



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 Jesse Moose, Project Manager
- Samples shall be delivered to the ARRC Office.

Written Communications

- Shall reference the ARRC Contract number and be dated.
- All letters of correspondence from the Contractor shall be numbered in the top right corner as C-PM-XXX starting at 001; PM shall be numbered in the top right corner as C-PM-XXX starting at 001. All letters will be serial numbered for document control and ease of reference.
- Communications topics shall not be combined.
- Electronic file names shall contain the following:

- Project ID, Serial Number, Subject, Date;

Example:

BR351.4_C-PM-001_ProjSuperintendents_ContactInfo_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
 - CI – Construction Inspector
 - ESO – Environmental Site Officer



Email Correspondence

- Subject Line shall Reference the project and have a brief description.
 - Example BR211.0 – S001 Bearing Shop DWG
- Communications topics shall not be combined. (i.e. 2 submittals shall not be contained in the same email, they shall be submitted separately.)
- Electronic File Names see above.

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.
- 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:
 - Document Type, Serial Number, Subject, Contract#, Date;
Example: S001_SWPPP_BR351.4_031521.pdf
Example: S002_ShopDWG_BR351.4_031521.pdf
 - Resubmit
Example: S001A_SWPPP_BR351.4_031521.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_YYMMDD).
- RFI's shall not be combined. Each RFI shall be submitted separately and be identified separately with the use of the project RFI form.
- 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_BR351.4_031521.pdf
 - Resubmit
Example: RFI001A_SubstitutionofXforY_BR351.4_031521.pdf

Other Naming Conventions

Schedules	Project Schedule/Monthly Updates	BR351.4_SCHProj_MMDDYY
	2 Week Look Ahead	BR351.4_SCH2wk_MMDDYY
Daily Report	Attachments	BR351.4_DR_ACME_MMDDYY
	Density Results	BR351.4_DR_ACME_DensityRes_MMDDYY
	Proctors	BR351.4_DR_ACME_Proctor_MMDDYY
	Gradations	BR351.4_DR_ACME_Gradations_MMDDYY
	Pile driving records	BR351.4_DR_ACME_Piledriving_MMDDYY
	Concrete Placement	BR351.4_DR_ACME_Concrete_MMDDYY
	Welding Inspection	BR351.4_DR_ACME_Welding_MMDDYY
Plans	90% Design Plans	BR351.4_90%Plans_MMDDYY
Reports	Draft Geotech Report	BR351.4_DraftGeotechRpt_MMDDYY

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