E-CONSTRUCTION UPDATES

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Local Systems Bureau lowa Department of Transportation

Recent DocExpress Changes & Updates

Naming Convention Update

Project Closeout Workflow

Primary/Local Consistency

Found here: In the "00" Drawer in Doc Express Local Systems Bureau website: https://iowadot.gov/local_systems/publications/local_jurisdictions/DocExpressLPAUsersGuideAppendix.p df

¥	▼	▼	v				
Drawer Name	Туре	File Name	Comments	Who Submits			
Meetings							
	Preconstruction						
	Meeting/Sign-In Information	Precon		Engineer			
	Pre-pour Meeting Minutes	Prepour yymmdd		Engineer			
	Progress Meeting Minutes	Progress Meeting yymmdd		Engineer			
Payrolls							
			Certified Transcript of				
	C44	DD WE	Labor Payroll (Form	Control			
	Contractor name	PR nnn WE yymmdd	830176) (Non-cash fringe add supporting document	Contractor			
			for each item).				
			DO NOT REMOVE the				
	Contractor name	PR nnn WE yymmdd	original payroll or any	Contractor			
		Revision	previous revision				
Plans							
	As-Advertised	As-Advertised		Administering Bureau			
	As-Built	As-Built		Engineer			
	As-Let	As-Let		Engineer			
	Instruction to Contractor	ITC nn		Engineer			
	Plan Revisions	Revised Plan Sheet ppp xx		Engineer			
	Request for Information	RFI nn		Contractor			
			6 B 1 (6) (6)				
			See Project Closeout Chart in "00 Doc Express				
Project Closeout			In OO Doc Express				
			Express				
			Lyhiess				
	Audit of Final Pay Estimate						
	(Form 830301)	301		Administering Bureau			
				, and the second second			

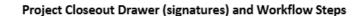
Organized in the same order as the Doc Express drawers (alphabetically)

- -Drawer names are shown in red text
- -Can filter "Drawer Name" column to find Types quicker
- -"Types" column types belonging to each drawer
- -"File Name" column what to name the file
- -"Comments" column additional guidance/notes
- -"Who Submits" column who typically uploads the document

Updated in September 2024

PROJECT CLOSEOUT WORKFLOW

Updated Oct. 2024



Workflow Steps (Fed-aid, Fed-aid Swap, State-aid)

Oct-24

1 Non Contract Details: 00 Doc Express Instructions - Iowa Local Public Agency - E 1 Non Current and Previous Instructions 1 State	General Submit Order	<u>Documents</u>	Submitted	Approved by Contractor	Recommended by Engineer (Engineer)	Approved by PIRC (when applicable)	Approved by District Materials Engineer (Optional)	Approved by Administering Office (DOT) (Local Systems)	rans (was	Completed (LS or FHWA)
State	1	Non Contract Details: 00 Doc Express Instructions - Iowa Local Public	Agency	-	E		(Optional)	LST		LSE / LST
State	1	Non Current and Previous Instructions	- 1		Е			LST		LSE / LST
Semi-final Estimate (non-CPS)	1				E	P(8)		LSE(6)		LSE / LST
4 Semi-final Estimate (non-CP5)	2	Pre Audit Checklist (6.110 Attachment E)	E		E			LST		LSE / LST
4 Semi-final Voucher (CPS)	3		E	С	Е			LST		LSE / LST
ST	4	·	E	-	E					
6 Certification of DBE Accomplishment (Form 102116)	4	, ,	_	С	E	P(7)				
6	-				E					-
The standit (Certification of Audit) A. Final Payment (Form 830436) to be used on all DOT let projects or projects using lowa B. DOT Specifications Certificate of Completion and Final Acceptance of Agreement Work (Form 640003) to be B. used only on locally let projects, not utilizing lowa DOT Specifications. F. E. E. P(1) SEE LSE / LST Final Estimate (non-CPS) Final Voucher (CPS) Final Voucher (CPS) Final Voucher (CPS) Final Payment Information (Form 830236) F. E. C. E. P(5) LSE(6) LSE / LST LSE / LST	_		C(2)	-	E					
A. Final Payment (Form 830436) to be used on all DOT let projects or projects using lowa B. DOT Specifications Certificate of Completion and Final Acceptance of Agreement Work (Form 640003) to be B. used only on locally let projects, not utilizing lowa DOT Specifications. F. E. E. P(1) SEE LSE / LST Final Estimate (non-CP5) Final Voucher (CP5) DME(4) LSE(6) LSE / LST	6		С	С	E					
8 DOT Specifications E E E DME(4) LSE(5) LSE / LST Certificate of Completion and Final Acceptance of Agreement Work (Form 640003) to be 8 used only on locally let projects, not utilizing iowa DOT Specifications. E E F(1) LSE LSE / LST 9 Final Estimate (non-CPS) E C E P(3) LST LSE / LST 9 Final Voucher (CPS) E C E P(5) LSE(6) LSE / LST 10 Interest Payment Information (Form 830236) E E E E LST LSE / LST	7	Ext Audit (Certification of Audit)	LST					LST		LSE / LST
9 Final Estimate (non-CP5)	8	DOT Specifications	E		E		DME(4)	LSE(6)		LSE / LST
9 Final Voucher (CPS)	8	used only on locally let projects, not utilizing Iowa DOT Specifications.	E		E	P(1)		LSE		LSE / LST
10 Interest Payment Information (Form 830236)	9	Final Estimate (non-CPS)	E	С	Е	P(3)		LST		LSE / LST
	9	Final Voucher (CPS)	E	С	E	P(5)		LSE(6)		LSE / LST
11 Final Forms Packet Checklist (6.110 Attachment F)	10	Interest Payment Information (Form 830236)	Е		E			LST		LSE / LST
	11	Final Forms Packet Checklist (6.110 Attachment F)	E		Е			LST		LSE / LST

