

CONSTRUCTION & CONTRACT ADMINISTRATION UPDATES

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Presentation Overview

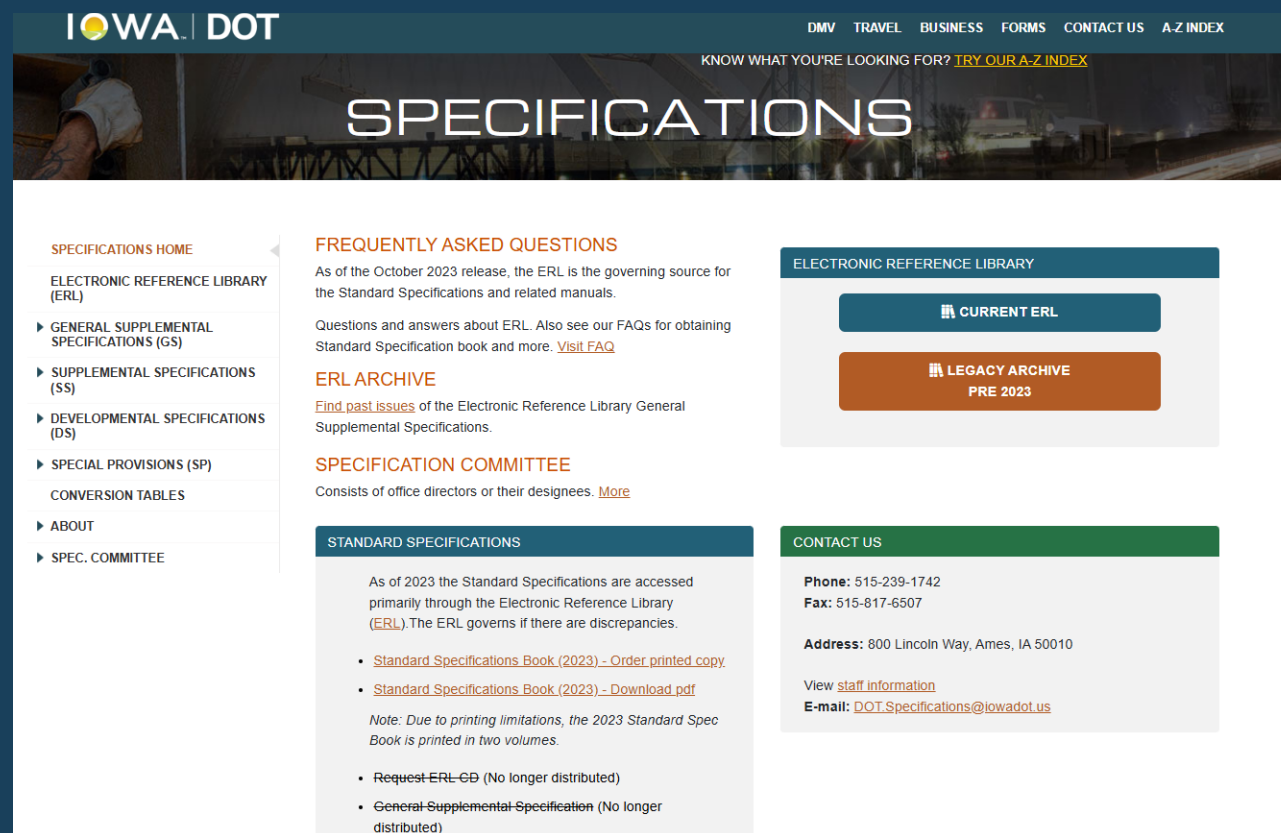
Specification Updates

I.M. Updates

Upcoming Manufactured Products Update

Misc. Tips and Tricks

SPECIFICATION UPDATES



The screenshot shows the Iowa DOT Specifications website. The header includes the Iowa DOT logo and navigation links: DMV, TRAVEL, BUSINESS, FORMS, CONTACT US, and A-Z INDEX. A banner below the header reads "KNOW WHAT YOU'RE LOOKING FOR? TRY OUR A-Z INDEX". The main heading is "SPECIFICATIONS".

SPECIFICATIONS HOME

- ELECTRONIC REFERENCE LIBRARY (ERL)
- ▶ GENERAL SUPPLEMENTAL SPECIFICATIONS (GS)
- ▶ SUPPLEMENTAL SPECIFICATIONS (SS)
- ▶ DEVELOPMENTAL SPECIFICATIONS (DS)
- ▶ SPECIAL PROVISIONS (SP)
- CONVERSION TABLES
- ▶ ABOUT
- ▶ SPEC. COMMITTEE

FREQUENTLY ASKED QUESTIONS

As of the October 2023 release, the ERL is the governing source for the Standard Specifications and related manuals.

Questions and answers about ERL. Also see our FAQs for obtaining Standard Specification book and more. [Visit FAQ](#)

ERL ARCHIVE

[Find past issues](#) of the Electronic Reference Library General Supplemental Specifications.

SPECIFICATION COMMITTEE

Consists of office directors or their designees. [More](#)

ELECTRONIC REFERENCE LIBRARY

- CURRENT ERL**
- LEGACY ARCHIVE PRE 2023**

STANDARD SPECIFICATIONS

As of 2023 the Standard Specifications are accessed primarily through the Electronic Reference Library ([ERL](#)). The ERL governs if there are discrepancies.

- [Standard Specifications Book \(2023\) - Order printed copy.](#)
- [Standard Specifications Book \(2023\) - Download pdf](#)

Note: Due to printing limitations, the 2023 Standard Spec Book is printed in two volumes.

