



Initial Project Development

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Iowa Department of Transportation



Presentation Overview

- Project Scheduling and Submittals
- Consultant Selection
- Concept Statement
- Funding Agreement
- Project Tracking in TPMS

Project Scheduling and Submittals

- Typical sequence of project activities
 - Consultant Selection
 - Concept Statement / Funding Agreement
 - Preliminary Plans
 - Environmental Concurrence
 - Right-of-way Acquisition
 - Check and Final Plans
 - Letting
 - Construction

Project Scheduling and Submittals

Typical Time Required to Develop a Project to Letting	
Type of Project	Time
Environmental Impact Statement (EIS)	6 years
Environmental Assessment (EA)	4 years
Programmatic or Individual CE, some right-of-way, other factors	16 months
Programmatic Categorical Exclusion (CE), minimal right-of-way	2 months

Project Scheduling and Submittals

- For more information:
 - See Guide, Section 3
 - See I.M. 3.000, Federal-aid Project Scheduling
 - See I.M. 3.010, Project Development Submittal Dates and Information

Project Development Critical Path Dates

Concept Statement		Preliminary Plans		Check Plans		Final Plans and PDC (2 weeks)	Contracts Turn-in	Letting Date	Federal Fiscal Year
Major (42 weeks)	Minor (16 weeks)	Major (16 weeks)	Minor (11 weeks)	Major (8 weeks)	Minor (7 weeks)				
01/16/18	07/17/18	07/17/18	08/21/18	09/11/18	09/18/18	10/23/18	11/06/18	01/16/19	2019
02/13/18	08/14/18	08/14/18	09/18/18	10/09/18	10/16/18	11/20/18	12/04/18	02/19/19	
03/13/18	09/11/18	09/11/18	10/16/18	11/06/18	11/13/18	12/18/18	01/01/19	03/19/19	
04/17/18	10/16/18	10/16/18	11/20/18	12/11/18	12/18/18	01/22/19	02/05/19	04/16/19	
05/15/18	11/13/18	11/13/18	12/18/18	01/08/19	01/15/19	02/19/19	03/05/19	05/21/19	
06/12/18	12/11/18	12/11/18	01/15/19	02/05/19	02/12/19	03/19/19	04/02/19	06/18/19	
07/17/18	01/15/19	01/15/19	02/19/19	03/12/19	03/19/19	04/23/19	05/07/19	07/16/19	
08/14/18	02/12/19	02/12/19	03/19/19	04/09/19	04/16/19	05/21/19	06/04/19	08/20/19	
09/11/18	03/12/19	03/12/19	04/16/19	05/07/19	05/14/19	06/18/19	07/02/19	09/17/19	
10/16/18	04/16/19	04/16/19	05/21/19	06/11/19	06/18/19	07/23/19	08/06/19	10/15/19	
11/13/18	05/14/19	05/14/19	06/18/19	07/09/19	07/16/19	08/20/19	09/03/19	11/19/19	
12/11/18	06/11/19	06/11/19	07/16/19	08/06/19	08/13/19	09/17/19	10/01/19	12/17/19	
01/15/19	07/16/19	07/16/19	08/20/19	09/10/19	09/17/19	10/22/19	11/05/19	01/15/20	2020
02/12/19	08/13/19	08/13/19	09/17/19	10/08/19	10/15/19	11/19/19	12/03/19	02/18/20	
03/19/19	09/17/19	09/17/19	10/22/19	11/12/19	11/19/19	12/24/19	01/07/20	03/17/20	
04/16/19	10/15/19	10/15/19	11/19/19	12/10/19	12/17/19	01/21/20	02/04/20	04/21/20	
05/14/19	11/12/19	11/12/19	12/17/19	01/07/20	01/14/20	02/18/20	03/03/20	05/19/20	
06/18/19	12/17/19	12/17/19	01/21/20	02/11/20	02/18/20	03/24/20	04/07/20	06/16/20	
07/16/19	01/14/20	01/14/20	02/18/20	03/10/20	03/17/20	04/21/20	05/05/20	07/21/20	
08/13/19	02/11/20	02/11/20	03/17/20	04/07/20	04/14/20	05/19/20	06/02/20	08/18/20	
09/17/19	03/17/20	03/17/20	04/21/20	05/12/20	05/19/20	06/23/20	07/07/20	09/15/20	
10/15/19	04/14/20	04/14/20	05/19/20	06/09/20	06/16/20	07/21/20	08/04/20	10/20/20	
11/12/19	05/12/20	05/12/20	06/16/20	07/07/20	07/14/20	08/18/20	09/01/20	11/17/20	
12/17/19	06/16/20	06/16/20	07/21/20	08/11/20	08/18/20	09/22/20	10/06/20	12/15/20	

