

The background of the slide is a light gray gradient with several realistic water droplets of various sizes scattered across it. The droplets have highlights and shadows, giving them a three-dimensional appearance. The text is centered and rendered in a clean, sans-serif font.

**IOWA DOT  
LOCAL SYSTEMS BUREAU**

**SPRING 2021**

**PROJECT DEVELOPMENT UPDATE**




## PROJECT DEVELOPMENT UPDATE

- **GUIDANCE AND PROGRAMMING**
    - I.M. REVISIONS AND HIGHLIGHTS
    - PROGRAMMING – AMENDMENTS AND REVISIONS
    - TPMS DEVELOPMENT LETTING DATES
    - QUALIFYING BRIDGE LIST (QBL) AND PROGRAMMING
- 




## PROJECT DEVELOPMENT UPDATE

- **PROJECT DEVELOPMENT PROCESS**
    - ROW, NEPA, SHPO INVOLVEMENT
    - FUNDING SOURCES AND AGREEMENTS
    - CHECK PLANS
    - FINAL PLANS
- 



## PROJECT DEVELOPMENT UPDATE

- **CONTRACTS – TURN-IN TO BID LETTING**
    - CONTRACT TIME REQUIREMENTS
    - BIDX QUESTIONS
    - ADDENDUMS AND PLAN CHANGES
  - **TIPS AND TRICKS – IMPROVING THE PROCESS**
- 



## PROJECT DEVELOPMENT UPDATE

### **I.M. REVISIONS AND HIGHLIGHTS**


- I.M. 3.010
  - I.M. 3.700 ATTACHMENT A
  - I.M. 3.700 ATTACHMENT B
- 



## PROJECT DEVELOPMENT UPDATE

### • **I.M. 3.010**

## **PROJECT DEVELOPMENT SUBMITTAL DATES AND INFORMATION** EFFECTIVE 1/8/2021

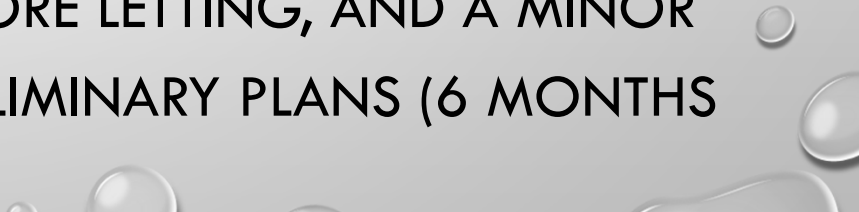
- THE CHARTS FROM ATTACHMENTS A AND B WERE COMBINED INTO ONE CHART AND PLACED DIRECTLY INTO THE I.M. THE CHART IS NO LONGER AN ATTACHMENT, AND ATTACHMENTS A AND B HAVE BEEN DELETED.
- 



## PROJECT DEVELOPMENT UPDATE

- **I.M. 3.010 (CONTINUED)**

### **PROJECT DEVELOPMENT SUBMITTAL DATES AND INFORMATION EFFECTIVE 1/8/2021**


- REVISED THE SUBMITTAL DATES TO SHOW A CONCEPT STATEMENT FOR A MAJOR PROJECT BEING DUE A YEAR BEFORE LETTING, AND A MINOR CONCEPT DUE AT THE SAME TIME AS PRELIMINARY PLANS (6 MONTHS PRIOR TO LETTING).
- 



## PROJECT DEVELOPMENT UPDATE

### • **I.M. 3.010 (CONTINUED)**

## **PROJECT DEVELOPMENT SUBMITTAL DATES AND INFORMATION** EFFECTIVE 1/8/2021

- REVISED THE CHART SO EACH **SUBMITTAL DATE** IS EITHER THE **FIRST TUESDAY** OR THE **THIRD TUESDAY** OF EACH MONTH.
- 






## PROJECT DEVELOPMENT UPDATE

- **I.M. 3.010 (CONTINUED)**

### **PROJECT DEVELOPMENT SUBMITTAL DATES AND INFORMATION** EFFECTIVE 1/8/2021

- CLARIFYING THAT THE PDC IS DUE AT THE SAME TIME AS THE FINAL PLANS. ADDITIONAL DOCUMENTS ARE ALSO DUE AT THIS TIME - NOT AT THE TIME OUR BUREAU TURNS IN A PROJECT TO THE CONTRACTS BUREAU FOR A LETTING.
- 

