

	STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES		POLICY AND PROCEDURE NUMBER 10.02.030	PAGE 1 of 3
	Policy and Procedure		EFFECTIVE DATE March 1, 2014	
SUBJECT Fees for Plans and Specifications		SUPERSEDES 10.02.030	DATED May 1, 2006	
TITLE Procurement and Property	CHAPTER Contracting	APPROVED BY Signature on File		

PURPOSE

This formalizes the policy and procedure of the department on charging fees for plans and specifications in connection with bids and contracts for construction and maintenance projects.

POLICY

The department will charge fees for plans and specifications in connection with bids and contracts for construction and maintenance projects according to the following procedure.

PROCEDURE

Fee schedule

The fees for paper plans and specifications will be based on the engineer's estimate:

<u>Engineer's Estimate</u>	<u>Advertised Set (Bid)</u>	<u>Conformed Copy (Contract)</u>
less than \$200,000	free	\$50
\$200,000 thru \$1,000,000	\$50	\$100
greater than \$1,000,000	\$100	\$200

Fees are nonrefundable and include first class mailing. The additional cost of any other form of delivery is paid by the requestor. Payment may be made by credit card, currency, check, or money order. Checks must be made payable to the State of Alaska.

Plans and specifications will be provided at the time of request, unless the requestor has an outstanding amount due as described below in the section on fee collection.

There is no charge for plans and specifications that are provided electronically.

Changes to the fee schedule

Individual changes to the fee schedule may be requested by writing to the chief contracts officer.

Free plans and specifications

Plans and specifications for bidding on emergency projects will be distributed free, but fees for conformed copies will apply. Emergency projects are those procured in accordance with AS 36.30.310.

Funding agencies such as the Federal Aviation Administration and the Federal Highway Administration will receive copies of plans and specifications (both advertised sets and conformed copies) at no charge.

All parties to a contract will receive free copies of the plans and specifications. The number of copies depends on the size and complexity of the project and will be determined by each region.

Nonprofit plan centers in Alaska, Washington, and Oregon and for-profit plan centers that are open to the public will receive one free document set provided that they do not discriminate due to race, religion, color, national origin, age, physical or mental disability, sex, marital status, changes in marital status, pregnancy or parenthood.

Collection of fees and coding

If a document set is prepaid, plans room staff will provide the requestor with a receipt. And provide a copy of the receipt to the appropriate finance office with the payment.

If a document set is not prepaid, plans room staff will invoice the requestor. The invoice will direct payment to the finance office. If payment is not received within 30 days, no additional document sets for any project will be released to the requester until payment has been received.

Currency, check, and money order payments will be handled in accordance with chapter 50 of the Alaska Administrative Manual.

All fees collected will be recorded to the unrestricted revenue account code, 64565, and posted to an operating budget collocation code (25XXXXXX) and ledger code (optional) appropriate to the organizational unit that produced the documents. Regional accounting procedures will be followed for reporting purposes.

AUTHORITY

AS 44.42.020(b)(5)

IMPLEMENTATION RESPONSIBILITY

Contracting officers, procurement officers, and finance staff

DISTRIBUTION

All department employees via the DOT&PF website