- ~~Request ERL-GD~~ (No longer distributed)
- ~~General Supplemental Specification~~ (No longer distributed)

CONTACT US

Phone: 515-239-1742
Fax: 515-817-6507

Address: 800 Lincoln Way, Ames, IA 50010

View [staff information](#)
E-mail: DOT.Specifications@iowadot.us

Where to find updates and revisions

Reason for changes is discussed in Spec Committee Minutes

Receive Minutes and Agenda Notifications

If you would like to be on mailing list to review changes, email Dillon.Feldmann@iowadot.us

October 2024 Specification Revisions (GS- 23003)

- 1107.08 Public Safety and Convenience
 - The Construction and Materials Bureau requested to **prohibit storing of construction equipment, flammable products, or combustible materials below overhead bridges or other highway structures**
- 2301.02 Water, Consistency, and Batch Yield (Portland Cement Concrete Pavement)
 - The Construction and Materials Bureau requested to **allow a higher slump with use of water reducing admixtures.**
- 2301.03 Time for Opening Pavement for Use (Portland Cement Concrete Pavement)
 - The Construction and Materials Bureau requested to require **a lower flexural strength for opening 9-inch pavement when maturity method is used.**

Three lit green candles are positioned on the left side of the image. The candles are lit, with bright yellow and orange flames rising from the wicks. The wax is a deep green color. The background is dark, making the candles stand out.

IN MEMORIAM

SEPARATE SMOOTHNESS
SPECIFICATIONS FOR
PRIMARY AND NON-
PRIMARY ROUTES

05/08/2008 – 10/15/2024

October 2024 Specification Revisions (GS- 23003)

- 2316 Pavement Smoothness
 - The Construction and Materials Bureau requested to **delete the old pavement smoothness specifications.**
- 2403.05 Placing and Protection in Cold Weather (Structural Concrete)
 - The Construction and Materials Bureau requested to **update cold weather protection payment for structural concrete.**
- 2528 Traffic Control Technician
 - The Construction and Materials Bureau requested to **clarify Traffic Control Technician requirements**
- 2558 Cross Stitching of Concrete Pavement
 - The Construction and Materials Bureau requested to **convert DS-23039 to the Standard Specifications.**

October 2024 Specification Revisions (GS- 23003)

- 4184 Reflectorizing Spheres for Traffic Paint
 - The Construction and Materials Bureau requested to **update glass sphere/bead specifications to current industry practice.**
- DS-23034 High Performance Concrete for Structures
 - The Construction and Materials Bureau requested approval of revisions to the **Developmental Specifications for High Performance Concrete for Structures.**
- DS-23053 PCC Pavement Non-Destructive Thickness Determination Contractor Quality Control and Acceptance for Local Systems
 - The Construction and Materials Bureau requested approval of revisions to the **Developmental Specifications for PCC Pavement Non-Destructive Thickness Determination Contractor Quality Control and Acceptance for Local Systems.**

April 2025 Spec Revisions

- 1102.17,D,2,g – Transportation or Hauling of Materials - DBE
 - The Civil Rights and Construction and Materials Bureaus requested to update the DBE trucking specifications to an alternative method of counting DBE trucking participation.
 - Previously – DBE Could only get credit for leased trucks from other companies if they were also a DBE
 - Now – Can receive credit for leased trucks from other companies regardless if it is DBE or not*
 - The DBE may also lease trucks from a non-DBE firm, including from an owner-operator. The DBE that leases trucks equipped with drivers from a non-DBE is entitled to credit for the total value of transportation services provided by non-DBE leased trucks equipped with drivers not to exceed the value of transportation services on the contract provided by DBE-owned trucks or leased trucks with DBE employee drivers. Additional participation by non-DBE owned trucks equipped with drivers receives credit only for the fee or commission it receives as a result of the lease arrangement.
 - Prime Contractor is required to maintain records of costs and shall submit DBE truck tracking sheets to the Engineer on a daily basis using Form 650041 detailing all DBE-managed trucks hauling on the project each day, and their status.

April 2025 Spec Revisions

- 1102.17,E,2 – Proposals with Established DBE Goals
 - The Civil Rights and Contracts and Specifications Bureaus requested to **add the DBE distributor designation and clarify the submittal of the DBE commitment form.**
- 1107.07 & 1108.02 – Public Convenience and Safety and Accelerated Work Schedule
 - The Specifications Section **requested to clarify that a standard work day starts 30 minutes after sunrise and ends 30 minutes before sunset and also that any incentive is grounds for an accelerated schedule.**
- 2214.03 – Pavement Scarification
 - The Construction and Materials Bureau requested to **eliminate confusion regarding scarification for PCC overlay projects.**

April 2025 Spec Revisions

- 2301-2303-2428 - Bumps and Dips for PCC/HMA/Bridge Decks
 - The Local Systems and Construction and Materials Bureaus requested to update the **smoothness criteria for PCC pavement, flexible pavement, and bridge decks.**
- 2528.01,C,1. - Traffic Quality Control (Traffic Control)
 - The Construction and Materials Bureau requested to **add a new class to the approved traffic control technician training requirements.**
- DS-23054 – Multicomponent Liquid Pavement Markings
 - The Construction and Materials and Maintenance Bureaus requested approval **of updates to the Developmental Specifications for Multicomponent Liquid Pavement Markings.**

Upcoming Revision to Construction Manual 3.11 “Measurement of Pay Quantities and Retention of Records”

- Further clarification of requirements for measurement of pay quantities for non-regular areas.
- Will mirror supporting documentation required in SS-23007:

Information needed for all measurement methods –

- Project Number.
- Proposal Line No Item Code, and Division.
- Date the work was performed.

