

# 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  
2025 Also worth noting, the Materials 101 tab in this spreadsheet is intended to be a tool/reference.  
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

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

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)
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>								
(1) County Engineer (by resolution) or Board of Supervisors must sign for projects on FM system.								
(2) Only submit for Federal-aid projects.								
(3) Or a resolution that accepts the project can be attached as a supporting document.								
(4) DME only signs for Federal-aid projects and projects located on the Primary Road System.								
(5) City/County official must sign when the Engineer is not a city or county employee.								
(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 10:56 AM EST Submitted  
Version 1 (current)  
2025 Iowa Local Systems - Derek Peck

**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



Attachment B to I.M. 6.000  
November 14, 2025

**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).							
<b>C = Contractor</b>							
<b>E = Project Engineer</b>							
<b>LST = Local Systems Field Technician</b>							
<b>LSE = Local System Field Engineer / Grant Team</b>							
<b>PIRC = Person In Responsible Charge (Employee of Local Public Agency)</b>							
<b>FHWA</b>							
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>							
Doc Express Drawer Link: <a href="https://docexpress.com/drawers/56044">https://docexpress.com/drawers/56044</a>							
<b>00 Doc Express Instructions</b>							
Iowa Local Public Agency - Current and Previous Instructions							

# 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 - nn	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 nnn	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 - nn	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 - nn	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-n -yyymmdd	N/A	Engineer/PIRC	n = sequential number of estimate payment. Will become nn beginning on the 10th estimate payment.
Proof of Payment	Proof of Payment nnn	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)	Describe Item	Engineer / Contractor	Engineer / Contractor	Quantity forms, support forms, tickets, depth checks, material certifications, piling logs etc.
Central Materials Input	Describe Item	Central Materials	Central Materials	
District Materials Input	Describe Item	District Materials	District Materials	
HMA - Charts	PWL Chart mix type nn	Contractor	Contractor	Also link upload to Contract Item
HMA - Mix Design	HMA Mix Design intended use Design #	District Materials	District Materials	
HMA - Plant Report	Plant Report mix type yymmdd or nn	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

Saved to this PC

### Contract Documents



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

### Change Order Types

Change Order
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 / 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

**CO 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

Support Hours: 7:00 AM - 8:00 PM Eastern  
Phone: 888 352 2439 / Email: support@doceexpress.com

Actions 

- Details
- Manage Access
- Export
- Export Log

demo.doceexpress.com/drawers/21828/details

FHWA Information... Doc Express - Login TPMS III BIDX PWNP Phone Book Office of Local Syst... MAPLE - Home dotnet - Google Se... Electronic Reference... Finance - Accounts... Iowa DOT U CONNEX Platform Workday Sandbox

## 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

10

# 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

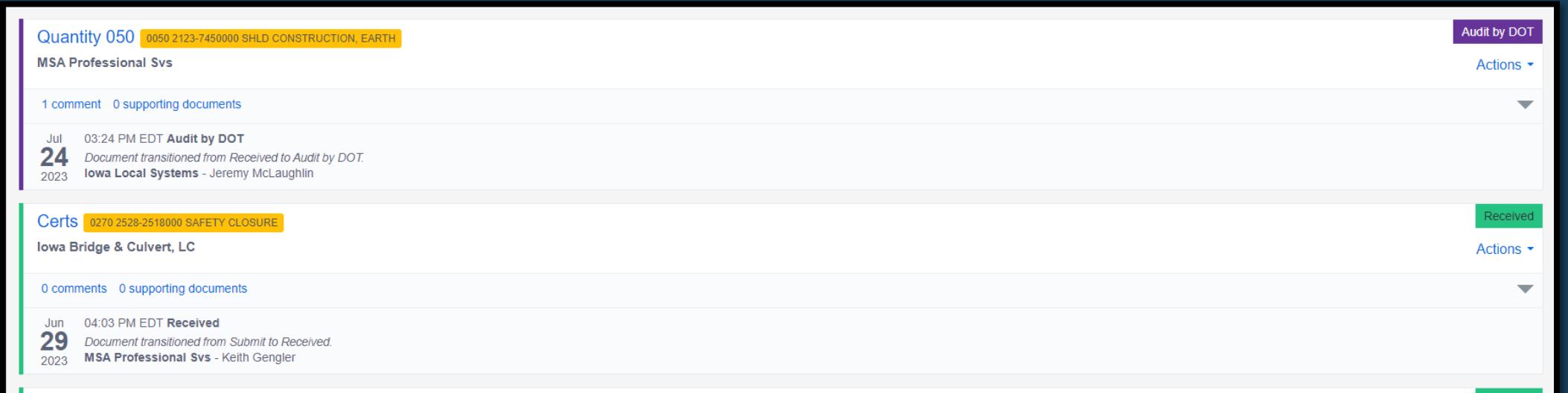
The screenshot shows the 'Notifications and Preferences' page in the Doc Express interface. The left sidebar includes 'CONTRACTS', 'DOCUMENTS', 'DASHBOARD', and a yellow-highlighted 'NOTIFICATIONS & SETTINGS' icon. The main content area is titled 'Notifications and Preferences' and contains three sections:

