dac77b41-32fa-45a0-a980-66fe18f7a5f4

Company Name: State of Alaska

Sean Holland

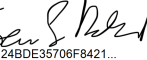
sean.holland@alaska.gov

Regional Director

State of Alaska

Security Level: Email, Account Authentication  
(None)

DocuSigned by:

  
24BDE35706F8421...

Sent: 10/7/2025 11:44:33 AM

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Signed: 10/7/2025 12:02:28 PM

Signature Adoption: Drawn on Device  
Using IP Address: 158.145.14.57

## Electronic Record and Signature Disclosure:

Accepted: 6/25/2025 10:00:36 PM

ID: 464561c6-7183-482d-a643-1ae0be9752c5

Company Name: State of Alaska

## In Person Signer Events

## Signature

## Timestamp

## Editor Delivery Events

## Status

## Timestamp

## Agent Delivery Events

## Status

## Timestamp

| Intermediary Delivery Events                                                                                                                                                                                                                                                                                                             | Status | Timestamp                                                    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|--------------------------------------------------------------|
| Certified Delivery Events                                                                                                                                                                                                                                                                                                                | Status | Timestamp                                                    |
| Carbon Copy Events                                                                                                                                                                                                                                                                                                                       | Status | Timestamp                                                    |
| Kirk Warren<br>kirk.warren@alaska.gov<br>Chief, Maintenance & Operations Central Region<br>State of Alaska<br>Security Level: Email, Account Authentication (None)<br><b>Electronic Record and Signature Disclosure:</b><br>Accepted: 12/16/2024 8:14:53 AM<br>ID: 4813c802-f8b3-4342-9585-9abfaecfc1f8<br>Company Name: State of Alaska | COPIED | Sent: 10/7/2025 12:02:30 PM                                  |
| Sharon Smith<br>sharon.smith@alaska.gov<br>Chief of Contracts<br>State of Alaska<br>Security Level: Email, Account Authentication (None)<br><b>Electronic Record and Signature Disclosure:</b><br>Accepted: 8/19/2024 9:09:50 AM<br>ID: dac77b41-32fa-45a0-a980-66fe18f7a5f4<br>Company Name: State of Alaska                            | COPIED | Sent: 10/7/2025 12:02:30 PM                                  |
| Luke Bowland<br>luke.bowland@alaska.gov<br>CR Preconstruction Engineer<br>State of Alaska<br>Security Level: Email, Account Authentication (None)<br><b>Electronic Record and Signature Disclosure:</b><br>Accepted: 1/21/2025 8:15:55 AM<br>ID: 16e55c95-0c40-4342-97dd-afe985bc70d5<br>Company Name: State of Alaska                   | COPIED | Sent: 10/7/2025 12:02:31 PM                                  |
| Sean Baski<br>sean.baski@alaska.gov<br>CR Highway Design Chief - DOT&PF<br>State of Alaska<br>Security Level: Email, Account Authentication (None)<br><b>Electronic Record and Signature Disclosure:</b><br>Accepted: 1/28/2025 3:14:00 PM<br>ID: ddf46c61-afae-46f4-ae4e-2e8f1b28b440<br>Company Name: State of Alaska                  | COPIED | Sent: 10/7/2025 12:02:32 PM<br>Viewed: 10/7/2025 12:30:10 PM |
| Cynthia Ferguson<br>cynthia.ferguson@alaska.gov<br>TS&U Chief, CR<br>State of Alaska<br>Security Level: Email, Account Authentication (None)<br><b>Electronic Record and Signature Disclosure:</b><br>Accepted: 5/13/2024 12:49:14 PM<br>ID: 065381c6-96ab-4131-8d92-093e70c07c70<br>Company Name: State of Alaska                       | COPIED | Sent: 10/7/2025 12:02:32 PM                                  |

