MEMORANDUM

State of Alaska

Department of Transportation & Public Facilities
Division Name

TO: Regional Directors
DFS Director

DATE: March 31, 2023

PHONE NO: 465-3900

FROM: Ryan Anderson, P.E.
Commissioner

SUBJECT: Material Site Best Practices

Purpose

Delivering cost effective projects in rural Alaska is becoming increasingly important, as our project needs increase, and funding becomes more constrained with inflation factors and supply chain stresses. This best practices proposal applies to rural Alaska as a loosely defined term, and may include projects both on and off the road system.

Large earthwork projects in rural Alaska that include borrow, processed aggregates, and rock, are one of our highest risk areas, in terms of potential cost increases and construction claims. Working with the contracting community, represented by the Associated General Contractors of Alaska (AGC), we have developed the attached best practices in the assessment and permitting of these material sources, for the purposes of cost effectiveness in our projects.

Guidance

Statewide is working with our federal funding partners to revise the *Alaska Highway Preconstruction Manual* and *Alaska Aviation Preconstruction Manual* to incorporate the best practices included in the attached flow chart.

Until these best practices are incorporated into our manuals, please use the attached flow charts during the design of projects. Use these flow charts on all projects which do not have an approved environmental document. For projects with approved environmental documents, incorporate as many elements of the flow charts as practical that will not unduly delay the project.

The AG's office has indicated a preference to specify the material types by a means other than modifying GCP60 or Section 106. Standardization will be developed as part of the incorporation into the *Preconstruction Manuals.* In the interim, include Right-of-Way and permits for mandatory, designated, and available sites in one appendix labelled with the material source type. Identify imported materials in a notice to bidders, plans, or specifications.

Contact

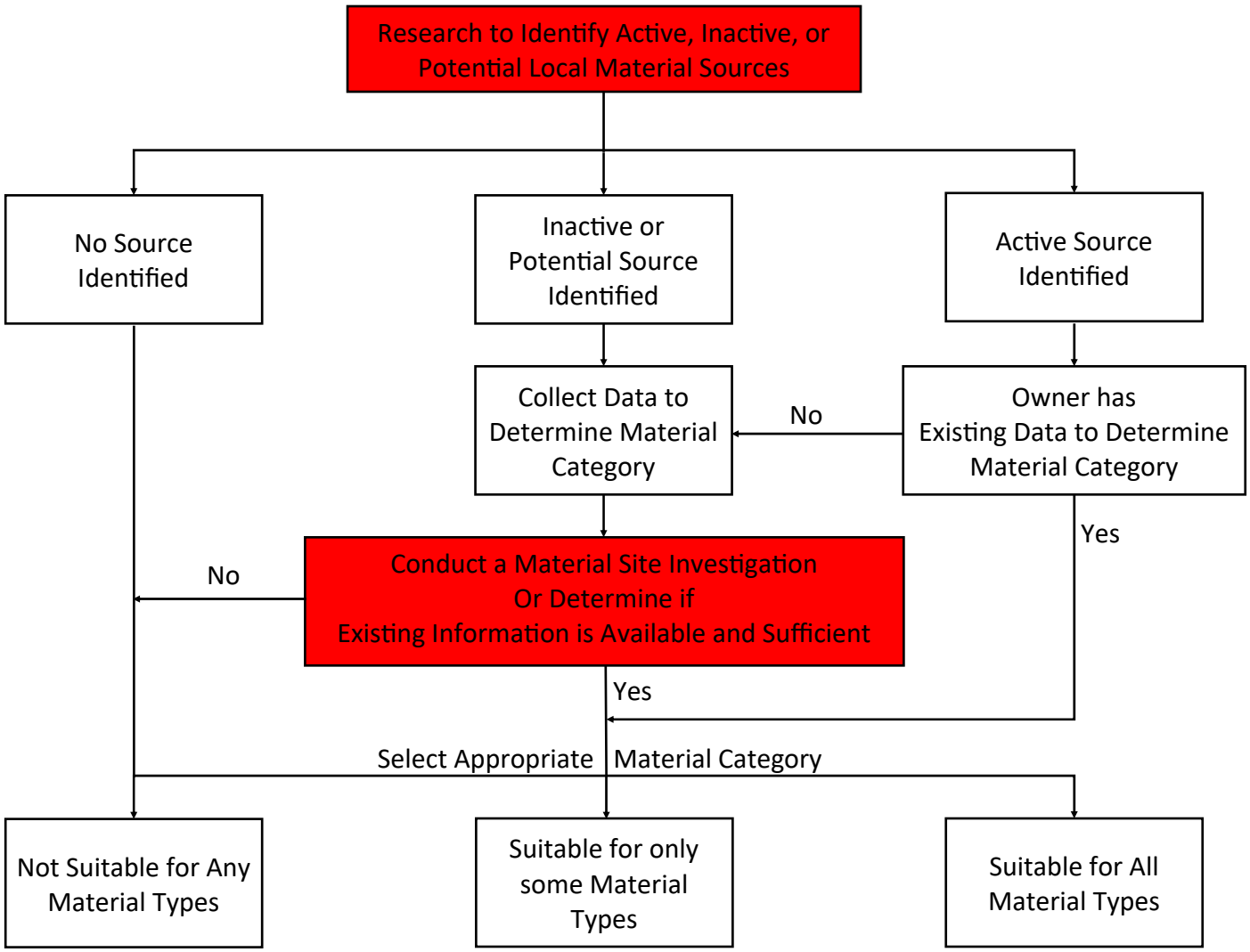
Direct any technical questions on the flow chart to Carolyn Morehouse, Director of Design and Engineering Services.