SEE GPS IS

- Name of the person that did the calculations.
- Name of the person that checked the calculations.
- Drawing/Map of area measured.

Information needed for mechanical measurements – (Tearing Wheel, Tape, etc.)

- Calculations made to determine quantity, show your work or provide e-sheet, if applicable, to the project record.
- Note: If information is stored on paper, the field book needs to be with the project record.

NOT

Information needed for GPS measurements –

- GPS needs to be accurate within 0.1'; this does not include a Phone or Tablet without an external GPS device.

ADEQUATE

Information needed for Unmanned Aircraft Systems (UAS)/(Drone) measurements-

Upcoming Changes to HMA

- Multiple instances of LPAs attempting to change HMA specifications as of late
 - Mainly trying to waive incentives associated with PWL
 - A few instances of trying to specify mix limits more stringent than what the Iowa DOT requires
- After discussions with industry stakeholders – it was determined that on all State-Aid and Federal-Aid projects that the standard specification is to be followed.
 - Produces consistency so that Contractors can bid confidently on projects.
 - Reduce staff hours for District Materials, Local Systems, and Construction and Materials as changes to specifications require the HMA spreadsheets to be updated for each individual project in which specification changes are made.
- To avoid adding large incentive change order, recommend adding incentive items for Air Voids and Lab Voids on base contract.
 - Recommend going to most recent Summary of Awarded Unit Prices and using average cost for bid items * quantity * 1.06 for quantity.

UPCOMING MANUFACTURED PRODUCTS CHANGES

- The Buy America Requirements for Manufactured Products Final Rule ends the previous Manufactured Products General Waiver, a general applicability waiver in existence for more than four decades that waived FHWA's Buy America requirement for manufactured products. The new rule aims to maximize the use of domestically produced manufactured products permanently incorporated in federal-aid highway and bridge projects.
 - A manufactured product is defined as an article, material, or supply that has been processed into a specific form and shape, or combined with other articles, materials, or supplies to create a product with different properties than the individual articles, materials, or supplies.
 - A manufactured product that is predominantly steel or iron shall be treated as an item of iron and steel. Note: Predominantly of iron or steel means that the cost of the iron and steel content exceeds 50 percent of the total cost of all its components.
- New Buy America requirements that will apply to manufactured products on Federal-aid project. To be considered “produced in the United States” and therefore Buy America-compliant, manufactured products must be manufactured in the United States (“final assembly requirement”) and have greater than 55 percent of the manufactured product’s components, by cost, be mined, produced, or manufactured in the United States (“55 percent requirement”)
 - “Final assembly requirement” will become effective for Federal-aid projects obligated on or after October 1, 2025.
 - “55 percent requirement” will become effective for Federal-aid projects obligate on or after October 1, 2026.

UPCOMING MANUFACTURED PRODUCTS CHANGES

- These changes were just recently announced – as such, the Iowa DOT is working through the changes and will be providing guidance soon on procedural changes for material acceptance.
- It is likely changes to Materials IM 107 will be made as well as consolidating the Categories (more paperwork)
- Bus stops, benches, trash cans, signals head, cabinet, traffic signalization, flood control – components bridge joints and bearing pads, video imaging systems, video imaging vehicle detection system, closed-circuit television cameras, permanent crash cushions, generators, pumps and other products used in pump stations, spread spectrum radios, electronic screening equipment, electronic message signs, rolled erosion control products, traffic signals and signal systems, traffic buttons, traffic signal controllers, traffic cabinets, lane use control signals, pedestrian crossing beacons, traffic sensors, other products in traffic management systems, environmental sensors, avalanche control systems, aeration equipment, battery backup systems, retroreflective sheeting, ultraviolet disinfection equipment, crossarms and crossarm braces, railroad ties, railroad spikes and other supports, precast concrete, rolling stock, various other ITS technologies and electrical equipment, various other information communication technologies and network communication devices, various pieces of utility equipment.
- Items that are typically not considered permanently incorporated will need to be removed prior to contract acceptance (Silt fence, filter socks, waddles, etc.)
- No executive order as of February 26, 2025 to reverse this.

INSTRUCTIONAL MEMORANDUM UPDATES



The screenshot shows the Iowa DOT website's 'LOCAL SYSTEMS' section. The header includes the 'WA | DOT' logo and navigation links for DMV, TRAVEL, BUSINESS, FORMS, and CONTACT US. A banner image features a road and a smiling person, with the text 'LOCAL SYSTEMS' and a link to 'TRY OUR A-Z INDEX'. The main content area is titled 'INSTRUCTIONAL MEMORANDUMS & FEDERAL-AID GUIDE' and contains two sections: 'FEDERAL-AID PROJECT DEVELOPMENT GUIDE FOR LOCAL PUBLIC AGENCIES' and 'NON-FEDERAL-AID PROJECT DEVELOPMENT GUIDE FOR LOCAL PUBLIC AGENCIES'. Each section includes a brief description and a link to the respective guide. A sidebar on the left lists various resources, and a search bar is located at the bottom of the main content area.

