

E-CONSTRUCTION UPDATES

Derek Peck

Local Systems Bureau

Iowa 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.pdf

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

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

PROJECT CLOSEOUT WORKFLOW

Updated Oct. 2024

Project Closeout Drawer (signatures) and Workflow Steps

Oct-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 Office (DOT) (Local Systems)	Approved by FHWA (when applicable)	Completed (LS or FHWA)
1	Non			E			LST		LSE / LST
1	Non			E			LST		LSE / LST
1	State			E	P(8)		LSE(6)		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	P(7)				LSE / LST
4	Semi-final Voucher (CPS)	E	C	E	P(7)				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(6)		LSE / LST
	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(1)		LSE		LSE / LST
8	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			LST		LSE / LST
11	Final Forms Packet Checklist (6.110 Attachment F)	E		E			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

- (1) Or a resolution that accepts the project can be attached as a supporting document.
- (2) Only submit for Federal-aid projects.
- (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.
- (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.

See Page 2 for Stand-alone FM Projects

V
|
|
|
|

PRIMARY/LOCAL CONSISTENCY

52-3806-388

edit

Cedar Rapids | IM-NHS-380-6(388)3--03-52, 380(389), 380(390), 380(392) | PCC Pavement-Grade & New | PED 09/30/2028 | FHWA # 701180

Contract Documents

2

Pay Items

17

Shop Drawings

Contract Modifications

Payrolls

2

Signature

2

Contract Signing

6

Plans

6

Working

5

12-3456-789

edit

State/Local Test Contract

Change Order

Items & Materials Documentation

3

Shop & Working Drawings

4

Contract Documentation

Payrolls

Traffic Control

Contract Signing

1

Plans

1

Weekly Reports

Environmental

8

Project Closeout

1

Working

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

Item ID
2102-2625000

Unit
CY

Description
EMBANKMENT-IN-PLACE

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

MY PROJECTS

COLLECTIONS

CONTRACTORS

LISTS

Hamilton County - Iowa Collections

Collection Name

Hamilton County - Iowa reference

Shared Collections

Collection Name	Shared By
Iowa DOT Reference Data Collection (Current)	Iowa Local Systems
PBOM Spec 2023	Ohio Department of Transportation - LPA Construction

BALANCING CHANGE ORDER

Settings

! Changes to the global settings affect only new projects.

Payment Retainage Rule

☐ Do not cap retainage

☐ Cap retainage at 0.000% of awarded project amount

☐ Cap retainage at 0.000% of authorized project amount

☒ Cap retainage at \$30,000.00

☐ Retain last 0.000% of awarded project amount

☐ Retain last 0.000% of authorized project amount

Stockpile Retainage Rule

☒ Retain stockpile advancements?

Worksheet Calculations Rule

☒ Use worksheets in Item Postings?

This setting can't be changed in an under construction project.

Payment for Work Overages Rule

☐ Do not pay over item's authorized quantity

☐ Pay over item's authorized quantity

☐ Pay up to 0.000% over item's authorized quantity

☒ Pay up to \$50,000.00 over item's authorized amount

Daily Report Carry Over Rules

☒ Carry Over Personnel to the Daily Report

☒ Carry Over Equipment to the Daily Report

Daily Diary Carry Over Rules

☒ Carry Over Personnel to the Daily Diary

☒ Carry Over Equipment to the Daily Diary

☒ Carry Over Item Postings to the Daily Diary

☒ Carry Over Attachments to the Daily Diary

Final Balancing Change Order Rule

☐ Require Final Balancing Change Order on Final Payment?

8000 DUMMY FOR NEW ITEMS

☰	0360	2602-0010010	EACH	1.000
MOBILIZATIONS, EROSION CONTROL				
Quantity Placed				
<div><div>0.0%</div></div>				
☰	0370	2602-0010020	EACH	1.000
MOBILIZATIONS, EMERGENCY EROSION CONTROL				
Quantity Placed				
<div><div>0.0%</div></div>				
☰	8000	8000-0000000	None	0.000
PLACEHOLDER ONLY (DO NOT USE)				
Quantity Placed				
<div><div>0.0%</div></div>				

QUESTIONS?



Derek.Peck@IowaDot.us

515-239-1391