

# DOC EXPRESS

Derek Peck

E-Construction Administrator

Local Systems Bureau

Iowa Department of Transportation

# Presentation Overview

Doc Express Instructions

Project Closeout & Change Order Workflow

Naming Convention

Workflows & Notifications

Auditing

Locking & Archiving

AI Agent

## 79-C079-066

Poweshiek County | BRS-C079(66)--60-70 | RCB Culvert New - Single Box | PED = 09/30/2027



On F29, Over Drain

Agreement and Resolutions

Change Order

Contract Documents

Contract Signing

Diaries

Environmental

Estimates and Vouchers

Items and Materials Documentation

Meetings

Payrolls

Plans

Project Closeout

Right of Way Acquisition

Shop Drawings

Traffic Control

Weekly Reports

Working

OLD SETUP

## 36-C036-095

Fremont County | BROS-C036(95)--8J-36 | Bridge Replacement-CCS | PED = 09/30/2029 | Reimbursement



Dixon Construction



On J 52 (2

Change Order

Contract Documentation

Contract Signing

Environmental

Estimate Payments

Items and Materials Documentation

Payrolls

Plans

Project Closeout

Shop & Working Drawings

Traffic Control

Weekly Reports

Working

NEW SETUP

# DOC EXPRESS INSTRUCTIONS

## Contracts

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

Doc Express Instructions - Current

11

Previous Construction Season Instructions

8



## Doc Express Instructions - Current

00 Doc Express Instructions - Iowa Local Public Agency - Current and Previous Instructions

Naming Convention November 2025

[Naming Convention](#)

[edit](#)

Iowa Local Systems

0 comments 0 supporting documents

Nov 14 10:27 AM EST Submitted  
Version 1 (current)  
2025 Iowa Local Systems - Derek Peck

Iowa DOT EZ Forms (Update) Xlsx

[EZ Forms](#)

[edit](#)

Iowa Local Systems

1 comment 0 supporting documents

Jul 29 11:25 AM EDT commented  
Please note this is still a working document. Local Systems welcomes input from people who a  
Also worth noting, the Materials 101 tab in this spreadsheet is intended to be a tool/reference.  
2025 Iowa Local Systems - Derek Peck

July 2025 Doc Express Webinar

[User's Guide](#)

[edit](#)

Iowa Local Systems

0 comments 0 supporting documents

Jul 09 05:23 PM EDT Submitted  
Version 1 (current)  
2025 Iowa Local Systems - Derek Peck

# PROJECT CLOSEOUT WORKFLOW

## Doc Express Instructions - Current

00 Doc Express Instructions - Iowa Local Public Agency - Current and Previous Instructions

### Iowa DOT EZ Forms Xlsx

EZ Forms

edit

#### Iowa Local Systems

1 comment 0 supporting documents

Nov 19 11:21 AM EST Submitted

Version 1 (current)

2025 Please note, this is still a working document. Local Systems welcomes input from pe

This macro-enabled workbook was updated in November 2025 to remove Materials t  
Iowa Local Systems - Derek Peck

### Project Closeout Workflow

Chart

edit

#### Iowa Local Systems

0 comments 0 supporting documents

Nov 17 10:57 AM EST Submitted

Version 1 (current)

2025 Iowa Local Systems - Derek Peck

Attachment G to I.M. 6.110  
November 14, 2025

## 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-25
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	PIRC (1),(5)		LSE		LSE / LST	
2	Pre Audit Checklist (6.110 Attachment E)	E		E	PIRC (5)		LST		LSE / LST	
3	Contract Quantity Agreement (Form 830230)	E	C	E			LST		LSE / LST	
4	Pre-Audit Agreement/Estimate Payment (Previously referred to as the Semi-final Voucher or Semi-final Estimate)	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	PIRC (5),(3)		LSE		LSE / LST	
9	Final Voucher (Reimbursement)	E	C	E	PIRC (5)		LST		LSE / LST	
9	Final Voucher (CPS)	E	C	E	PIRC (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	
<b>Key Chart</b>										
C = Contractor				(1) County Engineer (by resolution) or Board of Supervisors must sign for projects on FM system.						
E = Project Engineer				(2) Only submit for Federal-aid projects.						
LST = Local Systems Field Technician				(3) Or a resolution that accepts the project can be attached as a supporting document.						
LSE = Local System Field Engineer / Grant Team				(4) DME only signs for Federal-aid projects and projects located on the Primary Road System.						
DME = District Materials Engineer				(5) City/County official must sign when the Engineer is not a city or county employee.						
PIRC = Person In Responsible Charge (Employee of Local Public Agency)				(6) The County Engineer signs on behalf of the Board of Supervisors						
				(7) Only required for Swap, Federal-aid, and projects located on the Primary Road System.						

