## SECTION 10 DEFINITION OF TERMS

10-01 GENERAL. The following terms and definitions apply in these Specifications. If a term is not defined, the ordinary, technical, or trade meanings for that term shall apply, within the context in which it is used.

Titles and headings of sections, subsections, and subparts are intended for convenience of reference and will not govern their interpretation. Working titles which have a masculine gender, such as “workman” and “flagman” and the pronouns and adjectives “he”, “his” and “him” are utilized in the contract documents for the sake of brevity, and are intended to refer to persons of either sex. Any reference to a specific requirement of a numbered paragraph of the contract specifications or a cited standard shall be interpreted to include all general requirements of the entire section, specification item, or cited standard that may be pertinent to such specific reference.

Cited publications refer to the most recent issue, including interim publications, in effect on the date of the Invitation To Bid, unless specified by year or date.

These Specifications are written to the Bidder or Contractor. Unless otherwise noted, all actions required by the specifications are to be performed by the Bidder, the Contractor, or the Contractor's agent.

Some portions of these Specifications are written using imperative mood, abbreviated format, incomplete sentences and/or active voice to communicate the Contractor's responsibilities in a direct and concise manner. Omission of words or phrases such as “a,” “an,” “the,” “the Contractor shall,” “unless otherwise specified,” or “unless otherwise directed” is intentional. Interpret the Contract as if they were included.

For all Specification language except the General Contract Provisions, whenever anything is, or is to be, done, if, as, or, when, or where “acceptable, accepted, approval, approved, authorized, determined, designated, directed, disapproved, ordered, permitted, rejected, required, satisfactory, specified, submit, sufficient, suitable, suspended, unacceptable, unsatisfactory, or unsuitable,” the expression is to be interpreted as if it were followed by the words “by the Engineer” or “to the Engineer.”

10-02 ACRONYMS. Wherever the following abbreviations are used in these Specifications or on the Plans, they are to be construed the same as the respective expression represented. :

AAC *Alaska Administrative Code*

AASHTO American Association of State Highway and Transportation Officials

AC *FAA Advisory Circular*

ACI American Concrete Institute

AIA American Institute of Architects

AIP Airport Improvement Program

AKOSH Alaska Occupational Safety and Health

ANSI American National Standards Institute

AOA Air Operations Area

AS *Alaska Statute*

ASDS *Alaska Sign Design Specifications*

ASTM American Society for Testing & Materials

ATM Alaska Test Method

ATMM *Alaska Test Methods Manual*

CFR*Code of Federal Regulations*

CSPP Construction Safety and Phasing Plan

CTAF Common Traffic Advisory Frequency

DOLWD Alaska Department of Labor and Workforce Development

DOT&PF Alaska Department of Transportation and Public Facilities

EPA Environmental Protection Agency

FAA Federal Aviation Administration

FM Factory Mutual

FOP Field Operating Procedure (See *Alaska Test Methods Manual*)

FSS Flight Service Station

ICEA Insulated Cable Engineers Association (formerly IPCEA)

MCL Materials Certification List

MRPMining and Reclamation Plan

NEC *National Electrical Code*

NEMA National Electrical Manufacturers Association

NOTAMs *Notices to Airmen*

RASSO Regional Airport Safety and Security Officer

SPCC *Spill Prevention, Control, and Countermeasure* (Plan)

SPCD Safety Plan Compliance Document

SSAC *DOT&PF Standard Specifications for Airport Construction*

SSPC Society for Protective Coatings

SWPPP *Storm Water Pollution Prevention Plan*

TCP *Traffic Control Plan*

UL Underwriters Laboratory

WAQTC Western Alliance for Quality in Transportation Construction (See *Alaska Test Methods Manual*)

10-03 DEFINITIONS.

**ACCEPTANCE SAMPLING AND TESTING.** Sampling and testing performed by the State of Alaska, or its designated agent, to evaluate acceptability of the final product.