Key Chart

C = Contractor
E = Project Engineer
LST = Local Systems Field Technician
LSE = Local System Field Engineer
DME = District Materials Engineer
P = PIRC

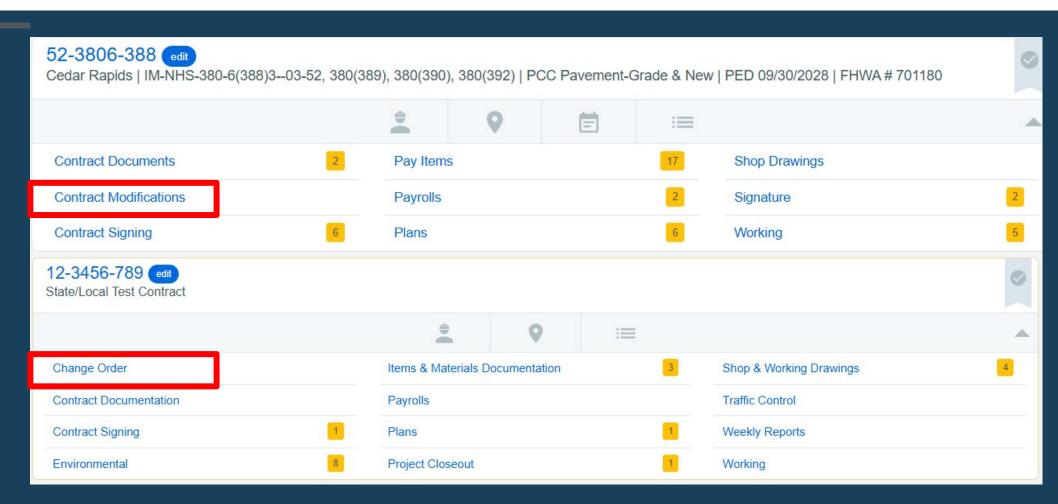
See Page 2 for Stand-alone FM Projects

- (2) Only submit for Federal-aid projects.(3) City/County official must sign final vouchers
 - (3) City/County official must sign final voucher when the Engineer is not a city or county employee.
 - (4) DME only signs for Federal-aid projects and projects located on the Primary Road System.

(1) Or a resolution that accepts the project can be attached as a supporting document.

- (5) Board of Supervisors wet signs paper final voucher- or signature is done with adobe. Wet-signed document is uploaded as supporting document in Doc Express. All signature transitions are handled by the authorized LPA.
- (6) Only required for SWAP, Federal-aid, and projects located on the Primary Road System.
- (7) Optional.
- (8) County Engineer (by resolution) or Board of Supervisors must sign for projects on FM system.