See Page 2 for Stand-alone FM Projects

# CHANGE ORDER WORKFLOW

Change Order Workflow Chart

Change Order

Chart

edit

Iowa Local Systems

0 comments

0 supporting documents

Nov 17 2025

10:56 AM EST Submitted

Version 1 (current)

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Naming Convention November 2025

Naming Convention

edit

Iowa Local Systems

0 comments

0 supporting documents

Nov 14 2025

10:27 AM EST Submitted

Version 1 (current)

Iowa Local Systems - Derek Peck

	<small>Attachment B to I.M. 6.000 November 14, 2025</small>							
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	PIRC (1)	LSE	FHWA (2)	LSE	LST
Change Order (Stand-alone FM, Category 4 projects not listed above)	E	C	E	PIRC (1)	N/A	N/A	E	
<b>Key Chart</b>	(1) Only required when the project engineer is not an employee of the city or county.							
	(2) Only required for substantial change orders on Projects of Division Interest (PoDI) or Projects of Corporate Interest (PoCI).							
C = Contractor								
E = Project Engineer								
LST = Local Systems Field Technician								
LSE = Local System Field Engineer / Grant Team								
PIRC = Person In Responsible Charge (Employee of Local Public Agency)								
FHWA								
This Workflow chart is also available in Doc Express under the <b>00 Doc Express Instructions</b> project accessible by all Local Public Agency Doc Express Projects.								
<a href="#">Change Order Workflow Chart</a>	<b>00 Doc Express Instructions</b> Iowa Local Public Agency - Current and Previous Instructions							
Doc Express Drawer Link:	<a href="https://docexpress.com/drawers/56044">https://docexpress.com/drawers/56044</a>							

# NAMING CONVENTION

ESTIMATE PAYMENTS DRAWER (Local Systems Only)				
Estimate Payments Types	File Name	Who Submits (Primary)	Who Submits (Local Systems)	Instructions/Remarks
Claim for Reimbursement of Federal Grant Program Project Costs (Form 240007)	240007 - <i>nn</i>	N/A	PIRC	Include all three required documents in one file; Claim for Reimbursement, copy of canceled check(s), and copy of pay estimate(s)
Claim for Reimbursement of Project Costs (non-CPS) (Form 517050)	Reimbursement <i>nnn</i>	N/A	PIRC	Include all three required documents in one file; Claim for Reimbursement, copy of canceled check(s), and copy of pay estimate(s)
Claim for Reimbursement of State-aid to Farm to Market Account	FM Fund Transfer - <i>nn</i>	N/A	PIRC	Include the Project Number and a written request stating amount to be reimbursed and documents supporting the amount to be reimbursed
Claim for Reimbursement of State Grant Program (RISE, RT) Project Costs (Form 240011)	240011 - <i>nn</i>	N/A	PIRC	Include all three required documents in one file; Claim for Reimbursement, copy of canceled check(s), and copy of pay estimate(s)
Estimate Payment	payment- <i>n</i> - <i>yyyymmdd</i>	N/A	Engineer/PIRC	<i>n</i> = sequential number of estimate payment. Will become <i>nn</i> beginning on the 10th estimate payment.
Proof of Payment	Proof of Payment <i>nnn</i>	N/A	Engineer/PIRC/ Local Systems	
Stockpiled Materials	Stockpiled Materials	N/A	Contractor	Contractor uploads invoices for material to this drawer for RCE to review.
ITEMS & MATERIALS DOCUMENTATION DRAWER				
Items & Materials Documentation Types	File Name	Who Submits (Primary)	Who Submits (Local Systems)	Instructions/Remarks
<b>Contract Items</b> (If the document that you are uploading is not listed below, Select appropriate contract item(s) that upload applies to)	<i>Describe Item</i>	Engineer / Contractor	Engineer / Contractor	Quantity forms, support forms, tickets, depth checks, material certifications, piling logs etc.
Central Materials Input	<i>Describe Item</i>	Central Materials	Central Materials	
District Materials Input	<i>Describe Item</i>	District Materials	District Materials	
HMA - Charts	PWL Chart <i>mix type nn</i>	Contractor	Contractor	Also link upload to Contract item
HMA - Mix Design	HMA Mix Design <i>intended use Design #</i>	District Materials	District Materials	
HMA - Plant Report	Plant Report <i>mix type yymmdd</i> or <i>nn</i>	Contractor	Contractor	Also link upload to Contract item; NOTE: Contractor starts in Working Drawer, District Materials Copies here when acceptable

# NAMING CONVENTION

Items in Blue were moved. Select cell to see where it moved.