**ACCESS ROAD**. The right-of-way, the roadway, and all improvements constructed thereon connecting the airport to another public thoroughfare.

**ADDENDA.** Clarifications, corrections, or changes to the Plans, Specifications, or other Contract documents issued graphically or in writing by the Department after the advertisement but prior to bid opening.

**ADVERTISEMENT.** The public announcement, as required by law, inviting bids for specified work or materials.

**ADVISORY CIRCULAR (AC).** FAA standards and guidance for their Airport Improvement Program.

**AGREED PRICE.** An amount negotiated between the Department and the Contractor after Contract award for additional work performed or additional materials supplied under the Contract.

**AIR OPERATIONS AREA (AOA).** Any area of the airport used or intended to be used for the landing, takeoff, surface maneuvering, or parking of aircraft. An air operation area shall include such paved or unpaved areas, that are used or intended to be used for the unobstructed movement of aircraft, in addition to its associated runway, taxiway, or apron.

**AIRPORT.** An area of land or water that is used or intended for use for the landing and takeoff of aircraft, and any appurtenant areas that are used or intended for use for airport buildings or other airport facilities or right of way, together with airport buildings and facilities.

**Airport Improvement Program (AIP).** A grant-in-aid program, administered by the FAA.

**ALASKA STANDARD PLAN.** Detail drawing adopted by the Department for repetitive use, showing details to be used where appropriate. Alaska Standard Plans are adopted as Alaska’s accepted standards, in accordance with AS 19.10.160(a), and for use in conformity with 12 AAC 36.185(a)(2).

**ALASKA TEST METHODS MANUAL (ATMM).** The materials testing manual used by the Department. It contains Alaska Test Methods, WAQTC Test Methods, WAQTC FOPs for AASHTO Test Methods, and Alaska Standard Practices for evaluating test results and calibrating testing equipment.

**ALASKA TRAFFIC MANUAL.** The standard for traffic control devices on Alaska roads, per AS 28.01.010(d). The Alaska Traffic Manual is comprised of the Manual on Uniform Traffic Control Devices (MUTCD) published by the Federal Highway Administration as modified by the Alaska Traffic Manual Supplement, and any adopted revisions or interim addenda issued subsequently and corrections to known errors in either document.

**AVIATION MATERIALS CERTIFICATION LIST.** See Materials Certification List.

**AWARD.** Acceptance of the successful bid by the Department. The award is effective upon execution of the Contract by the Contracting Officer.

**Base Course.** One or more layers of specified material placed on a subbase or subgrade to support a surface course.

**BID (OR PROPOSAL).** The bidder’s offer, on the prescribed forms, to perform the specified work at the prices quoted.

**BID BOND.** A type of bid guaranty.

**BIDDER.** An individual, firm, corporation, joint venture, or any acceptable combination of individuals and entities submitting a bid for the advertised work.

**BID FORMS.** Department-furnished forms that a bidder must complete and submit when making a bid in response to an advertised project. Bid forms may include a bid schedule, certification forms, acknowledgment forms, and other documents.

**BID GUARANTY.** The security furnished with a bid to guarantee that the bidder will enter into a contract if the Department accepts the bid.

**CALENDAR DAY.** Every day shown on the calendar, beginning and ending at midnight.

**CHANGE ORDER.** A written order by the Department to the Contractor making changes to the Contract, within its general scope, and establishing the basis of payment and time adjustment, if any, for the work affected.

**COMMON TRAFFIC ADVISORY FREQUENCY (CTAF).** A designated frequency for the purpose of carrying out airport advisory practices while operating to or from an airport that does not have a control tower or an airport where the control tower is not operational. CTAF is identified in appropriate aeronautical publications such as the current *FAA Chart Supplement Alaska,* a civil/military flight information publication issued by FAA every 56 days.

**COMPLETION DATE.** The date on which all Contract work is specified to be completed.

**CONSTRUCTION.** Physical activity by the Contractor or any Subcontractor using labor, materials or equipment within the Project, or within material sources planned for use on the Project*.*

**CONSTRUCTION SAFETY AND PHASING PLAN (CSPP).** The overall plan for safety and phasing of a construction project developed by the Department and approved by the FAA. It is included in the invitation for bids and becomes part of the project specifications.

