**Subject:** Primary County, Phase Number - D5 Submittal

**D5 - ROW Submittal:**

Primary County:

Project Code:

Phase Number:

Phase Location:

Work Code:

  Project Directory Number:

**D5 Submittal Folder:**  [Place](http://www.iowadot.gov/design/mkretlo/Local%20Settings/mkretlo/Projects/9106503004/Design/D3Submittal/D3sub%20Warren.PDF)\_link\_here

**Project Documentation File**:  [Place](http://www.iowadot.gov/design/mkretlo/Local%20Settings/mkretlo/Projects/9106503004/Design/D3Submittal/D3sub%20Warren.PDF)\_link\_here

This waterway is (or is not) on a state water trail or paddling route.

**D5 Checklist**

Traffic will be maintained via:

No change  Staging  Runaround  Detour  Other

Project Packaging

☐ A. This project will be let as one package and completed with standard construction practices in likely a single construction season.

☐ B. This is a multiyear series of projects that are design to allow:

* Each structure to be let separately.

•    Separate grading project(s) of less than approximately $3 to $4 million each.

* Separate paving project(s) of less than approximately $10 to $12 million each.
* Standard construction practices on all projects without significant night work.
* Each project is typically a one-year construction season.

☐ C. I am notifying the Project Manager to request a packaging meeting be scheduled.

*Add information to address any incomplete items below:*

**Yes N/A No**

Completed x-section .pdf available.

Culverts and structures complete

S2 complete (stability berms complete)

Overhead signs and signals preliminary location identified.

Structure TS+L for all 4’ and larger, pipes or culverts.

Splash basins for pipe culverts sized and located.

Intercepting ditch locations identified.

Access Rights to be acquired.

Entrance (PDA) locations match access control letter.

Entrance profile(s) on the plans and x-sections

Entrances labeled as Proposed, Closed or U.A.C.

Final ditching complete

Special Mitigation ROW requirements identified.

Railroad within 50’ of project

Temporary easements identified.

Unique features (ex. Ponding easements, snow borrows, etc.)

Side road construction or relocations

**Machine Guidance Electronic Files Checklist**

*Add information to address any incomplete items below:*

**Yes N/A No**

Files named correctly.

Proposed Corridors 3D Breaklines and Terrain files

Do the plans match the Corridor Models and Alignment files.

Unique features Modeled (ex. Bridge Berms, Walls, Benching, etc.)

Are there gaps in the 3D Breaklines and Terrain files.

Do the 3D Breaklines Files match Pavement/Grading elevations where Tie-Ins exist.

Do the 3D Breaklines and Terrain files match existing Tie-In grades and slopes.

Do the 3D Breaklines and Terrain files show correct cross slopes/transitions.

*(For interstate inlay or reconstruction projects, or other outside agencies, place pdf on the FTP site and include the instructions to access the site with the email)*

These files have also been placed on the FTP site for FHWA retrieval. See instructions below.

If you have any questions or comments, feel free to email me.

**To:**

Hofer, Brad;

**Cc:**

Kennerly, Michael; Nicholson, Kent; Nelson, James S; Nop, Michael; Musgrove, Wes; Meyer, Ronald; Ellis, Jimmy; Majors, Shawn; Gent, Steve; Poole, Chris; Stokes, Danny; Swenson, Mark A; Jackson, Mike; Wright, Eric; Anderson, Stuart; Laaser-Webb, Jan; Bradley, Bryan; Sorenson, Willy; Azeltine, Brad; Cuva, Nicole; Brink, Kenneth; Poole, Angela; Dell, Mark; Smith, Brian; Van Dyke, Mark; Ta, Dung; Pohlen, Nathan; Heeren, Douglas; Cagle, Gregory; Blue, Dana; Cook, Sarah;

**District 1:**

Smyth, Allison; Vortherms, Jeremey; Passick, Sean; Adey, Ben; Matulac, Donna;

Location and Environment (Cultural, T&E, Water, PI)

Becker, Janee; Garton, Jill; Brewer, Valerie;

Asberry, Claire; Boone, Greene

Carlson, Michael; Polk, Story, Webster

Beavers, Brandy; Jasper, Poweshiek

Sloppy, Mark; Marshall, Tama

Walls, Brandon; Grundy, Hamilton, Hardin

**District 2:**

Humpal, Nickolas; Kelly, Mary; Eilders, Miranda; Erickson, Daryl;

Smith, Kevin; *Bridge Projects*

Location and Environment (Cultural, T&E, Water, PI)

Bacon, Jeff; Struecker, Brock; Walls, Brandon; Brewer, Valerie;

**District 3:**

Felix, Jessica; Tymkowicz, Shane; Thayer, Michael; Huju, Todd; Pryor, Dylan; Sievers, Laura;

Williams, Doug; *(Maintenance and 3R Projects)*

Location and Environment (Cultural, T&E, Water, PI)

Becker, Janee; Struecker, Brock; Walls, Brandon; Brewer, Valerie;

**District 4:**

Schram, Scott; Mayberry, Wes; Epperson, Nathaniel; Fox, Bill;

Lechnowsky, Orest; Kohl, Jason; Harrison, Pottawattamie, Mills, Fremont, Page, Montgomery, & Shelby

Malone, Travis; Mocha, Nicholas; Audubon, Cass, Adams, Taylor, Guthrie, Adair, Union, Ringgold, Dallas, & Madison

Cihacek, Joseph; Harrison, Shelby, Pottawattamie, Mills, Montgomery, Fremont, & Page

Waltersdorf, Bethany; Audubon, Guthrie, Dallas, Cass, Adair, Madison, Adams, Union, Taylor, & Ringgold

Location and Environment (Cultural, T&E, Water, PI)

Woodcock, Jacob; Garton, Jill; Asberry, Claire; Rees, Jon;

**District 5:**

Younie, Bob; McElmeel, Steven; Claeys, Mark; Clancy, Bonnie;

Location and Environment (Cultural, T&E, Water, PI)

Woodcock, Jacob; Garton, Jill; Beavers, Brandy; Rees, Jon;

**District 6:**

Schnoebelen, Jim; Tibodeau, Jesse; Flockhart, Steven;

Location and Environment (Cultural, T&E, Water, PI)

Bacon, Jeff; Struecker, Brock; Sloppy, Mark; Rees, Jon;

**Railroad impacts:**

Quam, Tami;

**Projects on new alignment or adding lanes to create a multilane facility:**

Mauer, Paul; Clement, Jodi; Bernhard, Charles;

**For Interstate Projects:**

[Program.Delivery-IA@dot.gov](mailto:Program.Delivery-IA@dot.gov)

**NEPA contacts whenever Federal Aid is involved.**

District 1,3 – Newell, DeeAnn; Schwienebart, Christine;

District 2,5 – Newell, DeeAnn; Leanos, Pedro;

District 4,6 – Newell, DeeAnn; Schwake, Christine;

**When Machine Guidance Electronic Files are required:**

**To:** Thiel, Michael;

**CC:** Paul, Nick; Nielsen, Stuart; Richardson, Curtis; Bowman, Tommy;

Filides, Brandon; Wilkinson, Cedric;

**District TSMO Engineers:**

Swisher, Andy; District 1, District 2 (except Blackhawk Co.), and I-35 in District 5

Yates, Austin; District 3 and District 4

Abuissa, Newman; District 6, District 5 (except I-35), and Blackhawk Co. (District 2)