Items in Pink were deleted

## Doc Express® Drawer and Types (Old View)

### Agreement and Resolutions

Agreement - City  
 Agreement - Consultant  
 Agreement - County  
 Agreement - Federal  
 Agreement - Local Public Agency  
 Agreement - State  
 Agreements for Private Property Used by Contractor  
 Detailed Damage Inspection Report  
 FMIS Federal-aid Project Modification (Amend/Mod)  
 FMIS Federal-aid Project Modification (Closure Document)  
 FMIS Federal-aid Project Agreement  
 Funding Agreements  
 Project Development Certificate  
 Railroad Agreement  
 Resolutions

### Change Order

Change Order  
 Change Order

### Contract Documents

Saved to this PC

## Doc Express® Drawer and Types (New View)

### Change Order Types

Change Order

### Contract Documentation Types

Addendum

Agreement - Local Public Agency

Agreements for Private Property Used by Contractor

Correspondence - Misc.

DBE Commercially Useful Function Checklist (Form 517014)

DBE Commitment Report

DBE Truck Tracking Sheet

## Doc Express Guides

- [Doc Express Manual](#) .pdf
- [Appendix - Current Naming Convention](#) .pdf
- [Doc Express 2025 Updates](#) ↗
- [Doc Express 2025 Old vs New Comparison](#) ↗



# DOC EXPRESS –WORKFLOWS

- Each Drawer in Doc Express has a designated Workflow
- A Workflow is the order in which a document is to be Transitioned
- To see the Workflow of any drawer:
  1. Open the drawer by clicking on the Drawer name
  2. Click on the gray Actions tab found on the top right of the screen
  3. Choose Details
- Workflows should only be used to see what transition is next
- Do not use to determine signature requirements for each party

☰

CONTRACTS

DOCUMENTS

DASHBOARD

NOTIFICATIONS & SETTINGS

Contracts / 52-3715-669 / Change Orders

Search for documents

Search

Change Orders

52-3715-669 - City of Iowa City in Johnson County STP-U-3715(669)--70-52

C0 01 Change Order for Local Public Agency Projects (Form 831240)

Iowa Local Systems \_DEMO ACCOUNT

0 comments 0 supporting documents

Oct 05 2022 04:49 PM EDT **Submit**  
Version 1 (current)  
Iowa Local Systems \_DEMO ACCOUNT - Douglas Heeren

Actions

- Details
- Manage Access
- Export
- Export Log

Support Hours: 7:00 AM - 8:00 PM Eastern  
Phone: 888 352 2439 / Email: [support@docexpress.com](mailto:support@docexpress.com)

☰

CONTRACTS

DOCUMENTS

DASHBOARD

NOTIFICATIONS & SETTINGS

Contracts / 52-3715-669 / Change Orders / Details

Document Workflow Order

Status	Executed By	Signature	Required?	Allow Document Replacement?	Allow Markup?	Publish?	Bond Validation?
Submit	● Agency Managers, Agency Users	No signature required	Yes	No	No	No	No
Approved by Contractor (Optional)	● Agency Managers, Primes	User types name and selects check box to confirm electronic signature	No	No	No	No	No
Recommended by Engineer / Approved	● Agency Users, Reviewers	User types name and selects check box to confirm electronic signature	Yes	No	No	No	No
Approved by PIRC (when applicable)	● Agency Users, Reviewers	User types name and selects check box to confirm electronic signature	No	No	No	No	No
Approved by Administering Office or designee	● Agency Users, Reviewers	User types name and selects check box to confirm electronic signature	Yes	No	No	No	No
Approved by FHWA (when applicable)	● Agency Users, Reviewers	User types name and selects check box to confirm electronic signature	No	No	No	No	No
Completed	● Agency Users, Reviewers	No signature required	Yes	No	No	No	No

# DOC EXPRESS – NOTIFICATIONS

- May receive email notifications for designated Types or Drawers
- Set preferences via Notifications & Settings found on the left tool bar
- Notifications can be set for:
  - Progressed Documents (each time an upload or transition occurs)
  - Completed Documents
  - Rejected Documents

Contracts / Notifications

## Notifications and Preferences

**Progressed Document**  
Email me when a document has progressed.

☒ ON

☐ all documents I have access to

☒ documents I have worked on

☐ documents ready for me to work on

☐ only documents I submitted

Select types or drawers to limit the notifications you receive.

or

☐ Limit notifications to only my favorite contracts

**Completed Document**  
Email me when a document workflow has been completed.

☒ ON

☐ all documents I have access to

☒ documents I have worked on

☐ documents ready for me to work on

☐ only documents I submitted

Select types or drawers to limit the notifications you receive.

or

☐ Limit notifications to only my favorite contracts

**Rejected Document**  
Email me when a document has been rejected.

☒ ON

☐ all documents I have access to

☒ documents I have worked on

☐ documents ready for me to work on

☐ only documents I submitted

Select types or drawers to limit the notifications you receive.

or

☐ Limit notifications to only my favorite contracts

CONTRACTS

DOCUMENTS

DASHBOARD

**NOTIFICATIONS & SETTINGS**

# DOC EXPRESS – IOWA DOT AUDITING

## Iowa DOT Auditing

- Administering Team will audit project utilizing Doc Express
- Assure you have transitioned documents to Received prior to requesting an audit
- Receiving a document indicates you have reviewed the document and found it to be acceptable
- If document is found unacceptable, transition the document to Rejected and provide reason for the rejection