Consultant Selection

- General requirements for Federally funded consultant contracts
 - Selection must be qualifications-based
 - Iowa DOT review and approval of consultant contract is required before incurring costs in which the LPA desires reimbursement
- Abbreviated selection process
 - May be used if total consultant services will be less than \$250,000
 - Consider setting a Disadvantaged Business Enterprise (DBE) goal
 - At least 3 qualified firms must be considered and document the selection process
 - List firms considered and request Iowa DOT approval to begin negotiations with firm deemed most qualified

Consultant Selection

■ Full selection process

- Required if total consultant services will exceed \$250,000
- Form a selection committee
- Establish evaluation criteria and a DBE goal
- Prepare and send a Request for Proposal (RFP) to prospective firms (not required to be on DOT list)
- Evaluate proposals and conduct interviews if needed
- Determine most qualified firm
- Evaluate good faith effort of most qualified firm to meet DBE goal

■ For more information, see I.M. 3.310, Federal-aid Participation in Consultant Costs

- Follow and document process using Attachment A, Federal-aid Consultant Selection Checklist

Concept Statement

- Concept Statement for Local Systems
Federal-aid Projects (Form 517001)
- Purpose
 - Initiates project development
 - Provides LPA contact information
 - Defines the scope of the project
 - Determine project description
 - Helps determine the level of environmental review
and documentation that will be required
 - Helps determine which permits and / or agreements
may be needed
 - Documents proposed design

Concept Statement

- Review
 - Administering Bureau/Development Engineer, Christy VanBuskirk
 - Performs general review for completeness
 - Reviews proposed design values
 - Location and Environment Bureau
 - Reviews to determine level of environmental impacts and documentation required
 - Right-of-Way Bureau
 - Used for information; identifies which projects have right-of-way needs

Concept Statement

- DOE, Determination of Effect (Form 760005) Required
- Environmental Data Sheet (Form 517006)
 - May also be required, as indicated on the Concept Statement
 - Provides additional details about possible impacts to recreational areas, wildlife areas, and threatened or endangered species
- For more information:
 - I.M. 3.020, Concept Statement Instructions
 - I.M. 4.110, Threatened and Endangered Species
 - I.M. 4.030, Environmental Data Sheet Instructions

Funding Agreement

- What is it?
 - A written agreement between the Iowa DOT and LPA
 - Outlines the responsibilities of each party and the applicable Federal requirements
 - Identifies funding sources and amounts
- When should it be completed?
 - As early as possible, typically just before or after Concept Statement submittal
 - Before incurring any costs in which the LPA requests reimbursement, Communicate with your LS Field Engineer

Project Tracking in TPMS

- What is the Transportation Program Management System (TPMS)?
 - On-line system provided by the Iowa County Engineers Association (ICEA) Service Bureau
 - Includes:
 - County Budgets and 5-year Programs
 - Federal-aid TIP / STIP Data
 - Project Development Data
 - Available to DOT, LPA, regional planning, and consultant personnel

Programming
Logged in as Nicole Fox with DOT Local Systems
Change User
Download to Excel
Railroad Report