**Submittal Dates for Local Public Agency Projects let by the Iowa DOT**

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# PROJECT DEVELOPMENT UPDATE

- **I.M. 3.010 - PROJECT DEVELOPMENT SUBMITTAL DATES**
- SUBMITTAL DATES WILL BE ENFORCED



## PROJECT DEVELOPMENT UPDATE

- **I.M. 3.700 ATTACHMENT A**

**CHECK AND FINAL PLAN GUIDELINES – 11/27/2019**






## PROJECT DEVELOPMENT UPDATE

### • **I.M. 3.700 ATTACHMENT B**

### **CHECK AND FINAL PLAN CHECKLIST – 8/7/2020**

- ADDED A CHECK BOX FOR MAKING SURE THAT MULTIPLE FUNDING AGREEMENTS WERE UPLOADED TO TPMS, AND FUNDING AMOUNTS ARE LISTED.
- 



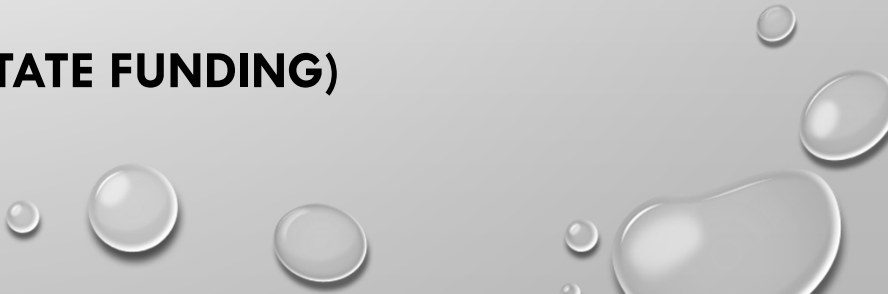
## PROJECT DEVELOPMENT UPDATE

- **GUIDANCE AND PROGRAMMING**
    - PROGRAMMING – AMENDMENTS AND REVISIONS
- 



## PROJECT DEVELOPMENT UPDATE

# PROGRAMMING – AMENDMENTS AND REVISIONS

- **STBG (SWAP)(FEDERAL AID), HBP (FEDERAL AID)**
    - ADD/REVISE TO STIP WITH RPA/MPO APPROVAL
    - ADD TO COUNTY FIVE YEAR PROGRAM
  - **HBP (SWAP), HSIP (SWAP)**
    - ADD/REVISE TO STIP- RPA/MPO APPROVAL NOT REQUIRED
    - ADD TO COUNTY FIVE YEAR PROGRAM
  - **TSIP, CSTEP, USTEP, CITY/COUNTY BRIDGE (STATE FUNDING)**
    - DO NOT NEED TO ADD TO STIP
    - ADD TO COUNTY FIVE YEAR PROGRAM
- 



## PROJECT DEVELOPMENT UPDATE

- **GUIDANCE AND PROGRAMMING**
  - TPMS DEVELOPMENT LETTING DATES

## PROJECT DEVELOPMENT UPDATE

### **TPMS DEVELOPMENT LETTING DATES**

- NEED TO BE AS ACCURATE AS POSSIBLE
  - FM CASH FLOW AND FORECASTING
  - SWAP CASH FLOW AND FORECASTING
  - CONTRACTS – WORK FLOW AND FORECASTING

**DON'T RELY ON THE TPMS AUTO-RESET FUNCTION!**





## PROJECT DEVELOPMENT UPDATE


- **GUIDANCE AND PROGRAMMING**
  - QUALIFYING BRIDGE LIST (QBL) AND PROGRAMMING





## PROJECT DEVELOPMENT UPDATE


### **FHWA QUALIFYING BRIDGE LIST (QBL) AND PROGRAMMING**

- THE **FHWA QUALIFYING BRIDGE LIST (QBL)** IS PREPARED IN THE FALL OF EACH CALENDAR YEAR.
  - LINK TO THE QBL ON THE LOCAL SYSTEMS WEB PAGE.
  - QBL DATA FOR A BRIDGE MAY BE VIEWED BY CLICKING ON THE QBL LINK SHOWN FOR THE PROJECT IN THE TRANSPORTATION PROGRAM MANAGEMENT SYSTEM (TPMS) DEVELOPMENT MODULE. IF NO LINK IS SHOWN, THE BRIDGE IS NOT ON THE QBL.
  - THE QBL IS BASED ON INFORMATION THAT MAY BE **OVER ONE YEAR OLD**; THEREFORE, IT IS POSSIBLE THAT **AN ELIGIBLE BRIDGE MAY NOT BE INCLUDED ON THE LIST.**
- 