WA | DOT

DMV TRAVEL BUSINESS FORMS CONTACT US A-

KNOW WHAT YOU'RE LOOKING FOR? [TRY OUR A-Z INDEX](#)

LOCAL SYSTEMS

INSTRUCTIONAL MEMORANDUMS & FEDERAL-AID GUIDE

FEDERAL-AID PROJECT DEVELOPMENT GUIDE FOR LOCAL PUBLIC AGENCIES

The Federal-Aid Project Development Guide for Local Public Agencies, referred to hereinafter as the Federal-aid Guide, provides a concise summary of information and instructions for local public agency (LPA) staff and consultants involved in the planning, development and construction of LPA federal-aid transportation projects. Where appropriate, the Federal-aid Guide references the I.M.s and other documents for more detailed information and instructions.

[Federal-Aid Project Development Guide for Local Public Agencies.](#)

NON-FEDERAL-AID PROJECT DEVELOPMENT GUIDE FOR LOCAL PUBLIC AGENCIES

The Non-Federal-Aid Project Development Guide for Local Public Agencies, referred to hereinafter as the Non-Federal-aid Guide, provides a summary of information and instructions for local public agency (LPA) staff and consultants involved in the planning, development and construction of LPA non-federal-aid transportation projects. Where appropriate, the Non-Federal-aid Guide references the I.M.s and other documents for more detailed information and instructions.

[Non-Federal-Aid Project Development Guide for Local Public Agencies.](#)

SEARCH INSTRUCTIONAL MEMORANDUMS (IMS)

Where to find updates and revisions

If you would like to be on mailing list to review proposed changes, email Sarah.Okerlund@iowadot.us

I.M. Updates

- I.M. 6.000 Construction Inspection
 - Removed outdated references to Field Manager / updated references with Doc Express/Appia. Updated resources, links, and made other minor clarification.
 - Reorganized Preconstruction Inspection Duties and added updated methods.
 - Expanded preconstruction meeting references.
- I.M. 6.000 Attachment D
 - Incorporated annual Construction & Materials Chapter 2 updates which included Davis Bacon updates and working day specification changes.
 - Removed Field Manager references. Added Doc Express and Appia clarifications.
 - Clarified subcontractor .con process, and made other minor clarifications
- I.M. 6.110 Final Review, Audit, and Close-out Procedures for Federal-aid, Federal-aid Swap, and Farm-to-Market Projects
 - Removed Field Manager references. Updated and clarified Doc Express and Appia references. Reorganized to clarify project audit and closeout process timing. Clarified processes for various steps and funding sources. Made other minor clarifications. Updated Swap procedures. Made other minor clarifications.
- I.M. 6.110 Attachment E – Required Local Public Agency Project Documentation & Pre-audit Checklist
 - Removed Field Manager references. Updated and clarified Doc Express and Appia references.
 - Clarified this check-list can be used to guide a pre-audit and lined up with I.M. 6.110 updates.
 - Made other minor clarifications.

NEW INSTRUCTIONAL MEMORANDUMS

INSTRUCTIONAL MEMORANDUMS To Local Public Agencies		IOWA DOT
To:	Counties and Cities	Date: December 27, 2024
From:	Local Systems Bureau	I.M. No. 5.020
Subject:	Targeted Small Business Guidelines	

Contents: This Instructional Memorandum (I.M.) includes guidelines and procedures for a Local Public Agency (LPA) to ensure Targeted Small Business (TSB) participation in state funded (State-aid) projects.

Introduction

A TSB is a small business, as defined by Iowa Code Section 15.102, which is 51% or more owned, operated and actively managed by one or more women, minority persons, service-disabled veterans, or persons with a disability. Generally, this is a for-profit small business enterprise under single management, which is located in Iowa.

In all State-aid projects made available through the Iowa Department of Transportation, local governments have certain affirmative action requirements to encourage and increase participation of disadvantaged individuals in business enterprises. These requirements are based on Iowa Code Section 19B.7 and 541 Iowa Administrative Code Chapter 4.

Procedures

If Targeted Small Businesses are required to be considered on a locally let, state funded project, the LPA will have an Exhibit attached to the Project Funding Agreement titled "Utilization of Targeted Small Business (TSB) Enterprises on Non-Federal-aid Projects (third-party state-assisted projects)".

If this Exhibit is attached to the Project Funding Agreement, the LPA shall include the TSB Contract Provision in the bidding documents. https://iowadot.gov/local_systems/publications/tsb_contract_provision.pdf (Word)

The LPA is required to have the Iowa DOT Administering Team review the bidding documents prior to letting the project locally, as per the timelines in the Project Funding Agreement. Generally, the Administering Team Contact listed in the Project Funding Agreement is the Local Systems Bureau. Additionally, the Iowa DOT District

- [I.M. 5.020](#) Targeted Small Business Guidelines
 - New I.M. that further defines the Targeted Small Business Guidelines.
 - Targeted Small Businesses are required to be considered on locally let projects that involve state funds (TSIP, CSTEP, USTEP, ADA, RISE, etc.).
 - Created due to recent issues resulting in projects losing state-aid or requiring projects to be relet due to lack of proper documentation.

NEW INSTRUCTIONAL MEMORANDUMS

Attachment A to I.M. 6.000
March XX, 2025

Preconstruction and Construction Inspection Checklist

This list is not intended to be an all-inclusive list. The Iowa DOT recommends the LPA utilize [I.M. 6.110](#), [Attachment E](#) throughout construction to verify all documents are obtained and in Doc Express®. Most of these documents can also be found on Local Systems [Post Letting Resources](#) webpage.