**CONTINGENT SUM.** A method for paying for a Contract bid item reserved by the Department for specified contingencies. The Contractor shall perform Contingent Sum work only upon the Directive of the Engineer. The basis of payment for Contingent Sum work shall be specified in the Contract or the Directive.

**CONTRACT.** The written agreement between the Department and the Contractor setting forth the obligations of the parties for the performance and completion of the work.

The Contract includes the Invitation To Bid, Bid Form, Standard Specifications, Special Provisions, Plans, Bid Schedule, Contract Forms, Contract Bonds, Addenda, and any Change Orders, Interim Work Authorizations, Directives, or Supplemental Agreements that are required to complete the work in an acceptable manner, all of which constitute one instrument.

**CONTRACTING OFFICER (PROCUREMENT OFFICER).** The person authorized by the Commissioner of the Department to enter into and administer the Contract on behalf of the Department. The Contracting Officer has authority to make findings, determinations, and decisions with respect to the Contract and, when necessary, to modify or terminate the Contract. The Contracting Officer is identified on the Invitation To Bid.

**CONTRACT ITEM (PAY ITEM).** A specifically described item of Contract work listed on the Bid Schedule or in a Change Order.

**CONTRACTOR.** The individual, firm, corporation, joint venture, or any acceptable combination of individuals and entities contracting with the Department for performance of the Contract.

**CONTRACT TIME.** The time allowed under the Contract, including authorized time extensions, for the completion of all work by the Contractor.

**CONTROLLING ITEM.** Any feature of the work considered at the time by the Engineer: (1) essential to the orderly completion of the work and (2) a feature which, if delayed, will delay the time of completion of the Contract (such as an item of work on the critical path of a network schedule).

**COST.** Amounts actually incurred by the Contractor in the performance of the Contract that are (a) actually reflected in contemporaneously maintained accounting or other financial records and (b) supported by original source documentation. Costs are to be stated in U.S. dollars.

**CULVERT.**  A pipe or arch half pipe, that provides an opening under the embankment.

**DAY.** Calendar day unless preceded by the word “working”.

**DEPARTMENT.** The State of Alaska Department of Transportation and Public Facilities.

**DIGITAL SIGNATURE.** An electronic signature that conforms to the Uniform Electronic Transactions Act, AS 09.80.010 et seq.

**DIRECTIVE.** A written communication to the Contractor from the Engineer enforcing or interpreting a Contract requirement or ordering commencement or suspension of an item of work already established in the Contract.

**DRAINAGE SYSTEM.** The system of pipes, ditches, and structures by which surface or subsurface waters are collected and conducted from the airport area.

**ELECTRONIC BID.** A bid that a bidder (i) prepares on the Department’s bid forms accessed through the Department’s approved online bidding service and (ii) submits to the Department through use of that bidding service’s online submittal process.

**ELECTRONIC MAIL (EMAIL).** A system for sending messages from one person to another via telecommunications links between computers or terminals using dedicated software.

**ENGINEER.** The authorized representative of the Department's Contracting Officer. The Engineer is responsible for administration of the Contract.

**EQUIPMENT.** All machinery, tools, apparatus, and supplies necessary to preserve, maintain, construct, and complete the work.

**Equitable Adjustment.** An increase or decrease in Contract price or time calculated according to the terms of this Contract.

**EXTRA WORK.** An item of work not provided for in the Contract as awarded but found essential by the Engineer for the satisfactory completion of the Contract within its intended scope.

**Federal Aviation Administration (FAA).** Branch of the U.S. Department of Transportation. When used to designate a person, FAA shall mean the Administrator or their duly authorized representative.