| Carbon Copy Events                                                                                                                                                                                                                                                                                                                          | Status           | Timestamp                                                    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------------------------------------------------|
| <div>Anna Bosin<br/>anna.bosin@alaska.gov<br/>Program Manager<br/>Alaska DOT&amp;PF<br/>Security Level: Email, Account Authentication (None)<br/><b>Electronic Record and Signature Disclosure:</b><br/>Accepted: 7/22/2024 7:09:02 PM<br/>ID: f058ec30-e513-4052-8925-2ae97cce658e<br/>Company Name: State of Alaska</div>                 | COPIED           | Sent: 10/7/2025 12:02:33 PM                                  |
| <div>Chris Post<br/>chris.post@alaska.gov<br/>Pro. Dev. &amp; Stds Manager, CR<br/>State of Alaska<br/>Security Level: Email, Account Authentication (None)<br/><b>Electronic Record and Signature Disclosure:</b><br/>Accepted: 11/21/2024 9:44:38 AM<br/>ID: 2ff5237c-4554-4a23-8b06-eb295373d512<br/>Company Name: State of Alaska</div> | COPIED           | Sent: 10/7/2025 12:02:34 PM<br>Viewed: 10/7/2025 12:31:59 PM |
| <div>Roxanne Risse<br/>roxanne.risse@alaska.gov<br/>Security Level: Email, Account Authentication (None)<br/><b>Electronic Record and Signature Disclosure:</b><br/>Accepted: 4/1/2025 2:32:35 PM<br/>ID: 79bd5e53-bdff-4cad-bb6f-3fa3ffd34ce8<br/>Company Name: State of Alaska</div>                                                      | COPIED           | Sent: 10/7/2025 12:02:35 PM                                  |
| <div>Val Rader<br/>val.rader@alaska.gov<br/>State of Alaska<br/>Security Level: Email, Account Authentication (None)<br/><b>Electronic Record and Signature Disclosure:</b><br/>Accepted: 6/5/2024 1:06:47 PM<br/>ID: 8515399a-ee6b-445c-9de2-9e1b0039f0b4<br/>Company Name: State of Alaska</div>                                          | COPIED           | Sent: 10/7/2025 12:02:35 PM<br>Resent: 10/7/2025 12:02:39 PM |
| Witness Events                                                                                                                                                                                                                                                                                                                              | Signature        | Timestamp                                                    |
| Notary Events                                                                                                                                                                                                                                                                                                                               | Signature        | Timestamp                                                    |
| Envelope Summary Events                                                                                                                                                                                                                                                                                                                     | Status           | Timestamps                                                   |
| Envelope Sent                                                                                                                                                                                                                                                                                                                               | Hashed/Encrypted | 10/7/2025 11:39:41 AM                                        |
| Certified Delivered                                                                                                                                                                                                                                                                                                                         | Security Checked | 10/7/2025 12:02:22 PM                                        |
| Signing Complete                                                                                                                                                                                                                                                                                                                            | Security Checked | 10/7/2025 12:02:28 PM                                        |
| Completed                                                                                                                                                                                                                                                                                                                                   | Security Checked | 10/7/2025 12:02:35 PM                                        |
| Payment Events                                                                                                                                                                                                                                                                                                                              | Status           | Timestamps                                                   |
| Electronic Record and Signature Disclosure                                                                                                                                                                                                                                                                                                  |                  |                                                              |

## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

Please read this Electronic Records and Signature Disclosure (ERSD). It concerns your rights regarding electronically undertaking, and the conditions under which you and the State of Alaska agree to electronically undertake, the transaction to which it relates (the “TRANSACTION”).

### **Consent to Electronically Undertake the TRANSACTION**

You can electronically undertake the TRANSACTION only if you confirm that you meet the following requirements by selecting the box next to “I agree to use electronic records and signature” (the “AGREE BOX”):

1. you can fully access and have read this ERSD;
2. you can fully access all of the information in the other TRANSACTION records;
3. you can retain all of the TRANSACTION records in a form that you will be able to fully access for later reference;
4. you consent to undertake the TRANSACTION electronically; and
5. you are authorized to undertake the TRANSACTION. (Please note that falsely undertaking the TRANSACTION may subject you to civil liabilities and penalties and/or to criminal penalties.)

If you cannot or are not willing to confirm each of these five things, do not select the AGREE BOX.

### **Withdrawing Consent**

If you select the AGREE BOX, you can withdraw your consent to electronically undertake the TRANSACTION at any time before you complete the TRANSACTION: simply do not finalize it. The only consequence of withdrawing your consent is that you will not finalize the TRANSACTION.

If you select the AGREE BOX, your consent will apply only to this TRANSACTION. You must separately consent to electronically undertake any other transaction with the State of Alaska.

### **Paper Option for Undertaking the TRANSACTION**

You may undertake the TRANSACTION with the State of Alaska using paper records. (State of Alaska employees who want to undertake the TRANSACTION in paper should contact the agency responsible for the TRANSACTION.) Print the paper records on the website of the State of Alaska agency responsible for the TRANSACTION, or request them from the agency. The State of Alaska homepage is at <http://alaska.gov/>.

### **Copies of TRANSACTION Records**

After completing the TRANSACTION but before closing your web browser, you should download the TRANSACTION records. Or you can download the records within 30 days after

completing the TRANSACTION using the link in the DocuSign email sent to the email address you used to complete the TRANSACTION. The State of Alaska will not provide a paper copy of the TRANSACTION records as part of the TRANSACTION. Under the Alaska Public Records Act (APRA), AS 40.25.100–.295, you can request a copy from the agency responsible for the TRANSACTION, but if too much time has passed, the agency may no longer have the records when you make your request. If required under the APRA, the agency will charge a fee.

### **Required Hardware and Software**

For the minimum system requirements to electronically undertake the TRANSACTION, including accessing and thereby retaining the TRANSACTION records, visit <https://support.docusign.com/guides/signer-guide-signing-system-requirements>. These requirements may change. In addition, you need access to an email account.

### **How to Contact the State of Alaska**

To ask a question on this ERSD or the DocuSign document generated after you complete the TRANSACTION or on using DocuSign to electronically undertake the TRANSACTION, contact the Alaska Department of Administration at either of the following addresses:

State of Alaska  
Department of Administration  
550 West 7th Avenue  
Suite 1970  
Anchorage, AK 99501  
Reference: DocuSign

[doa.commissioner@alaska.gov](mailto:doa.commissioner@alaska.gov)  
Subject: DocuSign

To ask any other question on the TRANSACTION records or to update the information for contacting you electronically, contact the State of Alaska agency responsible for the TRANSACTION using the contact information in the TRANSACTION records or, if those records contain no contact information, using the contact information on the agency's website. Again, the State of Alaska homepage is at <http://alaska.gov/>.