Attachments: Flow Chart Material Site Best Practices

cc: John Binder, Deputy Commissioner
Katherine Keith, Deputy Commissioner
Carolyn Morehouse, P.E., Director, Statewide Design & Engineering

BEST PRACTICES FOR USING LOCAL MATERIAL SOURCES IN RURAL PROJECT SITES

PART 1– DETERMINE LOCAL MATERIAL CATEGORY



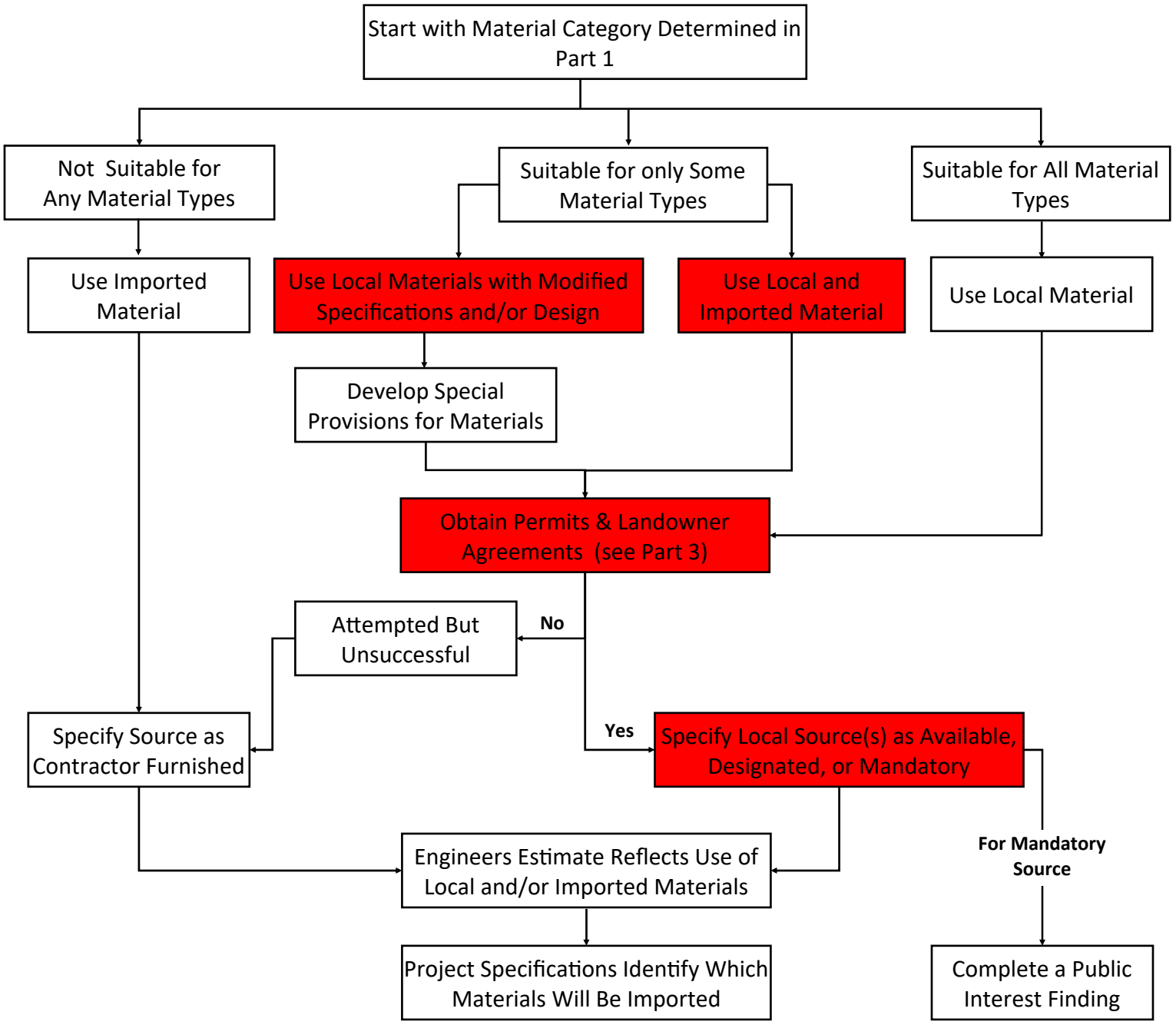
Once Material Category is Determined
Proceed to Part 2 of Flow Chart

