



## MATANUSKA-SUSITNA BOROUGH

### Capital Projects Department

Pre-Design & Engineering Division  
350 East Dahlia Avenue • Palmer, AK 99645  
Phone (907) 861-7700 • Fax (907) 861-7735  
e-mail: [pre-design&engineering@matsugov.us](mailto:pre-design&engineering@matsugov.us)

### MEMORANDUM

DATE: June 2, 2014

TO: Distribution

THROUGH: Mike Brown *MB 6/2/14*

FROM: Michael J. Campfield, P.E. *[Signature]*  
Environmental Engineer

SUBJECT: Matanuska-Susitna Borough Capital Projects Department  
Construction Management Documents for Roadway Projects

The Matanuska-Susitna Borough (MSB) Capital Projects Department has approved documents for construction management of roadway projects. The purpose of this effort is to provide clarity and consistency in the organization and distribution of construction management documents for roadway projects. These documents include:

- Daily/Weekly Inspection Report
- Requests for Information/Quote
- Deviation Request
- Design Clarification/Variation Request
- Field Directive
- Substitution Request
- Submittal Transmittal
- Submittal Register
- Uniform Contract Modification/Amendment

Effective immediately, these construction management documents shall be used for all MSB roadway projects, managed by the Capital Projects Department. During the construction of an individual project the Project Engineer for the construction phase will determine which documents are appropriate to use in specific instances. The MSB construction management documents shall be used in place of equivalent construction management documents used by the ADOT&PF.

The approved MSB construction management documents for roadway projects may be found on the MSB website at:

<http://www.matsugov.us/cpd/predesign/standard-drawings-and-documents>

Guidance for proper use of these documents is also provided on the website in the document entitled *Guidelines for Roadway Construction Documents*. The MSB requires that the signature for the "Project Engineer" on construction documents be a civil engineer licensed in the State of Alaska, in accordance with Alaska Statute 08.48. On documents where a signature line is included for the "Design Engineer", the Engineer of Record for the design phase shall sign. The Design Engineer and Project Engineer may or may not be the same person.

Please feel free to contact me with any questions, comments, or concerns at 861-7719 or [mike.campfield@matsugov.us](mailto:mike.campfield@matsugov.us).

Distribution: Rustin P. Krafft, Purchasing Officer  
Brad Sworts, Transportation and Environmental Manager  
Pierre Stragier, PLS, P.E., Civil Engineer  
Bob Walden, P.E., Civil Engineer  
Rick Antonio, Engineering Aide  
Sandy Zartman, Capital Projects Administrative Specialist