

	STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES		POLICY AND PROCEDURE NUMBER 07.05.080	PAGE 1 of 5
	Policy and Procedure		EFFECTIVE DATE February 1, 2000	
SUBJECT Preventive Maintenance Force Account Projects		SUPERSEDES		DATED
TITLE Maintenance and Operations	CHAPTER Highways	APPROVED BY Signature on File		

POLICY

It is the policy of the Department that preventative maintenance work be performed by Department M&O forces when it is determined to be cost effective and in the best interest of the state.

PURPOSE AND SCOPE

Introduction:

To define a uniform methodology for planning, design, implementation, administration and concurrent review of contract and force account preventative maintenance work using federal funds.

Authority:

AS 19.10.170

Implementation Responsibility:

State Equipment Fleet (SEF) Districts/ Regional Managers: Will ensure compliance with these procedures in all M&O locations.

DISTRIBUTION

All holders of the Department of Transportation & Public Facilities Procedures Manual.

PROCEDURE

A. Definition

Force Account Projects are those projects defined under 23 CFR 635.203.

B. Planning –Phase 1

The following outlines the general administrative processes by which funds are allocated to specific locations.

- STIP programs money for preventive maintenance work.
- M&O Manager identifies the scope of work for the high priority locations identified in the Fiscal Year Program.
- Eligible Work Programs:
 1. Pavement Management System (PMS) Manager verifies that the Asphalt Refurbishment Program's project recommendations are appropriate.
 2. Head Quarters Bridge Engineer verifies that the Bridge Repair Program's project recommendations are appropriate.
 3. M&O Director verifies other projects that qualify under Eligible Programs as being appropriate.

C. Design –Phase 2

- Develop a Design Package to include; FHWA Project Certification, project locations; vicinity maps; environmental documents; work description (scope of work) that provides a project cost estimate, typical plan and section, project specification, and best construction practice; and PMS/Bridge Engineer/M&O Director's verification of the work.
- Compare the cost of labor, materials, supplies and equipment between M&O and Contract work.
- Develop a Public Interest Finding in accordance with DPOL 05.01.080 justifying the cost effectiveness of M&O performing the work.
- Project structures set up for each project and PDA's are prepared.
- FHWA gives Authority to Proceed.
- Notice of work beginning is filed (to FHWA)

D. Construction –Phase 4

• **Foreman and Crew:**

Force account projects shall be constructed by the Department. The foreman and crew shall be Departmental Employees. When items of a project fall outside the realm of the Department's capabilities (i.e. Asphalt overlays, Seismic retrofits, Aggregate Crushing and etc.) the Department shall contract out the specified work in accordance with federal aid requirements. The M&O Director or his designee shall assign a departmental employee to administer the contractor's activities. This employee shall document the contractor's work effort and materials to verify the contractor's billing.

- **Foreman duties:**

Under the general direction of the M&O / Area Manager, the Foreman directs the daily activities of the Department's working crews. In this role, the Foreman will serve as both Project Superintendent directing the work and the Project Inspector who monitors the construction work product. Hence, it is the responsibility of the foremen to ensure construction practices and materials meet project specifications and standards. Periodic inspections shall be conducted by either the Area manager, District Manager, Director or designated personnel from design and construction. There shall be at least one inspection per project. These inspections shall document the quality of construction and materials incorporated in the project. A final inspection shall be performed for each project and include a designated person from construction. The designer of record shall be invited to attend.

- **Foreman's Daily Reports**

These reports are completed daily by the foreman on site. Their purpose is to verify that the work was done and that it is within the scope of the project. The reports are used for tracking the work each season and from year to year. The reports also enable accurate compilation of engineering cost data and are used to measure efficiencies. The following is included:

- Project charged to (Name and Coding)
- Where and when the work was done
- Quantity of material used
- Stockpile usage
- Material test results, if applicable
- Worker and equipment hours
- Location and amount of work and type, or
- Type of bridge repair where applicable

- **Stockpiles**

Stockpiles will be funded and utilized on a per project basis. The federal project is to be reimbursed for materials that were not incorporated in the project.

- **Specifications - Grades, Compaction, Smoothness, etc.**

Procedures described in the project specifications and within the Alaska Highway Maintenance & Operation's Manual will be used when placing, grading, and compacting sub-grade and finished surface materials.

- **Acceptance Control of Purchased Materials**

Upon project completion, the M&O Manager will issue a Project Materials Acceptance Memo covering all materials incorporated into the project.

- **Assurances and Quality Control**

Manufacturer's certifications or approved product listings will be used for manufactured materials used in the project.

The contractor will provide QC on processed aggregates at the rate of 1 per 2,000 tons and on asphalt aggregate mixtures at the rate of 1 per 1,000 tons. Quantity for payment will begin when the tests are within specifications. The QC requirements shall be stated in all material purchasing contracts issued by the Department.

All rental equipment used by the Department in construction of the projects will be in accordance with the specifications stated in Department's equipment rental contracts.

The Department will provide QA/QC on it's own work. The M&O / Area Manager and the Foreman will determine the level of QA/QC based upon the general guidelines provided in the Alaska Construction Manual and the Alaska Highway Maintenance & Operations Manual. The required level of QA/QC will be shown in the project specifications.

The Bridge Repair foreman will evaluate all products incorporated in a bridge preventative maintenance project for conformance with project specifications. The Bridge Repair foreman will utilize products from the approved products list or as approved by Bridge Design. Based on this evaluation the products will then be accepted for use on the project. The Bridge Repair Foreman will determine if additional testing beyond those specified in Alaska Construction Manual should be undertaken.

Small quantities of miscellaneous materials shall not be tested based on the quantities listed below. They will be accepted on the basis of the Project Materials Acceptance Memo.

1. Aggregates – Not to exceed 500 Tons per project.
2. Asphalt / Aggregate Mixtures – Not to exceed 900 Tons per project.
3. All miscellaneous hardware.

Processed materials owned by the Department that were acquired using federal procurement requirements that meet project specifications may be incorporated if deemed suitable.

Quality Assurance samples will be taken as specified in the project specifications.

The M&O / Area managers will monitor the quality of the work and charges by conducting site visits, reviewing daily reports, and giving instruction as needed. Site visits will be documented in writing verifying compliance.

- **Project Closeout / Records**

AKSAS Audit Trails shall determine the actual costs spent on the project. The Project Records (i.e., daily logs, time sheets, SEF charges, invoices, per diem vouchers, and etc.) shall be used as back-up and substantiate the AKSAS Audit Trails.

The Department shall utilize the published rates in the Rental Blue Book to retrieve reimbursement for use of equipment that has no established Federal Usage Rate (FUR).

The Concurrent Review Engineer for Maintenance and Operations will review the project records for compliance.

The M&O Director/Chief will approve the final package.

The "Project Final Package" will consist of the following:

- Design Package
- Project Agreement (ATP)
- Project Development Authorization (PDA)
- Project Records
- AKSAS Audit Trails and Summary
- Departmental Final Inspection
- Project Materials Acceptance Memo
- Final Inspection of Federal-Aid Project (1446C Form), signed by the Regional Director/M&O Director
- Concurrent Review Engineer for M & O Final Acceptance Review Report

The final close out package will be archived in the same manner as all federally funded work done by the Department.