

Table of Contents

Foreword and Quick Guide to Alaska Construction Manual

1.	Construction Overview	1-1
1.1.	Definitions, Terms and Acronyms.....	1-1
1.2.	DOT&PF Organizational Structure	1-5
1.3.	Project Engineer/ Delegation of Authority	1-5
1.4.	Project Staff – Assignments, Authority, & Training	1-5
1.5.	Employee Conduct.....	1-6
1.6.	Federal-Aid Project Oversight Responsibility Agreements.....	1-6
1.7.	Construction Manual Exceptions.....	1-6
2.	Project Funding & Expenditures	2-1
2.1.	Project Numbers & Project Account Coding.....	2-1
2.2.	Project Funding & Expenditure Monitoring.....	2-1
2.3.	Federal Funding Agreements.....	2-2
3.	Preliminary Activities	3-1
3.1.	Getting Started – Review the Records.....	3-1
3.2.	Prior to Bid Opening.....	3-2
3.3.	Construction Sponsor Force Account Service	3-3
3.4.	Bid Opening to Award/Notice to Proceed	3-3
3.5.	Contractors Progress Schedule	3-4
3.6.	Project Staffing & the Construction Engineering Budget.....	3-5
3.7.	Construction Management Program	3-5
3.8.	Preconstruction Conference.....	3-5
3.9.	Partnering.....	3-7
3.10.	Transportation Management Plan (TMP)	3-7
3.11.	Stormwater Pollution and Prevention Plan.....	3-9
3.12.	Preconstruction Site Inspection	3-11
4.	Field Office Set-Up & Record Keeping	4-1
4.1.	Field Office, Supplies, & Equipment.....	4-1
4.2.	Records Systems.....	4-2
4.3.	Records Management	4-3

4.4.	Source Documents	4-4
4.5.	Materials Certification List (MCL).....	4-4
4.6.	Qualified Products List (QPL).....	4-5
4.7.	Degree of Accuracy	4-5
4.8.	Disclosure of Records.....	4-6
4.9.	Reference Books/Material	4-6
5.	Field Lab Set-Up, Equipment & Record Keeping.....	5-1
5.1.	Field Laboratory	5-1
5.2.	Nuclear Testing Equipment and Materials Testing	5-1
5.3.	Toxic and Hazardous Substances	5-2
5.4.	Materials Tests, Record Keeping & Reference Material	5-2
6.	Managing the Staff	6-1
6.1.	Project Staff Administration	6-1
6.2.	Staff Logistics.....	6-1
6.3.	Authority and Duties of Inspectors	6-1
6.4.	Personal Safety	6-2
6.5.	Project Safety.....	6-3
7.	Program Administration	7-1
7.1.	General.....	7-1
7.2.	External Affirmative Action	7-1
7.3.	Labor Compliance	7-3
7.4.	Buy American - FAA.....	7-4
7.5.	Buy America - FHWA	7-5
7.6.	Alaska Product Preferences	7-5
7.7.	FHWA Stewardship Agreement	7-6
8.	Contract Administration in the Office.....	8-1
8.1.	Contract Administration – General.....	8-1
8.2.	Subcontract Process	8-1
8.3.	Reviewing Materials Submittals & Working Drawings	8-2
8.4.	Other Administrative Approvals.....	8-4
8.5.	Construction Progress Schedule	8-4
8.6.	Coding, Monitoring Expenses & Reimbursement Requests.....	8-5

8.7.	Recording As-Built Changes	8-5
8.8.	Administrative Reviews & Inspections by Others.....	8-6
9.	Contract Administration in the Field.....	9-1
9.1.	Relations with the Contractor	9-1
9.2.	Contractor Surveying.....	9-1
9.3.	Contractor's Equipment.....	9-2
9.4.	Legal Loads	9-2
9.5.	Site-Specific Hazard Awareness Training.....	9-2
9.6.	Asbestos in Aggregates.....	9-3
9.7.	Airport Construction Safety.....	9-3
9.8.	Highway Traffic Control and Safety	9-5
9.9.	SWPPP & HMCP Implementation and Monitoring.....	9-6
9.10.	Oil and Hazardous Materials Reporting Requirements	9-9
9.11.	Right-Of-Way Considerations	9-10
9.12.	Differing Site Conditions.....	9-10
9.13.	Claims and Disputes	9-10
9.14.	Partial Completion.....	9-11
9.15.	Airport Master Record.....	9-11
9.16.	Notices to Airmen (NOTAMs).....	9-12
9.17.	Environmental Permits and Commitments	9-12
9.18.	Nighttime Operations.....	9-15
9.19.	Coordination with Bridge Section	9-15
10.	Documenting & Reporting the Contractor's Progress	10-1
10.1.	Inspection.....	10-1
10.2.	Directives.....	10-1
10.3.	Diaries, Daily Reports and Photography	10-2
10.4.	Measurement of Pay Quantities/Quantity Documentation	10-3
10.5.	Construction Progress & Other Reports	10-5
11.	Sampling and Testing the Contractor's Work.....	11-1
11.1.	Materials Acceptance.....	11-1
11.2.	Materials Testing Summary & Modifying MSTF Tables.....	11-1
11.3.	Mix Designs.....	11-2