At or Before the Preconstruction Conference

Yes	N/A
	Schedule Preconstruction Conference – invite LSB, Civil Rights, District Materials, as per I.M. 6.000 Att. D , section 2.11 – Meeting Agenda Template
	Materials Acceptance Report (DOT)
	Source of Materials List (Prime) – utilize MAPLE
	DBE Commitment Report (DOT LSB) or Statement of DBE Commitment (if locally let, Form 517012) (LPA)
	Copy of Prime Contractor's Traffic Control Technician Certification (LPA)
	Storm Water Permit, Notice to Proceed, Co-Permittee Statement (LPA/Prime/Sub)
	Erosion Control Implementation Plan (ECIP) per Iowa DOT Standard Specification 2602.03. Must be accepted by Project Engineer prior to commencing work (Prime)
	FHWA 1273 attached to contract and all subcontracts (DOT Contracts/Prime)

Before Construction Begins

Yes	N/A
	Contract Documents in Doc Express®: Bid Proposal; Addendums; Signed Contract; Plans; Plan Revisions; Specifications (Supplemental Specifications, Developmental Specifications, Special Provisions) (LPA); Subcontractor Request & Approval (DOT Contracts/Prime); Final Highway Funding Sources (DOT LSB); Project Funding Agreement (DOT LSB)
	Create an Electronic Field Book for Item Progress – may use Appia® or E-sheets or EZ Forms (refer to I.M. 6.000)

- [I.M. 6.000 Attachment A](#)
Preconstruction and Construction Inspection Checklist
 - Deleted existing flowchart and replaced it with updated Preconstruction and Construction Inspection Checklist created by Grant Team
 - Includes references to different documents and when they are required throughout project life cycle.

NEW INSTRUCTIONAL MEMORANDUMS

Attachment H to I.M. 6.000
November 21, 2024

Doc Express Change Order Drawer Signatures and Workflow Steps

Document	Workflow Steps							
	Submitted	Approved by Contractor	Recommended by Engineer	Approved by PIRC (when applicable)	Approved by Administering Team or designee	Approved by FHWA (when applicable)	Completed	
Change Order (Federal-aid, Federal-aid Swap, State-aid)	E	C	E	P(1)	LSE	FHWA(2)	LSE	LST
Change Order (FM Only)	E	C	E	P(1)	N/A	N/A	E	
Key Chart								
C = Contractor								
E = Project Engineer								
LST = Local Systems Field Technician								
LSE = Local System Field Engineer / Grant Team								
P = PIRC	(1) Only required when the project engineer is not an employee of the city or county.							
FHWA	(2) Only required for substantial change orders on Projects of Division Interest (PoDI) or Projects of Corporate Interest (PoCI).							

This Workflow chart is also available in Doc Express under the **00 Doc Express Instructions** project accessible by all Local Public Agency Doc Express Projects.

[00 Doc Express Instructions](#)
Iowa Local Public Agency - Current and Previous Instructions

[I.M. 6.000 Attachment H](#) Doc Express Change Order Drawer Signatures and Workflow Steps

New I.M. that details the workflow steps for change order signatures on different types of projects

NEW INSTRUCTIONAL MEMORANDUMS

INSTRUCTIONAL MEMORANDUMS To Local Public Agencies



To: Counties and Cities

Date: December 27, 2024

From: Local Systems Bureau

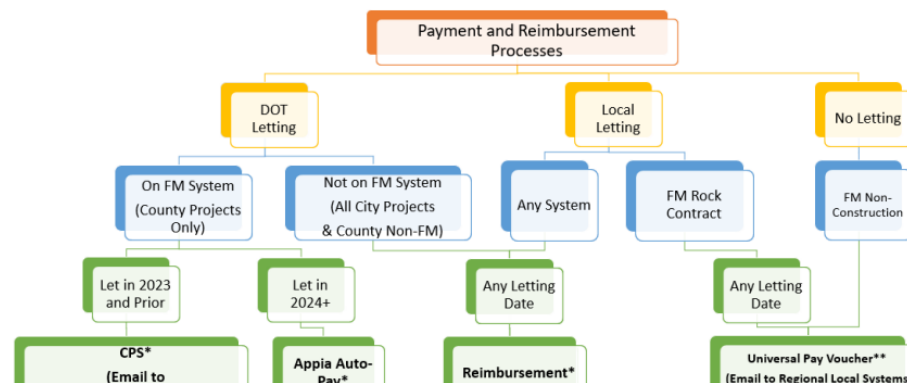
I.M. No. 6.020

Subject: Payment and Reimbursement Processes

Contents: This Instructional Memorandum (I.M.) includes guidelines and procedures for a Local Public Agency (LPA) to request payment or reimbursement for state and Federal-aid transportation funds.

Introduction

There are four (4) primary methods for an LPA to request Payment or Reimbursement. Those methods are defined below and include CPS, Appia Auto-Pay, Reimbursement, and Universal Pay Voucher. The below chart illustrates the various factors that determine the type of payment or reimbursement process utilized on LPA state and Federal-aid transportation projects in Iowa.



- [I.M. 6.020](#) Payment and Reimbursement Process
 - New I.M. that includes guidelines and procedures for a Local Public Agency to request payment or reimbursement for state and Federal-aid transportation
 - FM System – CPS and Appia Auto Pay
 - Non on FM System – Reimbursement Process
 - FM Rock Contracts and FM Non-Construction – Universal Pay Voucher

NEW INSTRUCTIONAL MEMORANDUMS

- [I.M. 6.110 Attachment G](#)
- New I.M. Checklist that clarifies workflow steps for the Project Closeout Drawer signatures on Fed-aid, Fed-aid Swap, State-aid, and FM projects. I.E. who signs what and in what order.

Attachment G to I.M. 6.110
November 21, 2024

Doc Express Project Closeout Drawer Signatures and Workflow Steps

The first chart below is for Federal-aid, Federal-aid Swap, and State-aid projects. The second chart below is for Farm-to-Market (FM) stand-alone projects.