- Progressed Document**: Email me when a document has progressed. The 'ON' toggle switch is turned on. Options include: all documents I have access to, documents I have worked on, documents ready for me to work on, and only documents I submitted. Below are input fields for 'any type(s)' and 'any drawer(s)', and a checkbox for 'Limit notifications to only my favorite contracts'.
- Completed Document**: Email me when a document workflow has been completed. The 'ON' toggle switch is turned on. Options include: all documents I have access to, documents I have worked on, documents ready for me to work on, and only documents I submitted. Below are input fields for 'any type(s)' and 'any drawer(s)', and a checkbox for 'Limit notifications to only my favorite contracts'.
- Rejected Document**: Email me when a document has been rejected. The 'ON' toggle switch is turned on. Options include: all documents I have access to, documents I have worked on, documents ready for me to work on, and only documents I submitted. Below are input fields for 'any type(s)' and 'any drawer(s)', and a checkbox for 'Limit notifications to only my favorite contracts'.

# 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

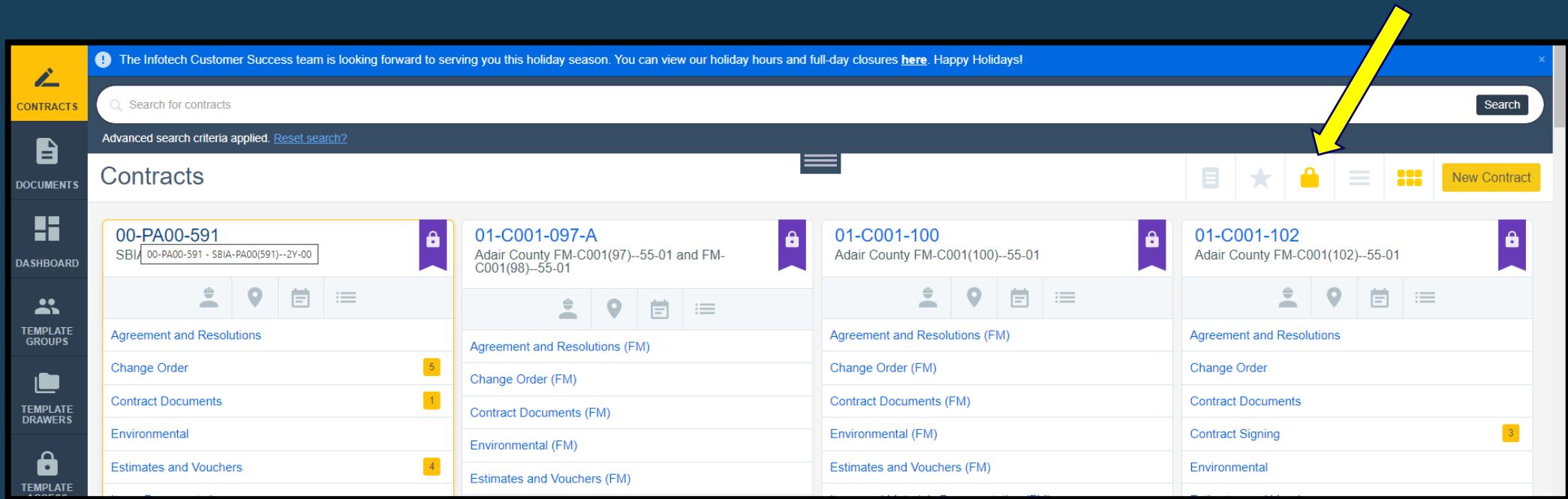


The screenshot displays the Doc Express software interface with two document entries:

- Quantity 050** (0050 2123-7450000 SHLD CONSTRUCTION, EARTH):
  - MSA Professional Svs**
  - 1 comment 0 supporting documents**
  - Jul 24 2023 03:24 PM EDT Audit by DOT**  
Document transitioned from Received to Audit by DOT.  
Iowa Local Systems - Jeremy McLaughlin
- Certs** (0270 2528-2518000 SAFETY CLOSURE):
  - Iowa Bridge & Culvert, LC**
  - 0 comments 0 supporting documents**
  - Jun 29 2023 04:03 PM EDT Received**  
Document transitioned from Submit to Received.  
MSA Professional Svs - Keith Gengler

# 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



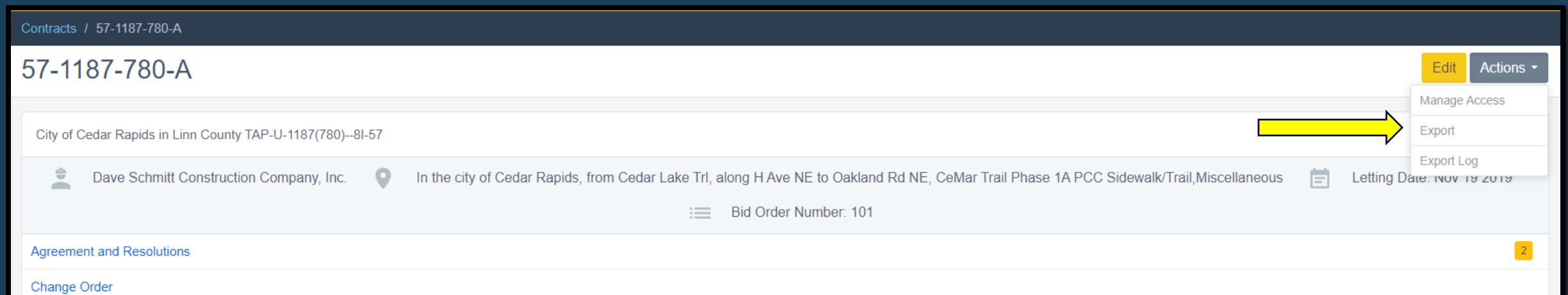
The screenshot shows the Doc Express Contracts interface. The left sidebar has buttons for CONTRACTS (selected), DOCUMENTS, DASHBOARD, TEMPLATE GROUPS, TEMPLATE DRAWERS, and TEMPLATE ACCESS. The main area is titled 'Contracts' and lists four contracts:

- 00-PA00-591**  
SBI 00-PA00-591 - SBI-PA00(591)--2Y-00  
Agreement and Resolutions  
Change Order  
Contract Documents  
Environmental  
Estimates and Vouchers
- 01-C001-097-A**  
Adair County FM-C001(97)--55-01 and FM-C001(98)--55-01  
Agreement and Resolutions (FM)  
Change Order (FM)  
Contract Documents (FM)  
Environmental (FM)  
Estimates and Vouchers (FM)
- 01-C001-100**  
Adair County FM-C001(100)--55-01  
Agreement and Resolutions (FM)  
Change Order (FM)  
Contract Documents (FM)  
Environmental (FM)  
Estimates and Vouchers (FM)
- 01-C001-102**  
Adair County FM-C001(102)--55-01  
Agreement and Resolutions  
Change Order  
Contract Documents  
Contract Signing  
Environmental

The toolbar at the top right includes a search bar, a padlock icon (highlighted with a yellow arrow), and buttons for 'New Contract' and 'Search'.

