



# ALASKA RAILROAD CORPORATION

**Date**

Permittee Name

Permittee Agency / Company

Permittee Address

Permittee Address

**Projects, Engineering,  
and Maintenance**  
TEL 907.265.3095.  
FAX 907.265.2638  
EMAIL [lindamoodb@akrr.com](mailto:lindamoodb@akrr.com)

**Re: Project Name and Number (if applicable)  
ARRC No. XX-XX-XXX  
Reimbursable Services Letter Agreement**

Dear Permittee:

This letter constitutes the agreement between the Permittee Agency and the Alaska Railroad Corporation ("ARRC"), for the review of preliminary plans and specifications associated with the proposed Project Name located at (the "Project").

## **SCOPE OF WORK**

The Permittee Agency proposes to SCOPE OF WORK INCLUDING LOCATION.

**List any work expressly provided by the permittee agency or by ARRC, as agreed to.**

The Permittee Agency, its Contractors, and ARRC shall coordinate railroad flagging as required by the Railroad Flagging Policy and the Standard Specifications for Work on Railroad Property.

The ARRC Engineering representative for this project is ARRC Rep Name and will be the contact for all coordination associated with the Project. He/She can be reached at ARRC Rep Phone & Email.

## **ESTIMATE**

ARRC's estimate for the preliminary engineering review, comments, and project coordination work required for the Project is \$XX,XXX.XX. A copy of the estimate is attached hereto as Exhibit A.

## **BILLINGS/PAYMENT**

The Permittee Agency will reimburse the ARRC for the costs of all services, labor and materials furnished by the ARRC for the aforesaid project. Reimbursement for overhead and equipment rates will be based upon the audited rates in effect at the time the work is accomplished. Billings shall be in accordance with ARRC established procedures and will be based on actual invoiced costs plus applicable overhead for the year the costs are incurred. The supporting documentation shall include but is not limited to the following: timesheets and vehicle use for the days applicable for preliminary engineering review, comments, and project coordination.

ARRC costs will be accumulated under ARRC work order number XX-XX-XXX AND Job Code number XXXXX. ARRC contact for invoice and billing questions shall be Lynda Stephens, Manager Reimbursable Services & Program Analyst at 265-2458 or [stephensl@akrr.com](mailto:stephensl@akrr.com).



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IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the date and year first above mentioned.

<p><b>CONTRACT REVIEW:</b></p> <p><u><i>Permittee Agency</i></u></p> <p>By: _____</p> <p>Title: _____</p> <p>Date: _____</p>	<p><b>UTILITY COMPANY ACCEPTANCE:</b></p> <p>Alaska Railroad Corporation</p> <p>By: _____</p> <p>Title: _____</p> <p>Date: _____</p>
<p><b>RECOMMEND FOR APPROVAL:</b></p> <p><u><i>Permittee Agency</i></u></p> <p>By: _____</p> <p>Title: _____</p> <p>Date: _____</p>	<p><b>NOTICE TO PROCEED:</b></p> <p><u><i>Permittee Agency</i></u></p> <p>By: _____</p> <p>Title: _____</p> <p>Date: _____</p>

Attachments:

Exhibit A: Estimate