Notes:

1. It is the Department's intent to use local material sources to the extent possible. Tasks highlighted in red are those which may require extra effort but add project value by limiting the need for imported materials, reducing the Contractor's effort during bidding to obtain permits and agreements, and providing a fair bidding environment.
2. The Material Site Investigation is completed at the discretion of the Project Manager and following the guidance of the Regional Materials section.
3. Material suitability is determined by the material's conformance with standard specifications.
4. When the local material category is suspected to be, or found to be "suitable for only some material types" extra effort in the materials site investigation may be required. This may include additional sampling, testing, and geotechnical analysis to optimize the typical section.

BEST PRACTICES FOR USING LOCAL MATERIAL SOURCES IN RURAL PROJECT SITES

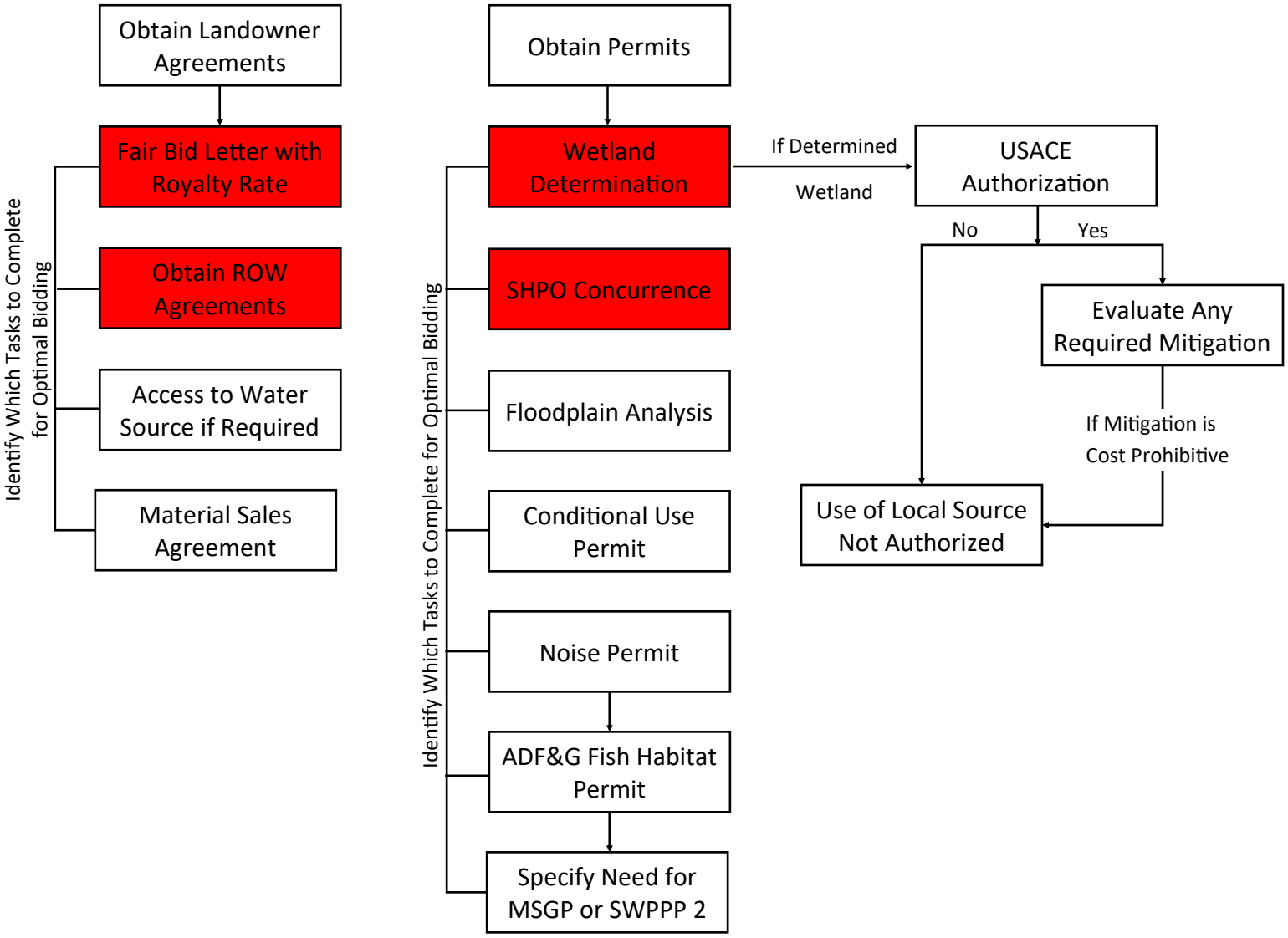
PART 2– DETERMINE OPTIMAL USE OF LOCAL MATERIAL SOURCES



Notes:

1. It is the Department's intent to use local material sources to the extent possible. Tasks highlighted in red are those which may require extra effort but add project value by limiting the need for imported materials, reducing the Contractor's effort during bidding to obtain permits and agreements, and providing a fair bidding environment.
2. Imported materials are those that are brought in from outside the local community.
3. When the local material category is "suitable for only some material types" the designer is encouraged to take extra efforts to make them suitable by either modifying the specifications, blending with imported materials, or making modifications to the typical section.
