

Project Communication Procedures

Potter Hill Earthquake Repair

The following describes the required procedures for submitting Project Communications, Submittals and RFI's.

Correspondence and Submittals from the Contractor

- Must be addressed to Alaska Railroad Corporation, 327 West Ship Creek Avenue, Anchorage, AK 99501; Attention Gabriel Thomas, Project Manager
 - All Correspondence (i.e. Letters, Submittals, RFI's, etc...) shall be submitted electronically either via email or mass storage (i.e. USB Flash Drive). The ARRC is unable to receive files larger than 9MB via email.
 - Samples shall be delivered to the ARRC.

Designated Representatives

- Notification of a Project Superintendent and Safety Representative change within a 24 hour period to the Construction Manager with all relevant certifications, phone, and email contact information. This information will be provided to the Projectwise service provider for access to Projectwise.
- Field office and cellular telephone number and fax numbers.
- Contractor shall have a representative onsite at all times who is fully authorized to make decisions binding on the Contractor to receive instructions and information from the Owner's Representatives.

Email Communications

- All emails subject line shall contain a brief project description and subject. Below is examples of an email subject line:
 - Brief Proj. Name, SubjectExample:
Potter Hill - S001 SWPPP
Potter Hill - C-CM-001 Proj Supers Contact Info
Potter Hill - RFI001A Substitution of X for Y
- Emails not properly labeled will be returned.

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Written Communications

- Shall reference the ARRC Contract number and be dated.
- All letters of correspondence from the Contractor to the PM shall be numbered in the top right corner as C-PM-XXX starting at 001; CM shall be numbered in the top right corner as C-CM-XXX starting at 001. All letters will be serial numbered for document control and ease of reference.

- Electronic file names shall contain the following:
 - Serial Number, Subject, Contract#, Date;Example:
C-CM-001_ProjSupers_ContactInfo_62608_010112.pdf
Do not include spaces, but rather use an underscore to separate words. Refrain from using symbols in file naming. Refrain from using conjunctions to enhance the search capabilities of the system.

- Abbreviation Definitions:
 - C - Contractor
 - CM - Construction Manager
 - RE - Resident Engineer
 - PM - Project Manager
 - CO – Construction Observer
 - ESO – Enviromental Site Officer

Submittals

- Shall reference the ARRC Contract number and be dated.
- All Submittals shall be identified as such and be serial numbered in sequential order as submitted.
- **Submittals shall not be combined. Each submittal shall be submitted separately and be identified separately. Submittals combined will be rejected and returned.**
- Re-Submittals shall be identified by a letter following the submittal serial number. Example: Submittal 001A (would be a first resubmit), Submittal 001B (would be a second resubmit) and so on.
- Electronic file names shall contain the following:

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- Document Type, Serial Number, Subject, Contract#, Date;
Example: S001_SWPPP_62608_10112.pdf
- Resubmit
Example: S001A_SWPPP_62608_10112.pdf

RFI's

- Shall reference the ARRC Contract number.
- All RFI's shall be noted on the document and the file name. They shall also be serial numbered in sequential order as submitted (i.e. RFI001_ContentSubjectmatter_YMMDD).
- **RFI's shall not be combined. Each RFI shall be submitted separately and be identified separately with the use of the project RFI form. RFI's combined will be rejected and returned.**
- Re-submitted RFI's shall be identified by a letter following the re-submittal serial number. Example: RFI 001A (would be a first resubmit), RFI 001B (would be a second resubmit) and so on.
- Electronic file names shall contain the following:
 - Document Type, Serial Number, Subject, Contract#, Date;
Example: RFI001_SubstitutionofXforY_62608_010112.pdf
 - Resubmit
Example: RFI001A_SubstitutionofXforY_62608_010112.pdf

Other Naming Conventions

Schedules	Project Schedule/Monthly Updates	SCHProj_MMDDYY
	2 Week Look Ahead	SCH2wk_MMDDYY
Daily Report	Attachments	DR_ACME_MMDDYY
	Density Results	DR_ACME_DensityRes_MMDDYY
	Proctors	DR_ACME_Proctor_MMDDYY
	Plans	DR_ACME_TPGLiftPlan_MMDDYY

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Pile driving records	DR_ACME_Piledriving_MMDDYY
Concrete Placement	DR_ACME_Concrete_MMDDYY
Welding Inspection	DR_ACME_Welding_MMDDYY

Other categories and/or naming conventions may be added as needed or required by the Owner's Representative.