**FEDERAL SPECIFICATIONS.** The most current version of the Federal Specifications and Standards, Commercial Item Descriptions, and supplements, amendments, and indices thereto which are prepared and issued by the General Services Administration (GSA) of the Federal Government in effect on the date bids are opened.

**FOREIGN OBJECT DEBRIS (FOD).** Any object, live or not, located in an inappropriate location in the airport environment that has the capacity to injure airport or air carrier personnel and damage aircraft.

**HIGHWAY, STREET, OR ROAD.** A general term denoting a public way used by vehicles and pedestrians, including the entire area within the right-of-way.

**HIGHWAY TRAFFIC CONTROL PLAN.** See traffic control plan.

**HOLIDAYS.** State of Alaska legal holidays are:

1. New Year's Day - January 1
2. Martin Luther King, Jr. Day - Third Monday in January
3. Presidents' Day - Third Monday in February
4. Seward's Day - Last Monday in March
5. Memorial Day - Last Monday in May
6. Independence Day - July 4
7. Labor Day - First Monday in September
8. Alaska Day - October 18
9. Veteran's Day - November 11
10. Thanksgiving Day - Fourth Thursday in November
11. Christmas Day - December 25
12. Every Sunday
13. Every day designated by public proclamation by the President of the United States or the governor as a legal holiday.

If a holiday listed above falls on a Saturday then that Saturday and the preceding Friday are both legal holidays for officers and employees of the state. If the holiday falls on a Sunday, except (12) above, then that Sunday and the following Monday are both legal holidays.

**INSPECTOR.** An authorized representative of the Engineer assigned to make all necessary inspections, observations, and/or tests, observation of tests of the work performed or being performed, or of the materials furnished or being furnished by the Contractor.

**Interim Work Authorization.** A written order by the Engineer initiating changes to the Contract, within its general scope, until a subsequent Change Order is executed.

**INVITATION TO BID.** The advertisement for bids for all work or materials on which bids are required.

**LABORATORY.** The official testing laboratories of the Department or such other laboratories as may be designated by the Engineer.

**LIGHTING.** A system of fixtures providing or controlling the light sources used on or near the airport or within the airport buildings. The field lighting includes all luminous signals, markers, floodlights, and illuminating devices used on or near the airport or to aid in the operation of aircraft landing at, taking off from, or taxiing on the airport surface.

**MAJOR CONTRACT ITEM.** A Contract item for which the Contractor’s Bid Amount is 5 percent or more of the total Contract award amount. Determination of a Major Contract Item is made at the time of Award.

**MANUAL BID.** A bid that a bidder (i) prepares on the Department’s bid forms accessed either through the Department’s approved online bidding service or obtained from the Department’s Regional Contracts Office and (ii) submits to the Department in physical paper form by hand delivery, U.S. Mail, or courier service.

**MATERIALLY UNBALANCED BID.** A mathematically unbalanced bid that either (a) gives rise to a reasonable doubt that it will ultimately result in the lowest overall cost to the Department, even though it may be the lowest bid or (b) is so unbalanced as to be tantamount to allowing a significant advance payment.

**MATERIALS.** Substances specified for use in the construction of the project.

**MATERIALS CERTIFICATION LIST (MCL).** Also referred to as “Aviation Materials Certification List”. A list of materials for which the Contractor shall submit certifications to the Engineer. The MCL will also designate electrical products requiring listing by an approved independent electrical testing laboratory. The MCL is included in the Contract documents as an appendix.

**MATHEMATICALLY UNBALANCED BID.** A bid (a) where each pay item fails to carry its share of the cost of the work plus the bidder’s overhead and profit, or (b) based on nominal prices for some pay items and enhanced prices for other pay items.

**MINOR CONTRACT ITEM.** A Contract item with a total value of less than 5 percent of the Contract award amount.

**NON-FROST SUSCEPTIBLE.** Stone, gravel or sand, that contains 6 percent or less material passing the No. 200 screen as determined by sieve analysis performed with ATM 304 on the minus 3-inch material, and has a plastic index of 6 or less as determined by ATM 205.