The screenshot displays the Doc Express interface with two document entries. The first entry, 'Quantity 050' (0050 2123-7450000 SHLD CONSTRUCTION, EARTH), is in the 'Audit by DOT' status, with a comment from Iowa Local Systems - Jeremy McLaughlin dated July 24, 2023, stating the document transitioned from 'Received' to 'Audit by DOT'. The second entry, 'Certs' (0270 2528-2518000 SAFETY CLOSURE), is in the 'Received' status, with a comment from MSA Professional Svcs - Keith Gengler dated June 29, 2023, stating the document transitioned from 'Submit' to 'Received'. Both entries show 0 supporting documents and an 'Actions' dropdown menu.

Document ID	Project Name	Status	Date	Time	Action	Comment
0050 2123-7450000	SHLD CONSTRUCTION, EARTH	Audit by DOT	Jul 24	03:24 PM EDT	Audit by DOT	Document transitioned from Received to Audit by DOT.
0270 2528-2518000	SAFETY CLOSURE	Received	Jun 29	04:03 PM EDT	Received	Document transitioned from Submit to Received.

# DOC EXPRESS – LOCKING CONTRACTS

- If contract work has been completed and no further document uploads or transitions will occur, request that the contract be “locked”
- For Federal-aid projects, wait until FMIS closure document is uploaded
- Locking removes contract from active view - All contract documents are still viewable in locked contracts screen
- Helps “clean-up” your active project listing
- Locked projects found by clicking on the padlock symbol
- Notify Administering Team when you are ready to have a contract locked

The screenshot displays the 'Contracts' page in the Infotech system. A yellow arrow points to a padlock icon in the top toolbar, which is used to lock contracts. The interface includes a sidebar with navigation options: CONTRACTS, DOCUMENTS, DASHBOARD, TEMPLATE GROUPS, TEMPLATE DRAWERS, and TEMPLATE. The main content area shows a list of contracts, each with a padlock icon indicating it is locked. The contracts listed are:

- 00-PA00-591** (SBI/00-PA00-591 - SBIA-PA00(591)--2Y-00)
- 01-C001-097-A** (Adair County FM-C001(97)--55-01 and FM-C001(98)--55-01)
- 01-C001-100** (Adair County FM-C001(100)--55-01)
- 01-C001-102** (Adair County FM-C001(102)--55-01)

Each contract card shows a list of documents associated with it, such as 'Agreement and Resolutions', 'Change Order', 'Contract Documents', 'Environmental', and 'Estimates and Vouchers'. The 'Change Order' for contract 00-PA00-591 has a count of 5, 'Contract Documents' has 1, and 'Estimates and Vouchers' has 4. For contract 01-C001-102, 'Contract Signing' has a count of 3.

# DOC EXPRESS - ARCHIVING

- Download designated Drawers or the entire project file for local storage
- Iowa DOT also archives all “locked” Doc Express projects in long-term storage
- To receive an email containing a .zip file of your project records, click on the gray Actions button found on the top right of the screen, then choose Export

The screenshot displays the Doc Express interface for a specific contract. At the top, the breadcrumb 'Contracts / 57-1187-780-A' is visible. Below this, the contract number '57-1187-780-A' is prominently displayed. To the right of the contract number are two buttons: 'Edit' and 'Actions'. The 'Actions' button is highlighted with a yellow arrow pointing to it. A dropdown menu is open from the 'Actions' button, showing three options: 'Manage Access', 'Export', and 'Export Log'. The 'Export' option is highlighted. Below the dropdown, the contract details are shown: 'City of Cedar Rapids in Linn County TAP-U-1187(780)--81-57'. Below this, there is a section for the contractor 'Dave Schmitt Construction Company, Inc.' and the project description 'In the city of Cedar Rapids, from Cedar Lake Trl, along H Ave NE to Oakland Rd NE, CeMar Trail Phase 1A PCC Sidewalk/Trail, Miscellaneous'. To the right of the project description is a calendar icon and the text 'Letting Date: Nov 19 2019'. Below this, there is a section for 'Bid Order Number: 101'. At the bottom, there are two links: 'Agreement and Resolutions' and 'Change Order'. A yellow box with the number '2' is located in the bottom right corner of the interface.