## PROJECT DEVELOPMENT UPDATE


# FHWA QUALIFYING BRIDGE LIST (QBL) AND PROGRAMMING

- IF AN LPA WISHES TO **USE HBP FUNDS FOR A BRIDGE NOT ON THE QBL**, A **WRITTEN REQUEST** MUST BE SUBMITTED TO THE SECONDARY ROADS ENGINEER.
  - **UPDATED SI&A INFORMATION AND ANY OTHER DOCUMENTATION** NEEDED TO JUSTIFY THE REQUEST MUST BE ATTACHED OR UPLOADED TO SIIMS.
  - THIS REQUEST MUST BE **REVIEWED AND APPROVED BY THE LOCAL SYSTEMS BUREAU** BEFORE ANY HBP FUNDS CAN BE AUTHORIZED FOR WORK ON THE BRIDGE.
- 




## PROJECT DEVELOPMENT UPDATE

# **QUALIFYING BRIDGE LIST (QBL) AND PROGRAMMING**

- CHECK BEFORE PROGRAMMING THE PROJECT
  - CHECK ANNUALLY WHEN UPDATING YOUR PROGRAM
  - CHECK BEFORE PROJECT DEVELOPMENT SUBMITTALS
- 



## PROJECT DEVELOPMENT UPDATE

- **PROJECT DEVELOPMENT PROCESS**
    - ROW, NEPA, SHPO INVOLVEMENT
    - FUNDING SOURCES AND AGREEMENTS
    - CHECK PLANS
    - FINAL PLANS
- 



## PROJECT DEVELOPMENT UPDATE

- **PROJECT DEVELOPMENT PROCESS**
  - ROW, NEPA, SHPO INVOLVEMENT

# PROJECT DEVELOPMENT UPDATE

## RIGHT OF WAY BUREAU CONTACT INFORMATION

- [HTTPS://IOWADOT.GOV/RIGHTOFWAY/LOCAL-PUBLIC-AGENCY-LPA-COORDINATORS](https://iowadot.gov/rightofway/local-public-agency-lpa-coordinators)

## LOCAL PUBLIC AGENCY (LPA) COORDINATORS

- **RICK W. SKINNER**

LPA PRODUCTION COORDINATOR

OFFICE: 515-239-1749

CELL: 515-290-3196

[RICK.SKINNER@IOWADOT.US](mailto:RICK.SKINNER@IOWADOT.US)

- **STEVE CHAPMAN**

LPA COORDINATOR - DISTRICTS 3 AND 4

OFFICE: 515-239-1157

CELL: 515-290-2857

[STEVEN.CHAPMAN@IOWADOT.US](mailto:STEVEN.CHAPMAN@IOWADOT.US)



# PROJECT DEVELOPMENT UPDATE

## RIGHT OF WAY BUREAU CONTACT INFORMATION

### LOCAL PUBLIC AGENCY (LPA) COORDINATORS

- **JOE GUCKERT**

LPA COORDINATOR - DISTRICTS 1 AND 5

OFFICE: 515-239-1976

CELL: 515-509-4632

[JOSEPH.GUCKERT@IOWADOT.US](mailto:JOSEPH.GUCKERT@IOWADOT.US)

- **SANDY SELLS**

LPA COORDINATOR - DISTRICTS 2 AND 6

OFFICE: 515-239-1731

CELL: 515-357-4693

[SANDY.SELLS@IOWADOT.US](mailto:SANDY.SELLS@IOWADOT.US)





# PROJECT DEVELOPMENT UPDATE

## LOCATION & ENVIRONMENT BUREAU (NEPA CONTACTS)

[HTTPS://IOWADOT.GOV/OLE/STAFF-INFORMATION#496741904-NATIONAL-ENVIRONMENTAL-POLICY-ACT-NEPA-](https://iowadot.gov/ole/staff-information#496741904-national-environmental-policy-act-nepa-)

DEEANN NEWELL

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EMILY GERALDS

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[EMILY.GERALDS@IOWADOT.US](mailto:EMILY.GERALDS@IOWADOT.US)

CHAS CAHILL

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[CHAS.CAHILL@IOWADOT.US](mailto:CHAS.CAHILL@IOWADOT.US)