4. Specifications are to be modified at the discretion of the Project Manager, following all Department policies, ensuring material performance, and to the satisfaction of the funding agency.
5. Identify the material source type in the contract for clarity to the contractor.
6. For direction on the need for a Public Interest Finding see the Airport or Highway Preconstruction Manual, whichever applies.

BEST PRACTICES FOR USING LOCAL MATERIAL SOURCES IN RURAL PROJECT SITES
PART 3– PERMITS AND LANDOWNER AGREEMENTS



Notes:

1. Tasks in Part 3 are intended to reduce the Contractor's effort during the standard three week bidding period and provide a fair bidding environment. Those shown in red are the most helpful to the Contractor and Project Managers are encouraged to complete them.
2. Include all landowner agreements and permits in the contract appendices following existing standards.
3. Fair bid letters and royalty rates, when provided, are obtained by the Project Manager.
4. ROW agreements may include but are not limited to Right of Entry, Temporary Construction Easement, Temporary Construction Permit, and Right of Way purchases.
5. For projects requiring a DNR Temporary Water Use Permit ensure the Contractor has access agreements to the assumed water source.
6. Material Sales Agreements, when provided, are obtained by the joint effort of the Project Manager and ROW section. Obtaining these agreements can be time intensive and are not recommended if the design delivery date will be substantially impacted.