Conducting Business Document and Checklists with Tracking

2 References

Website Links:

Checklists

Microstation Automation

Consultant Resources

Designer Resources

BDM

SIIMS

3 Key Contacts

Consultant Coordination Section:

Ronald Meyer, P.E.	Contracting, overall coordination, authorizations for payments
Tim Dunlay, P.E.	Project review coordinator
Karen Kontos, P.E.	Project review coordinator
Steve Maifield, P.E.	Project review coordinator
Mateusz Rolkowski	Project review coordinator

Other Office Personnel:

James Nelson, P.E.	Bridge Engineer
Gary Novey, P.E.	Assistant Bridge Engineer
Ahmad Abu-Hawash, P.E.	Chief Structural Engineer
Dave Claman, P.E.	Preliminary Design Section Leader
Mike Nop, P.E.	Software Program Support, Bridge Design Manual
Stuart Nielsen, P.E.	Methods Engineer
Kimball Olson	Aesthetics
Brett Kloss	Lead Technician OBS CAD Operations
Annette Jeffers, P.E.	Automation Engineer
Jim Hauber, P.E.	Ratings Engineer
Tim Elliott	Shop Drawing Coordinator

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5.2 Timeline & Expectations

Use Projectwise for Submittals

made. All Submittals should be made through ProjectWise, and the Project Folder Structure is shown on the website here:
https://iowadot.gov/bridge/tools/Bridge%20Project%20Directory%20Folder%20Structure.pdf
The Consultant Structure of the Project Folder is shown in more detail here:
https://iowadot.gov/bridge/tools/Consultant%20ProjectWise%20Folder%20Structure.pdf
Send an email notifying the OBS reviewer that a submittal has been made along with a link to the submittal.

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5.2.1 50% Plan Quantities for Bid Item App

Provide a cost estimate in ExeVision

Instructions for using ExeVision are located on our website here: https://iowadot.gov/bridge/programs/iPDWeb%20Project%20Cost%20Estimating%20for%20OBS.pdf

5.2.2 QC/QA Interview

50% Plans and Design Criteria Form

elements and nuances of unique design aspects of the project. The 50% plan submittal is due 3 days prior to this meeting, so the reviewer can get familiar with the project. The Consultant shall also submit the completed Design Criteria Form 3 days prior to this meeting. It can be downloaded from the website here: https://iowadot.gov/bridge/Design Criteria for Typical Bridges.docm

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5.2.2 QC/QA Interview

DESIGN CRITERIA FOR TYPICAL BRIDGES

Design Number | County Name

Project Number

I. General Provisions

A. Objectives and Scope

The purpose of these criteria is to document the criteria used for the final design and analysis of a particular project and to promote consistency in the criteria used by designers.

B. Design References and Governing Specifications

The following hierarchy will be followed when referencing the design documents listed below. Where conflicts exist between these design criteria and other references, these design criteria will control.

F. Barrier Rail

All interstate mainline bridges shall require a TL-5 railing, minimum height 44 inches, 42 inches plus 2 inches (1120 mm, 1070 mm plus 50 mm) for future overlay [BDM 3.2.6.8]. Bridge railing test level and the associated height for other primary highways shall be evaluated by Iowa DOT based on the flow chart in the commentary [BDM C3.2.6.8].

Barrier rail style/shape:

☐ F-shape ☐ Open Rail ☐ Vertical Face ☐ Other

If Other, describe:

Barrier rail height:

Test level: ☐ TL-2 ☐ TL-3 ☐ TL-4 ☐ TL-5 ☐ TL-6

Additional comments:

5.2.3 100% Unapproved Plan Submittal

Resource Leveling

with multiple projects, OBS will specify staggering submittal dates for unapproved plan sets to balance the work load of plan reviewers. For the busier letting months of November through February, resource leveling may be necessary, meaning that we may need an advance submittal to be able for DOT staff to accommodate all consultant project reviews.