# DOC EXPRESS – TIPS

- Change Orders
  - Any time the project engineer is not an employee of the LPA, change orders require both Engineer and Person in Responsible Charge (PIRC) signature
  - All Grant Team change orders require PIRC signature
- Tax Exempt Certificates are found in the Contract Signing drawer, but after they are “wet” signed by the LPA they are uploaded to the Contract Documentation drawer
- Don’t use the Due Date function – it causes more grief than benefit
- Doc Express Tutorials, User’s Guide, and Naming Convention can be found on the Local Systems Bureau website:  
<https://iowadot.gov/transportation-development/local-systems/resources-tools/doc-express-appia>

# DOC EXPRESS – TIPS

Add by Organization to 01-C001-124

Search  Search

stantec	Hauppauge, NY	<input type="checkbox"/>
Stantec	Logan, OH	<input type="checkbox"/>
Stantec	Saint Louis, MO	<input checked="" type="checkbox"/>
Stantec	Orlando, FL	<input type="checkbox"/>
Stantec	Plano, TX	<input type="checkbox"/>
Stantec	Boise, ID	<input type="checkbox"/>
Stantec	Wasilla, AK	<input type="checkbox"/>
Stantec	Tallahassee, FL	<input type="checkbox"/>
Stantec		<input type="checkbox"/>
Stantec	Fargo, ND	<input type="checkbox"/>
Stantec	BATON ROUGE, LA	<input type="checkbox"/>

0 selected

Next Cancel

Add by Organization to 01-C001-124

Stantec Consulting Services Inc.	Burlington, MA	<input type="checkbox"/>
Stantec Consulting Services Inc.	Irvine, CA	<input type="checkbox"/>
Stantec Consulting Services Inc.	Quincy, MA	<input type="checkbox"/>
Stantec Consulting Services Inc.	Chico, CA	<input type="checkbox"/>
Stantec Consulting Services Inc.	Wichita, KS	<input type="checkbox"/>
Stantec Consulting Services Inc.	Minneapolis, MN	<input type="checkbox"/>
Stantec Consulting Services Inc.	Albuquerque, NM	<input type="checkbox"/>
Stantec Consulting Services Inc.	Cincinnati, OH	<input type="checkbox"/>
Stantec Consulting Services Inc.	Toledo, OH	<input checked="" type="checkbox"/>
Stantec Consulting Services Inc.	Los Angeles, CA	<input type="checkbox"/>
Stantec Consulting Services Inc.	Burlington, MA	<input type="checkbox"/>
Stantec Consulting Services, Inc	RALEIGH, NC	<input type="checkbox"/>

0 selected

Next Cancel

Requesting Access



# DOC EXPRESS – WHAT'S NEXT?

## AI OF COURSE

**CO3** [Change Order](#) [edit](#)

Iowa Local Systems \_DEMO ACCOUNT

[1 comment](#) [0 supporting documents](#)

Oct 10 2025

09:31 AM EDT commented

8020

2435-0140200

MANHOLE, STORM SEWER, SW-402, 4' X 5'

8030

2435-0140200

MANHOLE, STORM SEWER, SW-402, 4' X 5' (SW-512 PRICING)

8040

2435-0140200

MANHOLE, STORM SEWER, SW-402, 4' X 8'

8050

2435-0251230

INTAKE, SW-512, 30 IN.

8060

2503-0112008

STORM SEWER GRAVITY MAIN, TRENCHED, POLYVINYL CHLORIDE

8070

2503-0112010

STORM SEWER GRAVITY MAIN, TRENCHED, POLYVINYL CHLORIDE

8080

2503-0122008

STORM SEWER GRAVITY MAIN, TRENCHLESS, POLYVINYL CHLORIDE

8090

2507-6800061

REVTMENT, CLASS E

8100

2599-9999005

(INSTALLATION OF PLASTIC DRAIN BASIN MEASURING 18 INCHES)

8110

2599-9999005

(INSTALLATION OF PLASTIC DRAIN BASIN MEASURING 24 INCHES)

8120

2435-0700020

CONNECTION TO EXISTING INTAKE

8130

2599-9999005

(INSTALLATION OF AREA INTAKE USING PVC PIPE WITH CAST IRON

8140

2599-9999005

(INSTALLATION OF AREA INTAKE USING HDPE PIPE WITH CAST IRON

8150

2503-0200340

STORM SEWER ABANDONMENT, PLUG

8160

2503-0200036

REMOVE STORM SEWER PIPE LESS THAN OR EQUAL TO 36 IN.

8170

2503-0200236

REMOVE AND REINSTALL STORM SEWER PIPE LESS THAN OR EQUAL TO 36 IN.

8180

2315-8275025

SURFACING, DRIVEWAY, CLASS A CRUSHED STONE

Iowa Local Systems \_DEMO ACCOUNT -  AI Agent

### \*Agent instructions

If this has a "New Items" section, list the "Line Number, "Item ID", and description of New items in this format: xxxx      xxxx-xxxxxxx  
xxxx

where xxx is the item number and xxxx-xxxxxxx is the item id and xxx is the description of the item. If the "Item ID" begins with a 2599 number, please also list the text and single quotation in parentheses before the description .

Please also list them in chronological order by "Line Number."

[Learn what file types are compatible with the AI agent.](#)

### Preview

[Attach a test file to preview AI Agent](#)

Run

# DOC EXPRESS – WHAT'S NEXT?

## \*Agent instructions

AI Agent, Please do my job for me.  
Thank you.