Sponsor (Type/ID)	Let At:	Let Date:	Project Number: <small>Click PN to view Status Click to see Map Find by PN text:</small>	TPMS: <small>Click TPMS # for Setup</small>	SI&A Struct ID: <small>Click to view</small>	OK with Appr. CFYP	OK with Appr. STIP	In PSS:	PSS Status:	Development Progress:					DocXpress	Dev Est.	
										CS	PP	CP	FP	CL			DC
Hardin (CRD)	DOT	16-Oct-2018	BROS-SWAP-C042(90)--FE-42	32529	175550 OBL	✓	NA	✓	Active	NA	NA	✓	✓	✓	✓	✓	550,000
Webster (CRD)	DOT	16-Oct-2018	BRS-SWAP-C094(113)--FF-94	23608	343080 OBL	✓	NA	✓	Active	✓	✓	✓	✓	✓	✓	✓	550,000
Boone (CRD)	DOT	20-Nov-2018	BROS-SWAP-C008(74)--SE-08	31069	078220 OBL	✓	NA	✓	Active	NA	NA	✓	✓	✓	✓	✓	415,000
Fort Dodge (City)	DOT	20-Nov-2018	STBG-SWAP-2690(630)--SG-94	29718		NA	NA	✓	Active	✓	✓	✓	✓	✓	✓	✓	3,549,129
Polk (CRD)	DOT	20-Nov-2018	BROS-SWAP-C077(215)--FE-77	26603	281690 OBL	✓	NA	✓	Active	NA	NA	✓	✓	✓	✓	✓	500,000
Polk (CRD)	DOT	20-Nov-2018	STBG-SWAP-C077(218)--FG-77	33880	040480 OBL	✓	NA	✓	Active	NA	NA	✓	✓	✓	✓	✓	1,240,000
Webster (CRD)	DOT	18-Dec-2018	BROS-SWAP-C094(50)--FE-94	2784	342810 OBL	✓	NA	✓	Active	✓	✓	✓	✓	✓	✓	✓	350,000
Ankeny (City)	DOT	16-Jan-2019	BRM-SWAP-0187(642)--SD-77	36671	281970 OBL	NA	NA	✓	Active	NA	NA	✓	✓	✓	✓	✓	925,000
Boone (CRD)	DOT	16-Jan-2019	STBG-SWAP-C008(76)--FG-08	31071		✓	NA	✓	Active	NA	NA	✓	✓	✓	✓	✓	1,550,000
Hardin (CRD)	DOT	16-Jan-2019	STBG-SWAP-C042(93)--FG-42	35102		✓	NA	✓	Active	NA	NA	✓	✓	✓	✓	✓	2,805,000
Story (CRD)	DOT	16-Jan-2019	FM-C085(149)--SS-85	36015		✓	NA	✓	Active	NA	NA	✓	✓	✓	✓	✓	140,000
Des Moines (City)	DOT	19-Feb-2019	STBG-SWAP-1945(846)--SG-77	35372		NA	NA	✓	Active	NA	NA	✓	✓	✓	✓	✓	850,000
Jasper (CRD)	DOT	19-Feb-2019	BRS-SWAP-C050(120)--FF-50	15531	30430 OBL	✓	NA	✓	Active	NA	NA	✓	✓	✓	✓	✓	540,000
Jasper (CRD)	DOT	19-Feb-2019	BRS-SWAP-C050(121)--FF-50	27029	030450 OBL	✓	NA	✓	Active	NA	NA	✓	✓	✓	✓	✓	796,000
Mitchellville (City)	DOT	19-Feb-2019	STBG-SWAP-5137(603)--SG-77	22141		NA	NA	✓	Active	NA	NA	✓	✓	✓	✓	✓	630,400
Story (CRD)	DOT	19-Feb-2019	BROS-SWAP-C085(145)--SE-85	19408	314280 OBL	✓	NA	✓	Active	✓	NA	✓	✓	✓	✓	✓	350,000
Grimes (City)	DOT	19-Mar-2019	STBG-SWAP-3125(614)--SG-77	22138		NA	NA	✓	Active	✓	NA	✓	✓	✓	✓	✓	5,100,000
Marshall (CRD)	DOT	19-Mar-2019	BROS-SWAP-C064(129)--FE-64	21776	243460 OBL	✓	NA	✓	Active	✓	✓	✓	✓	✓	✓	✓	850,000
Polk (CRD)	DOT	19-Mar-2019	STBG-SWAP-C077(223)--FG-77	34592		✓	NA	✓	Active	NA	NA	✓	✓	✓	✓	✓	1,148,000
Marshall (CRD)	DOT	16-Apr-2019	FM-C064(131)--SS-64	37635		✓	NA	✓	Active	NA	NA	✓	✓	✓	✓	✓	650,000
Des Moines (City)	Local	07-May-2019	CS-TSF-1945(842)--85-77	37686		NA	NA		Active	NA	NA	✓	NA				725,000
West Des Moines (City)	Local	13-May-2019	CS-TSF-8260(639)--85-77	34143		NA	NA	NA	Non-PSS	NA	NA						27,060
Hardin (CRD)	Local	21-May-2019	FM-C042(103)--SS-33	19018		✓	NA	✓	Active	NA	NA						450,000
Grundy (CRD)	Local	27-May-2019	FM-C038(112)--SS-38	34838		✓	NA		Active	NA	NA	✓	NA	NA	NA		100,000
Fort Dodge (City)	Local	04-Jun-2019	CS-TSF-2690(629)--85-94	36943		NA	NA		Active	NA	NA	✓	✓	NA			1,506,000
Fort Dodge (City)	Local	04-Jun-2019	CS-TSF-2690(633)--85-94	38391		NA	NA	NA	Non-PSS	NA	NA						1,708,000
West Des Moines (City)	Local	10-Jun-2019	CS-TSF-8260(644)--85-77	36988		NA	NA		Active	NA	NA	NA	✓	NA	NA		0
West Des Moines (City)	Local	17-Jun-2019	CS-TSF-8260(642)--85-77	35039		NA	NA		Active	NA	NA		✓	NA	NA		69,000
Boone (CRD)	DOT	18-Jun-2019	BROS-SWAP-C008(41)--SE-08	12129	077940 OBL	✓	NA	✓	Active	NA	NA	✓	✓	✓	✓	✓	400,000