**NOTICE OF INTENT TO AWARD.** The written notice by the Department announcing the apparent successful bidder and establishing the Department's intent to award the Contract when all required conditions are met.

**NOTICE TO PROCEED.** Written notice to the Contractor to begin the Contract work.

**ORIGINAL GROUND (OG).** The ground surface prior to the start of work.

**PAVEMENT STRUCTURE.** The combination of subbase, base course, and surface course placed on a subgrade to support and distribute the traffic load. Some layers may not be present, see Plans.

**PAYMENT BOND.** The security furnished by the Contractor and the Contractor’s Surety to guarantee payment of all persons who supply labor and material in prosecution of the work provided for in the contract.

**PERFORMANCE BOND.** The security furnished by the Contractor and the Contractor’s Surety to guarantee performance and completion of the work provided for in the contract.

**PLANS.** The Department’s contract drawings, profiles, typical cross sections, and supplemental drawings or reproductions showing the location, character, dimensions, and details of the work.

**PRECONSTRUCTION CONFERENCE.** A meeting between the Contractor and the Engineer to discuss the project before the Contractor begins the work.

**PROCESS CONTROL.** See quality control.

**PROCUREMENT OFFICER.** See contracting officer.

**PROFILE.** The vertical elevation of the surface of the layer at the location indicated. It is typically indicated at the longitudinal centerline of the top layer of pavement on the runway, taxiway, apron, or roadway. On a material or fabrication it may be used to indicate a shape, or a thickness of material or thickness of a coating.

**PROJECT.** (a)The specific section of the airport or other property and related facilities on which construction is to be performed, or (b) the work that is to be performed under the Contract whether completed or partially completed.

**QUALIFIED PRODUCTS LIST.** A list of products that the Department has found conforms to the SSAC, except for Buy American and Alaska Agricultural/Wood Products. The Department makes no guarantee that any product on the Qualified Products List meets the requirements of Subsection 60-09 Buy American Steel and Manufactured Products, or Alaska Agricultural/Wood Products.

**QUALITY CONTROL (QC)** also called **PROCESS CONTROL**. The system used by a contractor to monitor, assess and adjust their production or placement processes to ensure that the final product will meet the specified level of quality. Quality control includes sampling, testing, inspection and corrective action (where required) to maintain continuous control of a production or placement process.

**Resources.** Labor, equipment, materials, supplies, tools, transportation, and supervision necessary to perform the work.

**Responsible Bidder.** A bidder that the Department determines has the skill, ability, financial resources, legal capacity to contract, equipment, required licenses, integrity, satisfactory record of performance and that is otherwise fully capable of performing the Contract.

**Responsive Bid.** A bid that the Department determines conforms in all material respects with the solicitation for bids.

**RETAINAGE.** A percentage of a payment established in advance under a contract or subcontract to be withheld from a progress payment due on the contract or subcontract. Payment or a percentage of payment withheld for unsatisfactory performance is not retainage.

**RIGHT-OF-WAY.** Land or property or an interest in property available for a project. The uses allowed in portions of right-of-way may be restricted.

**RUNWAY.** The area of the airport prepared for the landing and takeoff of aircraft.

**RUNWAY SAFETY AREA (RSA).** A defined surface surrounding the runway prepared or suitable for reducing the risk of damage to airplanes in the event an aircraft undershoots, overshoots, or departs from the runway.

**SAFETY PLAN COMPLIANCE DOCUMENT (SPCD).** A document prepared by the Contractor that details how the Contractor will comply with the CSPP, and approved by the Department.

**SECURITY PLAN**. A Contract document that specifies methods of controlling the operations of the Contractor, subcontractors, and suppliers so as to provide for (1) security of workers, equipment, and public, (2) security of aircraft in the Air Operations Areas of the airport, and (3) security of the Airport property.

**SPECIAL PROVISION.** Addition or revision that amends or supersedes the Standard Specifications and is applicable to an individual project.