Project Closeout Drawer (signatures) and Workflow Steps									Nov-24
General Submit Order	Documents	Workflow Steps (Fed-aid, Fed-aid Swap, State-aid)							
		Submitted	Approved by Contractor	Recommended by Engineer (Engineer)	Approved by PIRC (when applicable)	Approved by District Materials Engineer (Optional)	Approved by Administering Team (DOT) (Local Systems)	Approved by FHWA (when applicable)	Completed (LS or FHWA)
1	Noncompliance Notice (Form 830245)	E	C	E			LST		LSE / LST
1	Noncomplying Test or Measurements of Materials Incorporated into the Project	E		E			LST		LSE / LST
1	Statement of Completion and Final Acceptance of Work (Form 830435)	E		E	P(1),(5)		LSE		LSE / LST
2	Pre Audit Checklist (6.110 Attachment E)	E		E			LST		LSE / LST
3	Contract Quantity Agreement (Form 830230)	E	C	E			LST		LSE / LST
4	Semi-final Estimate (non-CPS)	E	C	E	(optional)				LSE / LST
4	Semi-final Voucher (CPS)	E	C	E	(optional)				LSE / LST
5	Audit of Final Pay Estimate (Form 830301)	LST		E			LST		LSE / LST
6	Certification of DBE Accomplishment (Form 102116)	C(2)	C	E			LST		LSE / LST
6	Certification of Subcontractor Payment (Form 518002)	C	C	E			LST		LSE / LST
7	Ext Audit (Certification of Audit)	LST					LST		LSE / LST
8	A. Final Payment (Form 830436) to be used on all DOT let projects or projects using Iowa DOT Specifications	E		E		DME(4)	LSE		LSE / LST
8	Certificate of Completion and Final Acceptance of Agreement Work (Form 640003) to be used only on locally let projects, not utilizing Iowa DOT Specifications.	E		E	P(5),(3)		LSE		LSE / LST
9	Final Estimate (non-CPS)	E	C	E	P(5)		LST		LSE / LST
9	Final Voucher (CPS)	E	C	E	P(6)		LSE(7)		LSE / LST
10	Interest Payment Information (Form 830236)	E		E			LST		LSE / LST
11	Final Forms Packet Checklist (6.110 Attachment F)	E		E			LST		LSE / LST
Key Chart		(1) County Engineer (by resolution) or Board of Supervisors must sign for projects on FM system.							
C = Contractor		(2) Only submit for Federal-aid projects.							
E = Project Engineer		(3) Or a resolution that accepts the project can be attached as a supporting document.							
LST = Local Systems Field Technician		(4) DME only signs for Federal-aid projects and projects located on the Primary Road System.							

REMINDER: SURVEYOR PAYROLLS



- Department of Labor published a final rule regarding “Updating the Davis-Bacon and Related Acts Regulations” which clarified information about Davis-Bacon Standards as it applies to survey crew members.
- All projects let October 2023 or later – it is expected that payrolls are submitted regardless of whether or not employees are covered.
- If they Davis-Bacon wages are not applicable – they should identify on the payroll why they are not covered: i.e. Licensed, Executive, Etc.
- Same concept as other owner operators

TIPS AND TRICKS – MATERIALS ACCEPTANCE REPORT (MAR)



Material Acceptance Report December 23, 2024

Project Number		Accounting ID	PCN	Contractor	
STP-U-7662 (615) --70-52			52-7662-615	BOOMERANG CORP.	
Line No	Item	Description	Unit	Quantity	
0010	2101-0850001	CLEAR+GRUBB	ACRE	1.235	
Line No	Item	Description	Unit	Quantity	
0020	2102-2625001	EMBANKMENT-IN-PLACE, CONTRACTOR FURNISH	CY	13,760.000	
Line No	Item	Description	Unit	Quantity	
0030	2102-2710070	EXCAVATION, CL 10, RDWY+BORROW	CY	19,798.000	
Line No	Item	Description	Unit	Quantity	
0040	2105-8425015	TOPSOIL, STRIP, SALVAGE+SPREAD	CY	13,235.000	
Line No	Item	Description	Unit	Quantity	
0050	2107-0425020	COMPACT BACKFILL ADJ TO STRUCT	CY	191.000	
Line No	Item	Description	Unit	Quantity	
0060	2109-8225100	SPECIAL COMPACTION OF SUBGRADE	STA	67.700	
Line No	Item	Description	Unit	Quantity	
0070	2111-8174100	GRANULAR SUBBASE	SY	1,707.000	
Material Desc		Spec No	IM	Sample Freq	Basis of Acceptance
GRANULAR SUBBASE MATERIAL		4121	209	DME	Certification Statement
		4109.02	T203	source sampled	Approved Source
		Proj. Eng			

Materials Acceptance Report

Unique to every contract and the items that will be used on the project site

Shows information for all materials that may be incorporated into each individual item on the contract

Report is generated based upon databases of items and associated materials that are linked on standard items. Does not take into account any changes made in the plans or contract. Does not generate materials for 2599 items.

Same database that generates MAR was used to generate APPIA Reference Data....