Sponsor Request Update Polk CRD Kurt Bailey County Engineer 515-286-3705	Details BROS-C077(216)--81-77 FHWA #281180 [SR = -48775048] QBL On NE Berwick Drive, Over UPRR, S of NE 70th Avenue Bridge Replacement-PPCB AADT = VPD / Eng. Est = \$950,000.00	Design Request Update Polk CRD Kurt Bailey Des Moines IA 50313 Ph. 515-286-3705	Letting DOT - 19-Nov-2019 Minor Project Schedule DIST-1 Gregg Durbin Ph. 515-239-1421
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Programming Consistency All Programming

STIP Funding: Desc.: Timing: view	CFYP Funding: Desc.: Timing: view
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For more information about warnings or errors, hover your cursor over the item in question.

Development Progress	State	Date Posted	Action	By	Form	Items
Concept Statement	Cleared	06/15/2017		JK		
<ul style="list-style-type: none"> Concept approved on 6-15-17. JEK Reviewed concept statement and then returned to GD on 6-14-17. JEK 						
Preliminary Plans	Cleared	08/04/2017		JK		
<ul style="list-style-type: none"> Returned plan comments on 8-4-17. JEK Reviewed plans and then returned to GD on 7-28-17. JEK 						
Check Plans	Cond.Cleared	01/16/2018		JK		
<ul style="list-style-type: none"> Returned check plan comments on 1-16-18. JEK Reviewed check plans and then returned to GD on 1-5-18. JEK 						
Final Plans <small>Due on 08/20/2019</small>	Not Cleared					
Proj. Dev. Cert. <small>Due on 08/20/2019</small>	Not Cleared					
Plan Turn-in <small>Due on 09/03/2019</small>	Not Cleared					

NOT Davis Bacon / NPDES / Field Manager = No

Clearances	State	Date Posted	Action	By	Update Protocol	Items
• Agreements						
Project Agreement	Cleared	02/10/2017		JK	TPMS → PSS	
<ul style="list-style-type: none"> Funding Agreement was uploaded to TPMS on 7-27-18. JEK Fully executed funding agreement 1-17-HBP-5-004 returned to Polk County on 2/10/17. TPMS #35957 canceled and replaced with TPMS #36678. No change to project number. See email pdf uploaded to TPMS.(GD 5/22/17) 						
• Environmental / Cultural						
NEPA	Cleared	09/14/2017		PSS	TPMS ← PSS	
<ul style="list-style-type: none"> Programmatic Categorical Exclusion.(GD 9/18/17)... . FWS consultation required due to effect to habitat.(GD 8/9/17) Concept, Environmental Data Sheet, and DOE were sent to L&E for NEPA and SHPO review on 7-6-17. JEK 						
SHPO	Cleared	08/04/2017		PSS	TPMS ← PSS	
<ul style="list-style-type: none"> Minor project and is cleared of cultural resources concerns with a determination of No Historic Properties Affected dated 08/04/2017.(GD 8/4/17) 						

Project Tracking in TPMS

■ Project Initiation

- Projects included in TIP / STIP may be activated for development
- LPA / consultant may enter initial project information, enter letting date, and activate the project
- Iowa DOT verifies initial project information, assigns a project number, and reviews or resets project clearances as needed

■ Project Development

- Iowa DOT marks project submittals and clearances as they are received
- Data is synchronized with Iowa DOT's Project Scheduling System (PSS) daily

Project Tracking in TPMS

■ Automated Monitoring

- If project development milestones are missed, TPMS automatically sends out an e-mail notification
 - 1st notice asks sponsor to take action
 - 2nd notice resets letting date
- If project programming and letting date are inconsistent, TPMS alerts users

■ E-mail and Electronic File Management

- Built-in e-mail tool can be used to make project submittals, check on status, mark clearances, and track correspondence
- Electronic files can be uploaded, downloaded, and stored for future reference (Concept Statement, project plans, agreements, permits, etc.)

Project Tracking in TPMS

- For more information or to request access to TPMS contact:

Danny Waid, Director

ICEA Service Bureau

515-244-0779 (ext. 319)

Danny.waid@iceasb.org

www.tpms.org

Questions?



- Reference Documents:
 - As listed on previous slides
- Iowa DOT Contact Person:
 - See Iowa DOT Contact List for appropriate Administering Bureau staff