[Learn what file types are compatible with the AI agent.](#)

Preview ⓘ

[Attach a test file to preview AI Agent](#)

Run

co3

[Change Order](#)

[edit](#)

Iowa Local Systems \_DEMO ACCOUNT

[2 comments](#) [0 supporting documents](#)

Nov  
**21**  
2025

12:05 PM EST **commented**

*I'm sorry Derek,  
I'm not able to do your job for you.  
I kindly suggest reaching out to  
Niki Stinn or Doug Heeren*

Iowa Local Systems \_DEMO ACCOUNT - ✦ AI Agent

# APPIA

Derek Peck

E-Construction Administrator

Local Systems Bureau

Iowa Department of Transportation

# Presentation Overview

Project Setup & Review

Record Keeping/Audit Guidance

Items Without Certifications/Payrolls

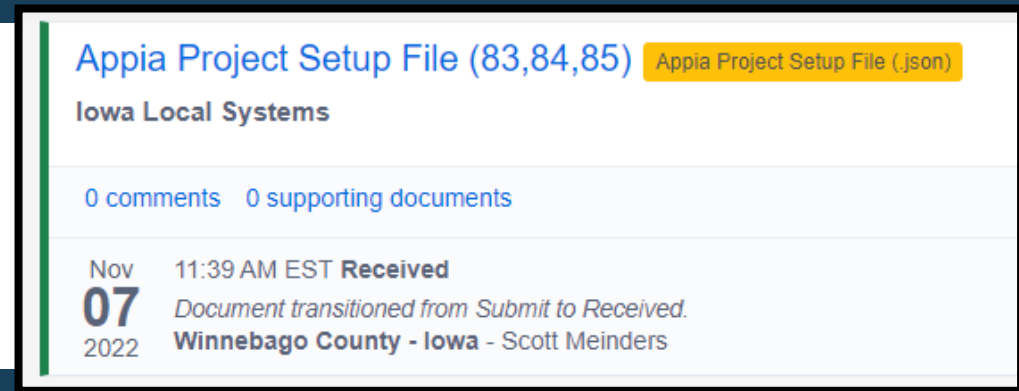
Appia-Doc Express Integration

Payments & Change Orders

Final Payment Process

Reminders & Additional Resources

# PROJECT SETUP



- Project setup files placed in Contract Documentation drawer of Doc Express
  - Files provided for all county projects let in April 2022 and after
  - Files provided for all city projects let in April 2025 and after
- Must use provided import files
- Import instructions provided in “Project Creation & Account Management Instructions” – Please read and follow!
- Project setup when consultant used for construction engineering:
  - Preferred method – Setup by LPA and consultant granted access
  - Acceptable method – Setup by consultant
    - Requires written correspondence between consultant and LPA stating consultant will turn over project documentation in the event of a dispute

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**Appia Instructions on the  
Local Systems Doc Express &  
Appia webpage**  
<https://iowadot.gov/transportation-development/local-systems/resources-tools/doc-express-appia>

## Appia® Guides

- [Appia® Project Creation & Account Management Instructions](#) .pdf
- [Appia® "Under Construction" Instructions](#) .pdf
- [API Documentation](#) ↗
- [Worksheet Calculations](#) .pdf

Appia  
Project Creation & Account  
Management Instruction Manual  
(Pre-Construction Instructions)

STOP: Before  
Advancing to  
Construction -  
Setup review  
required

# PROJECT SETUP REVIEW & APPROVAL

- Send request to Derek Peck to review project setup BEFORE Advancing to Construction
- Things we will check:
  - Material Forms Updated
  - Change order custom fields
  - Change order types
  - Correct payment settings
  - Read-only role for Administering Team staff
  - Read-only role for CPS Contractor Pay Finance (if applicable)
  - Doc Express integration enabled
  - Final Balancing Change Order Unchecked

Payments/reimbursements will NOT be processed until project setup is approved

### Settings

! Changes to the global settings affect only new projects.

#### Payment Retainage Rule

☐ Do not cap retainage

☐ Cap retainage at  of awarded project amount

☐ Cap retainage at  of authorized project amount

☒ Cap retainage at

☐ Retain last  of awarded project amount

☐ Retain last  of authorized project amount

#### Payment for Work Overages Rule

☐ Do not pay over item's authorized quantity

☐ Pay over item's authorized quantity

☐ Pay up to  over item's authorized quantity

☒ Pay up to  over item's authorized 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.