MADELINE SCHMITT

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[MADELINE.SCHMITT@IOWADOT.US](mailto:MADELINE.SCHMITT@IOWADOT.US)

MICHAEL DELP

515-233-7973

[MICHAEL.DELP@IOWADOT.US](mailto:MICHAEL.DELP@IOWADOT.US)

# PROJECT DEVELOPMENT UPDATE

## **LOCATION & ENVIRONMENT BUREAU (CULTURAL RESOURCE CONTACTS)**

[HTTPS://IOWADOT.GOV/OLE/STAFF-INFORMATION#496741900-CULTURAL-RESOURCES](https://iowadot.gov/ole/staff-information#496741900-cultural-resources)

### **District 1, District 6**

Matt Donovan  
Project Manager  
515-239-1097

[Matt.Donovan@iowadot.us](mailto:Matt.Donovan@iowadot.us)

### **District 2, District 3**

Brennan Dolan  
Project Manager  
515-239-1795

[Brennan.Dolan@iowadot.us](mailto:Brennan.Dolan@iowadot.us)

### **District 4, District 5**

Jacob Woodcock  
Project Manager  
515-239-1035

[jacob.woodcock@iowadot.us](mailto:jacob.woodcock@iowadot.us)



## PROJECT DEVELOPMENT UPDATE

- **PROJECT DEVELOPMENT PROCESS**
  - **FUNDING SOURCES AND AGREEMENTS**





## PROJECT DEVELOPMENT UPDATE

- **FUNDING SOURCES AND AGREEMENTS**

- PROVIDE **ALL FUNDING SOURCES** AT CHECK PLAN SUBMITTAL STAGE
    - PLAN DIVISIONS
    - FUNDING WORKSHEET
- 



## PROJECT DEVELOPMENT UPDATE

- **PROJECT DEVELOPMENT PROCESS**
  - CHECK PLANS



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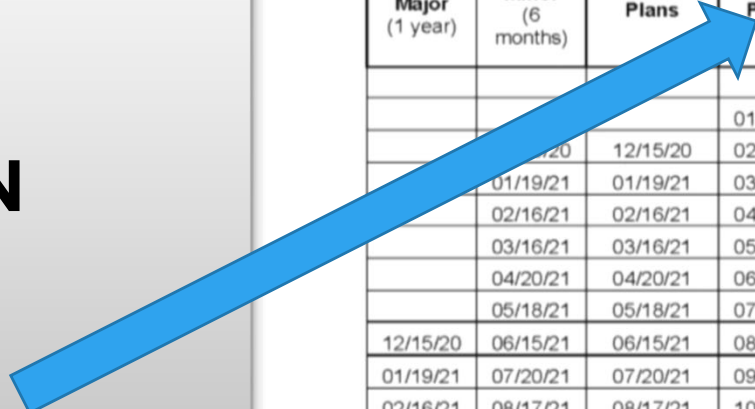
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# PROJECT DEVELOPMENT UPDATE

- **I.M. 3.010 – CHECK PLAN SUBMITTAL DATES**


SUBMITTAL DATES WILL BE ENFORCED





## PROJECT DEVELOPMENT UPDATE

### • **CHECK PLANS**

- 100% COMPLETE
  - DEVELOPED USING I.M. 3.700 (AND ATTACHMENTS)
  - UPLOADED IN TPMS
  - TRANSMITTAL EMAIL (TPMS): **JOE ALBRIGHT**  
**CHRISTY VANBUSKIRK**
- 



## PROJECT DEVELOPMENT UPDATE

- **PROJECT DEVELOPMENT PROCESS**
  - FINAL PLANS





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# PROJECT DEVELOPMENT UPDATE


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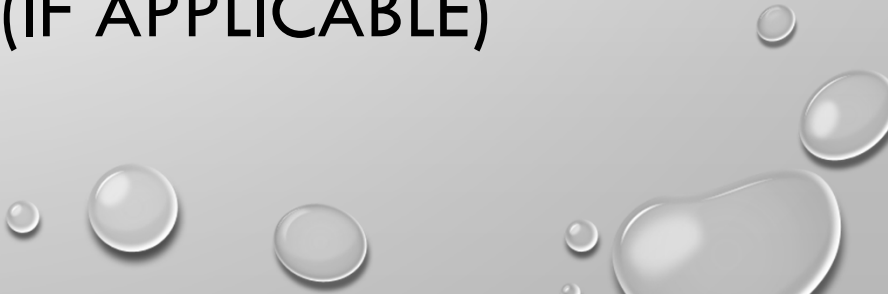
# PROJECT DEVELOPMENT UPDATE