Update Bid Item Application Quantities

No Update necessary to ExeVision

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5.2.3 100% Unapproved Plan Submittal

Submit e-Files

Top of Slab Elevation Spreadsheet
Bridge Staking Data File
All Standards
All Existing Plans

5.2.5 Final Plan Submittal

Include Soils and Roadway Sheets

Update Cost Estimate in ExeVision

5.2.8 Sheet Swapping

Full Set of Plans including Soils and Roadway

If Bid Items Quantities were changed, an additional plan set which includes the affected sheets only shall also be required with the changes highlighted

5.2.9 Addendum

Add Addendum Cell to lower right side of Title Block

5.2.10 Post Letting Plans Sheets (As-Let)

When an Addendum was needed, we need to provide a new full set of plans which has the Addendum Sheets in the set.

Submit these to ProjectWise and SIIMS

sheets and proposal addenda. When Addendums are needed, follow the Office of Design policy guidelines for Post Letting Plans: 21M-61. This will need to be coordinated with the OBS reviewer to get the plans put into the Contracts folder. This post letting (as-let) complete updated plan set if required, or Final Plan set should also be uploaded to SIIMS as documented here: https://iowadot.gov/bridge/policy/01-00-00GenDesLRFDC.pdf

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5.2.11 Electronic Plan and Calculations (CD)

Microstation and CADD Reference Files
Calculations (sealed and signed)
LARS Rating File
QC/QA Record (added a link to this)

LARS Rating File also uploaded onto SIIMS

for storage and preserves the CD containing the final files as backup. When doing this, the rating file should be uploaded into SIIMS. There are instructions on how to upload files onto SIIMS here: https://siims.iowadot.gov/Consultant-Requirement-for-rating.pdf

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5.2.13 Plan Revisions

Guidelines are on website

RA Sheet

Revisions shall be uploaded onto SIIMS

(~~1~~RA). The title sheet revision box is filled out and dated~~updated signature provided~~. When a revision has been accepted, the Consultant shall upload it into SIIMS as documented here: https://siims.iowadot.gov/Consultant-Requirement-for-rating.pdf

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5.2.14 Shop Drawings

Doc Express and e-Builder

Approved submittals shall be uploaded onto SIIMS (link with instructions)

either to the DOT or consultant. Approved submittals shall be uploaded into SIIMS, as documented here: https://siims.iowadot.gov/Consultant-Requirement-for-rating.pdf

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Checklists

CHECKLIST DOWNLOADS

The links listed below provide access to download the checklists of items for an appropriately completed project plan.

- Preliminary Design Checklist - Bridge (01/01/18)
- Preliminary Design Checklist - RCB Culvert (01/01/18)
- Preliminary Design Checklist - Pipe Culvert (01/01/18)
- Culvert Checklist (02/01/18)
- Bridge Checklist (02/01/18)
- CADD Checklist (02/01/18)

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Bridge Checklist

BRIDGE PLAN REVIEW CHECKLIST

County: _____ **Design No.:** _____ **By:** _____ **Date:** _____
Project Name: _____

1. GENERAL - ALL PROJECTS

1.1 Title Block

___ "Design For (xx Skew) (RA)(LA)" "Design For Repair To (xx Skew) (RA)(LA)."

___ Structure Type and Size (Ex.: "188'-0 x 40'-0 Continuous Concrete Slab Bridge" or "300'-0 x 36'-0 Continuous Welded Girder Bridge").

___ For bridges with multi-project staging, the structure width listed should be the width of the current stage plus all previously completed stages. (Ex.: if stage 1 construction is 20 ft. and stage 2 construction is 30 ft., the first project title block should show 20 ft. and the second project title block should show 50 ft.) Add to the bridge title the stage (Ex.: Concrete Beam Bridge – Stage 1).

___ Span Description (Ex.: "41'-0 End Spans" or "71-0, 137'-0, 51'-0 Spans").

2. TITLE SHEET - ALL PROJECTS

2.1 General

___ Title sheet conforms to current DOT format posted on Office of Bridges and Structures web site.

___ Correct Project Number (upper right side, right lower border and top left border of sheet).

___ Correct PIN Number (upper right side of sheet).

___ Correct File Number and Project Directory Name (lower border).

___ "Letting Date" filled in with the letting date (upper left border).

___ Bridge Standard Plan Box.

___ Boxed note referencing Road Standards on road sheets.

___ Index of Seals (sheet number seal is located on, name and expertise).

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