PRIMARY/LOCAL CONSISTENCY



Recent Appia Changes & Updates

Changed use of materials

- -No longer true materials
- -Three new "materials" for each bid item
 - -Payroll
 - -Liquidated Damages
 - -Bid Item

Used for holding back payment on placed items Need to add "Payrolls Received" and "Liquidated Damages Addressed" to Material Forms reference data list

New Centralized Reference Data

- -Updated list of bid items
- -No lump sum designations
- -Unfortunately, does not include updated contractor or work type lists

Option to remove requirement for final balancing change order

New change order numbering & addition of 8000 "dummy" item

MATERIALS

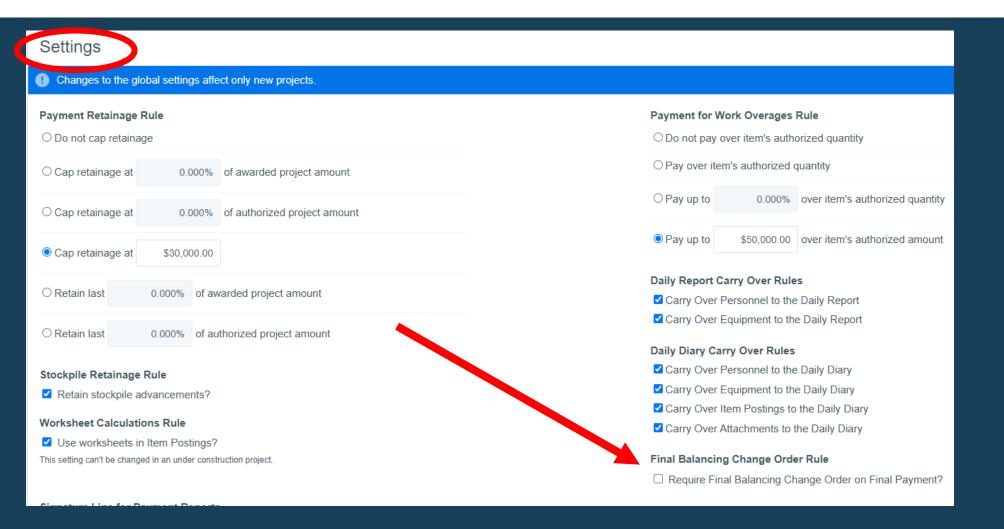
Materials Associated with Item					
Line Number 0010 Description EMBANKMENT-IN-PLACE		Jnit CY			
Material ID	Description	Unit			
0000-0000001	0000-0000001 PAYROLL	None			
0000-0000002	0000-0000002 LIQUIDATED DAMAGES	None			
2102-2625000	2102-2625000 EMBANKMENT-IN-PLACE	CY			

UPDATED REFERENCE COLLECTION

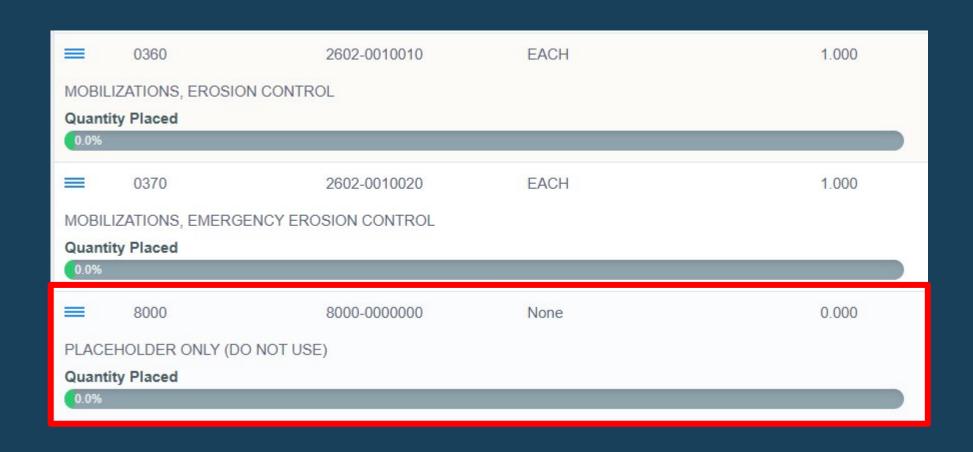




BALANCING CHANGE ORDER



8000 DUMMY FOR NEW ITEMS



QUESTIONS?



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