#### 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?

# PROJECT ACCESS & ROLES IN APPIA

- Designate access level for LPA staff as desired
- Administering Team staff needs Read-only access
  - Field Team Project: Field Eng, Field Tech, Derek Peck, Doug Heeren, Niki Stinn
  - Grant Team Project: Grant Manager and as directed
  - Competitive Grant/Earmark: Competitive Grant Eng. & Tech
- Counties Only:
  - Finance Bureau needs Read-only and API access for County projects paid through FM
  - User name = CPS Contractor Pay Finance

<input type="radio"/> Read Only NO LICENSE REQUIRED	<input type="radio"/> Reviewer NO LICENSE REQUIRED
<input checked="" type="radio"/> System Administrator	<input type="radio"/> Senior Project Manager
<input type="radio"/> Project Manager	<input type="radio"/> Inspector

Name	Email	Default Role	Projects	API Access
▼ Unlicensed users 2				
 CPS Contractor Pay Finance Iowa Local Systems _DEMO ACCOUNT	dot-contractorpay-finance@iowadot.us	Read Only	5	<input checked="" type="checkbox"/>



# ITEMS WITH CERTIFICATIONS NOT YET RECEIVED – USING CENTRALIZED REFERENCE DATA

- Utilize the Materials module
- Actual Materials replaced by Bid Items, Payrolls, and Liquidated Damages
- To withhold payment, enter material quantity in “Review Materials” screen in the Daily Report (keep usage rate at 0.00)
- When certs and payrolls are cleared and a change order item has been created for LDs, enter approved materials quantity in Materials module
- Payments will exclude “Materials” that have a quantity entered but not approved
- Refer to Appia “Under Construction” Instructions for detailed guidance
- Payroll & LD materials apply to all bid items. If shortages are present in multiple bid items, all shortages get combined. Appia releases payment in a first-in, first out order.
  - Manually add a Payroll/LD item to avoid this issue when multiple bid items have shortages

# AUTOMATED PAYMENTS & CHANGE ORDERS

NEW!!! – Payment terminology changed

- Progress payments > Estimate Payments
- Semi-final payments > Pre-Audit Agreement/Estimate Payment
- Final payments > Final Vouchers

- Not applicable to cities
- All county projects residing on the Farm-to-Market (FM) system using funds administered by the Iowa DOT are paid through the FM account
  - For county FM projects let prior to 2024:
    - Contractor Pay System (CPS) is the financial program that makes payment to contractors
    - These projects are referred to as CPS projects
    - These projects are not auto-pay – Email payment report to [DOT.LocalSystems@iowadot.us](mailto:DOT.LocalSystems@iowadot.us)
  - For county FM projects let in 2024 or later:
    - Workday is the financial program that makes payment to contractors
    - These projects are referred to as auto-pay projects (except locally let rock resurfacing contracts)

# AUTOMATED PAYMENTS & CHANGE ORDERS

## Auto-pay projects

- Payments and change orders are sent directly from Appia to Workday for processing
- Certain steps must be followed, including integration with Doc Express
- Detailed instructions for the automated process are found in the Appia “Under Construction” Instructions

Make sure to select the correct funding packages when posting item quantities and when adding items in change orders!

Do NOT approve the payment/change order in Appia until it is transitioned to Complete in Doc Express!!!!

Make sure to send the Pre-Audit Agreement/Estimate Payment to the Project Closeout drawer!

# CHANGE ORDER REMINDERS & NEW NUMBERING

- Make sure to add Custom Fields in Reference Data
- Make sure to revise Change Order Types in Reference Data
- If two sections in project, make sure to scroll through item list to correct section
- New items added by change order will remain numbered in 8000 series but will be 8010, 8020, 8030, etc.
  - Appia will auto-assign numbers
  - Previous numbering (8001, 8002, 8003, etc.) – Requires manual overwriting
  - Users may or may not need to enter first NEW item as 8000\*\*\*
- Item number for liquidated damages remains 8998

# CHANGE ORDERS

37-90 Under Construction  
LFM-90--7X-37, FM-C037(91)--55-37, Letting Date- February 18, 2025

OVERVIEW QUANTITIES **NEW ITEMS** TIME LIMIT CHANGES NEW TIME LIMITS ATTACHMENTS

New Items In dollars? ☐ NO ☒ YES Save Cancel

Line Number	Item ID	Quantity	Unit	Unit Price	Extension	Fund Package
Section: 0001 - LFM-90--7X-37, Roadway Items <span>Add Items</span>						
No items found						
Section: 0002 - FM-C037(91)--55-37, Roadway Items <span>Add Items</span>						
No items found						

Total Proposed Amount: \$0.00


New Items In dollars? ☐ NO ☒ YES Save Cancel

Line Number	Item ID	Quantity	Unit	Unit Price	Extension	Fund Package
Section: 0001 - LFM-90--7X-37, Roadway Items <span>Add Items</span>						
8010	2210-0475290	0.000	TON	\$0.000	\$0.00	CAT 1 CAT 1 37-90 CAT 1 CAT 1 37-90 CAT 1 CAT 1 37-C037-091 <span>Split</span>
MACADAM STONE BASE				Reason Reason		
Displaying 1 item						
Section: 0002 - FM-C037(91)--55-37, Roadway Items <span>Add Items</span>						
No items found						

When there are multiple projects under one contract, be sure to add items to the correct project (section) AND designate the correct funding package on your change order!