## • **FINAL PLANS**

- 100% COMPLETE
  - ADDRESS ALL CHECK PLAN COMMENTS
  - CURRENT SPECIFICATIONS
  - SIGNATURES
- 




## PROJECT DEVELOPMENT UPDATE

- **FINAL PLANS – ADDITIONAL MATERIALS**
    - COST ESTIMATE
    - BID ITEM APPLICATION
    - PROJECT DEVELOPMENT CERTIFICATION FORM
    - USACOE PERMITS, IDNR PERMITS (IF APPLICABLE)
    - PUBLIC INTEREST FINDINGS
- 



## PROJECT DEVELOPMENT UPDATE

- **FINAL PLANS – ADDITIONAL MATERIALS**
    - CONTRACT TIME REQUIREMENTS
    - SPECIAL PROVISIONS
    - RAILROAD AGREEMENT (IF APPLICABLE)
    - OTHER ITEMS (I.E., SOIL REPORTS)
- 

# PROJECT DEVELOPMENT UPDATE

- **FINAL PLANS**

- MINIMIZE TIME AND ANY WORK SCOPE ADDITIONS BETWEEN CHECK AND FINAL PLAN SUBMITTALS

**WHY?**





## PROJECT DEVELOPMENT UPDATE

- **FINAL PLANS**

- SPECIFICATIONS, PROGRAMMING, WORK SCOPE
  - REDUCES THE QA/QC ASPECT OF THE CHECK PLAN REVIEW
- 



## PROJECT DEVELOPMENT UPDATE


- **CONTRACTS – TURN-IN TO BID LETTING**

- CONTRACT TIME REQUIREMENTS
  - BIDX QUESTIONS
  - ADDENDUMS AND PLAN CHANGES
- 



## PROJECT DEVELOPMENT UPDATE

### • **CONTRACT TIME REQUIREMENTS**


- REQUEST AT FINAL PLAN TURN-IN SUBMITTAL
  - CONTRACTS – INCORPORATE PRIOR TO ADVERTISEMENT
  - FLEXIBILITY FOR WORK SCHEDULING
  - CLEARLY DEFINE WORK STAGING, COMPLETION DATES
- 





## PROJECT DEVELOPMENT UPDATE

### **BID X QUESTIONS**

- NEED TO RESPOND “**REPLY ALL**” TO THE QUESTIONS
  - NEED TO BE TIMELY (1-3 DAYS)
  - CONTACT INFORMATION NEEDS TO BE ACCURATE –  
**DESIGNER CONTACT (TPDEV)**
- 



## PROJECT DEVELOPMENT UPDATE

# **ADDENDUMS AND PLAN CHANGES**

- SMALL ADDENDUMS IN A TIMELY FASHION
- DON'T WAIT AND INCLUDE "EVERYTHING" IN ONE ADDENDUM
- ADDENDUMS - CONTRACTS (TAG JOE/CHRISTY)
- ADDENDUM GUIDANCE:

[HTTPS://IOWADOT.GOV/CONTRACTS/ELECTRONICPLANSPECS/PLAN CHANGES AND ADDENDUMS CONTRACTS.PDF](https://iowadot.gov/contracts/electronicplanspecs/plan_changes_and_addendums_contracts.pdf)





## PROJECT DEVELOPMENT UPDATE


# **ADDENDUMS AND PLAN CHANGES**

- PLAN CHANGES – LOCAL SYSTEMS (CHRISTY/JOE)
- 



## PROJECT DEVELOPMENT UPDATE

### • **TIPS AND TRICKS – IMPROVING THE PROCESS**

- I.M. 3.010 SUBMITTAL DATES
  - LOCAL SYSTEM CONTACTS
  - COMMUNICATION
  - I.M. 3.700 ATTACHMENT
  - OTHER
- 

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04/20/21	10/19/21	10/19/21	12/07/21	01/18/22	04/19/22	
05/18/21	11/16/21	11/16/21	01/04/22	02/15/22	05/17/22	
06/15/21	12/21/21	12/21/21	02/01/22	03/15/22	06/21/22	
07/20/21	01/18/22	01/18/22	03/01/22	04/19/22	07/19/22	
08/17/21	02/15/22	02/15/22	04/05/22	05/17/22	08/16/22	
09/21/21	03/15/22	03/15/22	05/03/22	06/21/22	09/20/22	
10/19/21	04/19/22	04/19/22	06/07/22	07/19/22	10/18/22	
11/16/21	05/17/22	05/17/22	07/05/22	08/16/22	11/15/22	
12/21/21	06/21/22	06/21/22	08/02/22	09/20/22	12/20/22	