TIPS AND TRICKS – MATERIALS ACCEPTANCE REPORT (MAR)

Material Desc	Spec No	IM	Sample Freq	Basis of Acceptance
HARDENED CONCRETE PAVEMENTS	2301.04	527	DME	Test by RCE
	2317	341	10% Smoothness	Test Report by
			RCE/Proj. Eng	Contractor
			1/2000 SY thickness	Test Report by District Materials
			CONTRACTOR	
		100% Smoothness		
Comments:				
RCE directs contractor drilling of cores. RCE measures cores. Smoothness on traffic lanes only.				
Line No	Item	Description	Unit	Quantity
0170	2310-5151045	PCC OVERLAY, PLACE ONLY	SY	299.000
Line No	Item	Description	Unit	Quantity
0180	2401-6745650	RMVL OF EXIST STRUCT	LS	1.000
Line No	Item	Description	Unit	Quantity
0190	2402-0425030	GRANULAR BACKFILL	CY	1,351.000
Material Desc	Spec No	IM	Sample Freq	Basis of Acceptance
GRANULAR BACKFILL MATERIAL	4133	209	DME	Certification Statement
		T203	source sampled	Approved Source
			RCE/Proj. Eng	
			CONTRACTOR	
Comments:				
Certified Truck Ticket				
Line No	Item	Description	Unit	Quantity
0200	2402-0425040	FLOODED BACKFILL	CY	44.000

Materials Acceptance Report

Contains base information about which materials are associated with the items, relevant specification sections, I.M.s, Sampling Frequency, Basis of Acceptance, and other relevant information.

TIPS AND TRICKS – MATERIALS ACCEPTANCE REPORT (MAR)

CERTIFIED AGGREGATES – DOCUMENTATION

A. Producer Test Documentation

All producer test results performed on certified aggregates, whether compliant or non-compliant, shall be reported weekly or as designated to the District Materials Engineer on Form #821278. These reports shall indicate whether the aggregate is being produced for direct project delivery, stockpiling for a specific project, or for advance warehouse stock.

Selected production limits shall be included on Form #821278.

Production limits for aggregate produced for use in HMA are generated by the contractor and supplied to the aggregate producer on Form #955.

B. Certified Aggregate Delivery Documentation

Documentation may be accomplished by numbered truck ticket, transfer list or shipment statement (such as Form #821278), or by a bill of lading (for rail or barge shipments). The certified documentation shall be furnished to project inspection personnel or receiving contractor before material is incorporated.


- For aggregates as bid items measured by weight (mass), the certified truck tickets shall be numbered and include signatures or initials in accordance with [Article 2001.07](#).
- An “electronic signature” is acceptable for certification of truck tickets in lieu of an original signature.
- In the case of shipment by rail or barge, the documentation shall be sent to the project engineer and receiving contractor or ready-mix operator no later than the same day as shipment source departure. The documentation shall include the rail car or barge number(s).
- Documentation not having an exact weight (mass) shall include an estimated quantity (i.e., transfer listings or Form #821278, etc.).

How to use
IM 209 for Granular Subbase -

TIPS AND TRICKS – MATERIALS ACCEPTANCE REPORT (MAR)

How to use

IM 209 for Granular Subbase -
Certification Statement
Iowa DOT Gradation Number
Project Number
Quantity
Source Name
T203 A-Number
Delivery Date



Wendling
CRUSHED STONE - SAND - GRAVEL
Office Phone Location Phone

Ikun #13

Ticket 4287234
Location: 184 - ROBINS QUARRY-A57006

February 19, 2025

Matls. IM T203

RECENTLY ACTIVE AGGREGATE SOURCES

CODE	OPERATOR	SOURCE NAME	LOCATION	BULK SSD SpGr	DUR PCC CA	FRICT HMA FA	L2 ROCK A	TYPE BEDS	REVTMENT CLASS	NOTES
57	LINN	DIST 6 CRUSHED STONE								
A57006	WENDLING QUARRIES INC	ROBINS	NE 21 T84N R07W					1-3	D	
A57008	WENDLING QUARRIES INC	BOWSER-SPRINGVILLE	SW 29 T84N R05W	DWU	3i	4	4	6-7A	A B C D E	
				DWU	3i	4	4	7B	A B C D E	
				DWU	3i	4	4	6-7B	A B C D E	
				DWU	3i	4	4	8-9		
						4	4	1-4		
A57010	WENDLING QUARRIES INC	TROY MILLS	SE 9 T86N R07W					1-4	D	
A57014	WENDLING QUARRIES INC	SWEETING	NW 18 T85N R08W					1-4	D	
A57018	MARTIN MARIETTA AGGREGATES	CEDAR RAPIDS	NE 15 T82N R06W		3i	4	4	3B-5	A B C D E	
				2.47	3i	4	4	6-7	A B C D E	
				DWU	3i	4	4	2-5	A B C D E	
A57022	CRAWFORD QUARRY CO	LEE CRAWFORD	NW 23 T83N R08W	2.55	3	4	4	8		
								3-7	D	
A57026	WENDLING QUARRIES INC	COOK	NW 10 T86N R07W					6-7	A B C D E	
A57028	WENDLING QUARRIES INC	CEDAR RAPIDS SOUTH	NW 7 T82N R07W	DWU	3i	4	4	1-7	D	
A57030	CJ MOYNA & SONS INC	HENNESSEY	NE 1 T82N R07W					9-14	D	
								15-16	D	
SAND AND GRAVEL										
A57520	WENDLING QUARRIES INC	IVANHOE	NW 29 T82N R05W	2.66		X	4	4		

MEETS THE APPLICABLE CONTRACT, SPECIFICATIONS AND REQUIREMENTS

Initials RJ Weighmaster ROBIN JONES

QUARRY AGLIME

Loads 1 **"Iowa Secretary of Agriculture Certified lbs ECCE per ton"**

Qty 15.56

withholding taxes, and any other taxes assessed. Drivers, other than owner-driver, will be employed by the trucking contractor.