# PAYMENT REPORTS

- Enter 3% retainage on first payment
- Marking payment as “Paid” locks down all daily reports and change orders approved prior to payment (recommend against)
- See Appia “Under Construction” Instructions for detailed submittal guidance



Iowa Local Systems \_DEMO ACCOUNT

Detailed Payment

07-C007-164

Description

Payment Number

Pay Period

Prime Contractor

Payment Status

Awarded Project Amount

Authorized Amount

BROS-SWAP-C007(164)--SE-07, AcctID- 37467, Letting Date- 16 Feb 2021

1

03/16/2021 to 12/07/2022

JIM SCHROEDER CONSTRUCTION, INC.  
500 SOUTH SECOND STREET  
BELLEVUE, IA

Approved

\$415,071.74

\$420,071.74

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date	
Section: 0001 - ITEMS FOR A 70'-0 X 30'-6 BRIDGE REPLACEMENT - CCS											
0010	2102-2710070	CY	\$4.500	1,433.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00	
EXCAVATION, CLASS 10, ROADWAY AND BORROW											
0020											
EXCAVATION	Stockpile	Fund Package					Current Advancements	Advancements To Date	Current Recoveries	Recoveries To Date	
	#1 - 2501-0201042	SWAP-COUNTY BROS-SWAP-C007(164)--SE-07					\$9,000.00	\$9,000.00	\$0.00	\$0.00	
	PILES, STEEL, HP 10 X 42										
	#2 - 2501-0201253	SWAP-COUNTY BROS-SWAP-C007(164)--SE-07					\$25,000.00	\$25,000.00	\$0.00	\$0.00	
	PILES, STEEL, HP 12 X 53										
	Totals:						\$34,000.00	\$34,000.00	\$0.00	\$0.00	

Summary

Current Approved Work:

Current Stockpile Advancement:

Current Stockpile Recovery:

Current Retainage:

Current Retainage Released:

Current Liquidated Damages:

Current Adjustment:

Current Payment:

Previous Payment:

\$925.93

\$34,000.00

\$0.00

\$27.78

\$0.00

\$0.00

\$0.00

\$34,898.15

\$0.00

Approved Work To Date:

Stockpile Advancement To Date:

Stockpile Recovery To Date:

Retainage To Date:

Retainage Released To Date:

Liquidated Damages To Date:

Adjustments To Date:

Payments To Date:

Previous Payments To Date:

\$925.93

\$34,000.00

\$0.00

\$27.78

\$0.00

\$0.00

\$0.00

\$34,898.15

\$0.00

# FINAL PAYMENT PROCESS: APPIA'S FINAL PAYMENT

- Use only AFTER Admin Team has verified project is complete and necessary reviews/audits are finished
- Use the “Issue final payment” link in Payments
- Follow process requires
  - Items marked complete
  - Time limits marked complete
- Create signature line for Board or Council signatures, if necessary
- Detailed guidance in “Under Construction” Instructions
- Marking “Paid” after completing this voucher will complete the project
  - There is no going back if marked “Paid”!!!

A checklist interface with four items. The first and last items have red exclamation mark icons and are not completed. The middle two items have green checkmark icons and are marked as 'Done'.

- All items are completed.  
Items must be completed to ensure correct payment adjustments. [Complete items?](#)
- All punch list tasks are completed.  
Done.
- All stockpiles are fully recovered.  
Done.
- All time limits are completed.  
Time limits must be completed. [Complete time limits?](#)

Do not click on this until  
Admin Bureau has given the  
“ok” to make final payment!

The screenshot shows a 'Payments' section with a table of payment records. A blue button labeled 'Add' is in the top right. A blue banner at the top contains a red exclamation mark icon and the text 'Issue final payment?'. The table has columns for End Date, Status, Payment, To Date, % Complete, and No. One record is shown with an end date of 05/27/2022, an approved status, a payment of \$619.10, and a 0.1% completion progress bar.

End Date	Status	Payment	To Date	% Complete	No.
05/27/2022	Approved	\$619.10	\$619.10	0.1%	1

# REMINDERS

- Project setup review required BEFORE Advancing to Construction
  - Contact Derek Peck
- Please read Appia instructions for all aspects of the process
- NEVER use Adjustments for Iowa DOT administered projects
- Pay attention to selection of funding packages for item postings and change orders
- 8000 Numbers for Change Orders



Advance to Construction



# TARGETED IMPROVEMENTS IN PROCESS



Additional documents for Doc Express integration



Time limit reporting within Daily Reports



GIS/GPS Integration



Custom forms and fields within item postings and contracts



Other

# TRAINING

Training required before use on Iowa DOT administered projects



Upcoming trainings currently scheduled

Not available at time of presenting

Registration instructions on Local  
Systems > Trainings & Videos webpage

# QUESTIONS?



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