**SPECIALTY ITEM.** A Contract item identified in the Contract that requires highly specialized knowledge, abilities, or equipment not ordinarily available in the type of contracting organizations qualified and expected to bid on the contract.

**SPECIFICATIONS.** General term applied to all Contract terms, conditions, directions, provisions, and requirements.

**STANDARD SPECIFICATIONS.** A book or electronic file of specifications approved by the Department for general application and repetitive use.

**STATE.** The State of Alaska, acting through its authorized representative.

**STRUCTURE.** Bridge, building, catch basin or inlet, cribbing, culvert, electrical duct, flexible and rigid pavements, handholes, junction boxes, lighting fixture and base, manhole, navigational aid, retaining wall, storm and sanitary sewer lines, transformer, underdrain, vault, visual aid, water line, and other manmade features of the airport that may be encountered in the work and not otherwise classified herein.

**Subbase.** Layer of specified material between the subgrade and base course.

**SUBCONTRACTOR.** Individual or legal entity to whom or to which the Contractor sublets part of the Contract.

**SUBGRADE.** The soil or embankment upon which the pavement structure is constructed.

**SUBSIDIARY.** Work or material not measured or paid for directly. Compensation for such work is included in the payment for other items of work.

**SUBSTANTIAL COMPLETION.** The point at which the project (1) can be safely and effectively used by the public without further delays, disruption, or other impediments; and (2) pavement structure, shoulder, drainage, sidewalk, permanent signing and markings, guardrail and other traffic barrier, fencing, safety appurtenance, structures, utilities, lighting, bridge deck and parapet work, and guidance systems for aircraft is complete.

For projects built in phases the work is substantially complete when it is ready for the subsequent project.

**SUPERINTENDENT.** The Contractor's authorized representative in responsible charge of the work.

**SUPPLEMENTAL AGREEMENT.** Negotiated written agreement between the Department and the Contractor authorizing performance of work beyond the general scope of, but in conjunction with, the original Contract. Supplemental agreements are new procurements under the State Procurement Code, AS 36.30.

**SURETY.** Corporation, partnership, or individual, other than the Contractor, executing a bond furnished by the Contractor.

**Surface Course.** Top homogenous layer of the pavement structure. It is designed to withstand the wear of traffic and the disintegrating effects of climate. Sometimes called the wearing course.

**TAXIWAY.** The portion of the air operations area of an airport that has been designated for movement of aircraft to and from runways or aircraft parking areas.

**TAXIWAY SAFETY AREA (TSA).** A defined surface alongside the taxiway prepared or suitable for reducing the risk of damage to an airplane unintentionally departing the taxiway.

**TRAFFIC CONTROL PLAN (TCP).** Also referred to as “Highway Traffic Control Plan”. A drawing or drawings indicating the method for safely guiding and protecting motorists, pedestrians, bicyclists, and workers in a highway traffic control zone. The TCP depicts the highway traffic control devices and their placement and times of use.

**UTILITY.** Line, facility, or system for producing, transmitting, or distributing communications, power, electricity, light, heat, gas, oil, crude products, water, steam, waste, storm water not connected with highway drainage, or other similar commodity, including a publicly owned fire or police signal system, street lighting system, or railroad which directly or indirectly serves the public. Also means lighting as defined in this subsection. Also means a utility company, inclusive of any subsidiary.

**VERIFICATION SAMPLING AND TESTING.** See ACCEPTANCE SAMPLING AND TESTING.

**WORK.** Depending on the context, (a) The act of furnishing all resources for the project and performing all duties and obligations required by the Contract or (b) the physical construction, facility or end–product that is contemplated under the Contract, whether completed or partially completed.

**WORKING DAYS.** Calendar days, except Saturdays and state holidays.

**WORKING DRAWINGS.** Stress sheets, shop drawings, erection plans, falsework plans, framework plans, cofferdam plans, bending diagrams for reinforcing steel, wiring diagrams and schematics, traffic control plans, or any other supplementary plans or similar data which the Contractor is required to submit to the Engineer for approval.