11.4.	Sampling, Testing and Transmitting Materials.....	11-2
11.5.	Dispute Resolution.....	11-8
11.6.	Structural Welding.....	11-8
11.7.	Term Contracts and Job Order Procedures	11-9
12.	Contractor Payments	12-1
12.1.	General.....	12-1
12.2.	Calculation of Quantities	12-1
12.3.	Stockpiled Materials	12-2
12.4.	Progress Summary	12-3
12.5.	Preparation of Progress Estimate.....	12-3
12.6.	Encumbrance Revisions & Revised PDAs	12-5
13.	Contract Changes	13-1
13.1.	General.....	13-1
13.2.	Change Order Process.....	13-1
13.3.	Equitable Adjustments.....	13-4
13.4.	Interim Work Authorization	13-4
13.5.	Requirements for Professional Seals	13-5
13.6.	Supplemental Agreements	13-6
14.	Contract Time	14-1
14.1.	General.....	14-1
14.2.	Temporary Suspension of Work	14-1
14.3.	Seasonal Suspension of Work.....	14-1
14.4.	Extension of Contract Time.....	14-2
14.5.	Liquidated Damages/Incentives & Disincentives.....	14-2
15.	Final Field Construction Activities	15-1
15.1.	Final Inspection	15-1
15.2.	Additional Work or Corrective Work Remaining	15-2
15.3.	Partial Completion	15-2
15.4.	Notice of Landing Area Proposal for Airports	15-3
15.5.	Navigational Aid Facilities for Airports	15-3
15.6.	Project Completion	15-3

16. Project Closeout.....16-1

16.1.	Project Closeout Overview	16-1
16.2.	Contractor's Administrative Requirements	16-1
16.3.	Final Estimate Assembly/Final Payment.....	16-2
16.4.	Final Acceptance	16-3
16.5.	Engineer's Administrative Responsibilities.....	16-3
16.6.	Final Construction Report.....	16-4
16.7.	Reserved	16-4
16.8.	Report on Design Recommendations	16-4
16.9.	Report on Claims	16-4
16.10.	As-Built Drawings.....	16-5
16.11.	Other Elements of the Final Construction Report	16-5
16.12.	Project Materials Certification for Project Closeouts	16-5
16.13.	Project Financial Closure.....	16-6
16.14.	Final Federal Reimbursement.....	16-6
16.15.	Record Retention & Disposal	16-7

17. Exhibits - Index, Forms, Letters and Worksheets.....17-1

See Exhibits for index of contents.

18. Appendix 1

18.1.	Table 1, Project Milestones	1
18.2.	Table II, Posting Requirements for DOT&PF Field Offices, All Projects	3
18.3.	Table III, Posting Requirements in Contractor Offices	5
18.4.	Table IV, Filing System Guide.....	6
18.5.	Table V, Reference Books, Manuals, Polices.....	7
18.6.	Table VI, Field Lab Testing Equipment	9
18.7.	Table VII, Materials Sample Identification System	11
18.8.	Materials Sampling & Testing Frequency Table for Highways	12
18.9	Materials Sampling & Testing Frequency Table for Airports	12
18.10	Table X, Reserved	12
18.11	Table XI, Reserved	12
18.12	Table XII, Reportable Quantities of Hazardous Substances.....	13
18.13.	<i>Bridges (Reserved)</i>	17

18.14.	Earthwork and Drainage	17
18.15.	Surveying and Staking	30
18.16.	Calculating Equitable Adjustments	56
18.17.	Night Work	57
18.18.	SCWE Program	58