MATERIALS ACCEPTANCE REPORT – 2599 OR 8000 ITEMS



Material Acceptance Report December 23, 2024

Project Number	Accounting ID	PCN	Contractor
STP-U-7662 (615) --70-52		52-7662-615	BOOMERANG CORP.

Line No	Item	Description	Unit	Quantity
1050	2599-9999010	('LUMP SUM' ITEM)	LS	1.000
		ROUNDAABOUT LIGHTING SYSTEM		

Line No	Item	Description	Unit	Quantity
1060	2599-9999018	('SQUARE YARDS' ITEM)	SY	1,035.000
		ANTI-GRAFFITI COATING		

Line No	Item	Description	Unit	Quantity
1070	2601-2634105	MULCH, BONDED FIBER MATRIX	ACRE	7.290

Material Desc	Spec No	IM	Sample Freq	Basis of Acceptance
EROSION CONTROL, MULCH-BONDED FIBER MATRIX	4169.07	469.10	DME	Approved Source
			RCE/Proj. Eng	
			CONTRACTOR	

Comments:

Line No	Item	Description	Unit	Quantity
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For 2599 and 8000 (Change Order) items, no information is provided.

Helpful Tip and Trick, figure out an similar standard bid item that is on the Contract or other Contracts you may have and use that for a basis of figuring out required documentation.

Colored Concrete → PCC Paving

SW-507 → SW-508

Roundabout Lighting → Lighting Poles

MATERIALS ACCEPTANCE REPORT – 2599 OR 8000 ITEMS

MY PROJECTS

COLLECTIONS

CONTRACTORS

LISTS

Benton County - Iowa reference

Last updated: 02/17/2025

ITEMS MATERIALS ITEM MATERIALS WORKSHEETS

2602-0000309

Description	Lump Sum?
PERIMETER AND SLOPE SEDIMENT CONTROL DEVICE, 9 IN. DIA.	No
Unit	Asphalt Factor
LF	0.0000
Include Supplemental Description?	Fuel Factor
No	0.0000
Worksheet	
None	
Material	
EROSION CONTROL, PERIMETER & SLOPE SEDIMENT CONTROL DEVICE	

Legal Releases Support Knowledge Center

If you don't have a similar item on the contract....

Same database that generates MAR was used to generate APPIA Reference Data....

Go to Appia, open up the reference data for the bid items, and search for the similar item and or new change order standard item.

Say we want to add some filter sock 9"
Associated Material is: Erosion Control, Perimeter & Slope Sediment Control Device

MATERIALS ACCEPTANCE REPORT – 2599 OR 8000 ITEMS

EROSION CONTROL, PERIMET 0/1						
Material	IM	Contact	Spec.	Sample Size	Sampled By	Basis of Acceptance
Curing Mats., Dark-colored	437	C. Brakke	4105.06			Approved Source
Curing Mats., Plastic Film		S. Sommers	4106.01			Visual Approval by RCE
Curing Mats., White Pigmented	405	S. Sommers	4105.05	1 qt.		Batch (Lot) Accept
Delineators – See Signing Material.						
Detectable Warning Panels	411	M. Khoda	4171			Approved Source/Certification Statement
Dowel – See Steel Reinforcement						
Drainage Trough, Elastomeric Bridge Joints	494	S. Sommers				Approved Brand Name
Drains, Floor		K. Frame	2406.03.D			Approved Shop Drawing & Inspection Report
Drums, Channelizing	488.02	S. Sommers	4188.02			Approved Brand Name
Epoxy-coated Steel – See Steel Reinforcement						
Epoxy Injection Resin	491.19	T. Hanson				Approved Brand Name
Erosion Control, Fertilizer	469.03	M. Serio	4169.03			Bagged: Bag label analysis. Bulk: Blend ticket/sheet
Erosion Control, Mulch, Hydraulic	469.10	S. Sommers	4169.07			Approved Brand Name
Erosion Control, Mulch, Straw		S. Sommers	4169.07			Weed Free Certification
Erosion Control, Perimeter & Slope Sediment Control Devices- Sediment Logs, Wattles & Filter Socks	469.10	S. Sommers	4169.12			Approved Brand Name
Erosion Control, Seed	469.02	S. Sommers	4169.02			Seed Ticket Printed with Test Data (rural stabilizing) Approved Source, seed mixture report and certification (seed mixes except rural stabilizing)
Erosion Control, Silt Fence Fabric	496.01	S. Sommers	4196.01			Approved Brand Name
Erosion Control, Silt Fence Wire & Posts		S. Sommers				Visual Approval by RCE
Erosion Control, Sod		S. Sommers	4169.06			Visual Approval by RCE
Erosion Control, Sod Stakes		S. Sommers	4169.09			Visual Approval by RCE

Navigate to the Materials I.M.204 page that was in place at the time of bid → search for “Iowa DOT Materials IM 204”

Navigate to relevant Appendix, in this case Appendix Z

Find “EROSION CONTROL, PERIMETER & SLOPE SEDIMENT CONTROL DEVICE”

Has all relevant information!

* Always make sure you are looking at the specifications that apply to your contract (I.E. Project let in June 2023 – will want to reference Archived April 2023 Electronic Reference Library)

IN SUMMARY

- Talked about updates to specs
- Talked about upcoming updates to BABA
- Talked about updates to I.M.s
- Gave a quick MAR Run-through
 - If you have any recommendations for future tips and tricks, let me know as I keep getting asked to present on tips and tricks.



QUESTIONS?



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