# PROJECT DEVELOPMENT UPDATE

- FOLLOW THE I.M. 3.010 - PROJECT DEVELOPMENT SUBMITTAL DATES**

SUBMITTAL DATES WILL BE ENFORCED



## PROJECT DEVELOPMENT UPDATE

- **CONTACTS**

- **PROJECT DEVELOPMENT (UP TO LETTING)**

- JOE ALBRIGHT

- CHRISTY VANBUSKIRK





## PROJECT DEVELOPMENT UPDATE

### • **CONTACTS**

### **FUNDING AGREEMENTS (AND POST LETTING)**

### **FIELD LOCAL SYSTEMS ENGINEERS/TECHNICIANS**

EAST: KENT ELLIS, TOM BRUNSCHEON, DOUG HEEREN

CENTRAL: BRIAN CATUS, DARYL ERICKSON, BRENDA BOELL

WEST: ZACH GUNSOLLEY, JEFF SHELTON, VACANT





## PROJECT DEVELOPMENT UPDATE

- **COMMUNICATION**

- CALL, EMAIL US. WE WILL GET BACK WITH YOU.
- 






## PROJECT DEVELOPMENT UPDATE

### • **I.M. 3.700 ATTACHMENT A**

#### GUIDELINES FOR CHECK AND FINAL PLANS

- PLAN FORMAT
  - IOWA DOT STANDARD PLANS
  - IOWA DOT ROAD DESIGN DETAILS
- 



## PROJECT DEVELOPMENT UPDATE

### • **I.M. 3.700 ATTACHMENT A**

#### GUIDELINES FOR CHECK AND FINAL PLANS

- IOWA DOT SPECIFICATIONS
    - STANDARD SPECIFICATIONS
    - GENERAL SUPPLEMENTAL SPECIFICATIONS
    - SUPPLEMENTAL SPECIFICATIONS
- 



## PROJECT DEVELOPMENT UPDATE

- **I.M. 3.700 ATTACHMENT A**

### GUIDELINES FOR CHECK AND FINAL PLANS

- IOWA DOT SPECIFICATIONS
    - DEVELOPMENTAL SPECIFICATIONS
    - SPECIAL PROVISIONS
    - SUDAS SPECIFICATIONS
- 



## PROJECT DEVELOPMENT UPDATE

### • **I.M. 3.700 ATTACHMENT A**

#### GUIDELINES FOR CHECK AND FINAL PLANS


- PROPRIETARY PRODUCTS
  - SALVAGED MATERIALS
  - COMBINED/TIED PROJECTS
- 



## PROJECT DEVELOPMENT UPDATE

### • **I.M. 3.700 ATTACHMENT A**

#### GUIDELINES FOR CHECK AND FINAL PLANS


- PLAN DIVISIONS
  - BID ITEMS
  - INCIDENTAL ITEMS
- 



## PROJECT DEVELOPMENT UPDATE

### • **I.M. 3.700 ATTACHMENT A**


#### GUIDELINES FOR CHECK AND FINAL PLANS

- BID ITEM SPECIFICATIONS
  - ESTIMATE REFERENCE INFORMATION
  - ALTERNATE BIDS
- 



## PROJECT DEVELOPMENT UPDATE

### • **TIPS AND TRICKS – IMPROVING THE PROCESS**

- TPMS – USE FOR ALL PROJECT SUBMITTALS – AND TELL US ABOUT IT!
  - USE A COVER LETTER OR EMAIL TO ADDRESS ITEMS THAT ARE NOT SPELLED OUT
  - I.M. 3.010 SUBMITTAL DATES – FOLLOW DEADLINES
  - CHECK PLANS – BE HONEST WITH YOURSELF – 100% COMPLETE?
  - LESS IS MORE – IOWA DOT HAS STANDARD SPECIFICATIONS FOR MANY REASONS. SO YOU DON'T HAVE TO REPEAT THEM!
- 



PROJECT DEVELOPMENT UPDATE

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**JOE ALBRIGHT – (515) 357-0205**

**JOSEPH.ALBRIGHT@IOWADOT.US**