# 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



Contracts / 57-1187-780-A

57-1187-780-A

City of Cedar Rapids in Linn County TAP-U-1187(780)--8I-57

 Dave Schmitt Construction Company, Inc.  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

 Bid Order Number: 101

[Agreement and Resolutions](#) 2

[Change Order](#)

Edit Actions ▾

Manage Access

Export

Export Log

Letting Date: Nov 19 2019

# 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: stantec

0 selected

Next Cancel

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"/>

**Add by Organization to 01-C001-124**

0 selected

Next Cancel

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

## 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 REVETMENT, 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**  [Run](#)

Attach a test file to preview AI Agent

# 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 12:05 PM EST commented

21  
2025

*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

Appia Project Setup File (83,84,85) [Appia Project Setup File \(.json\)](#)

Iowa Local Systems

0 comments 0 supporting documents

Nov 07 2022 11:39 AM EST **Received**  
*Document transitioned from Submit to Received.*  
Winnebago County - Iowa - Scott Meinders

- 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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B.	Construction Settings: Payment Rules, Worksheet Rule, Daily Report Rules.....	

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

**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

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

**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

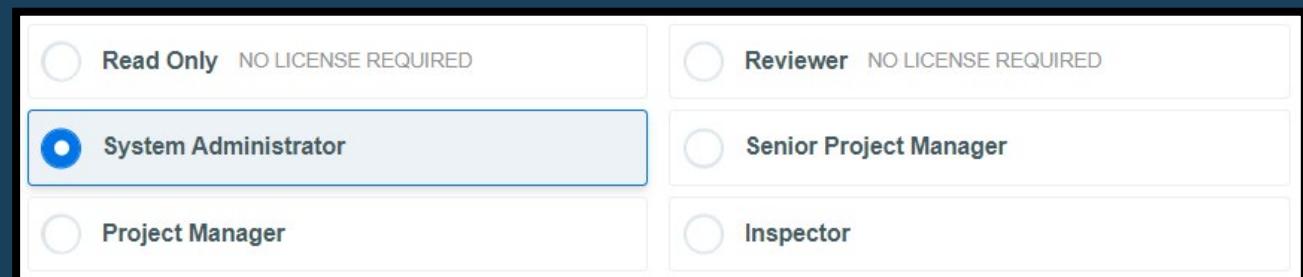
Carry Over Attachments to the Daily Diary

**Final Balancing Change Order Rule**

Require Final Balancing Change Order on Final Payment?

- 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

# PROJECT ACCESS & ROLES IN APPIA



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

# 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

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[OVERVIEW](#) [QUANTITIES](#) [NEW ITEMS](#) [TIME LIMIT CHANGES](#) [NEW TIME LIMITS](#) [ATTACHMENTS](#)

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New Items

In dollars?  NO Save Cancel

Line Number	Item ID	Quantity	Unit	Unit Price	Extension	Fund Package
Section: 0001 - LFM-90-7X-37, Roadway Items						
<span style="color: #0070C0;">!</span> No items found						
Section: 0002 - FM-C037(91)-55-37, Roadway Items						
<span style="color: #0070C0;">!</span> No items found						
<span style="border: 1px solid #0070C0; padding: 2px 10px; border-radius: 5px; color: #0070C0;">Add Items</span>						
<span style="border: 1px solid #0070C0; padding: 2px 10px; border-radius: 5px; color: #0070C0;">Add Items</span>						

Total Proposed Amount: \$0.00

New Items
In dollars?  NO
Save
Cancel

Line Number	Item ID	Quantity	Unit	Unit Price	Extension	Fund Package
Section: 0001 - LFM-90-7X-37, Roadway Items <span style="float: right;">Add Items</span>						
8010	2210-0475290	0.000	TON	\$0.000	\$0.00	CAT 1 CAT 1 37-90
MACADAM STONE BASE					Reason	<div style="border: 1px solid #ccc; padding: 5px; width: 150px;">           Reason   <input type="text" value="CAT 1 CAT 1 37-90"/> <input checked="" type="text" value="CAT 1 CAT 1 37-90"/> <input type="text" value="CAT 1 CAT 1 37-C037-091"/> </div>
<span style="border: 1px solid #0070C0; padding: 2px 10px; border-radius: 5px; color: #0070C0;">Split </span>						

Displaying 1 item

Section: 0002 - FM-C037(91)-55-37, Roadway Items <span style="float: right;">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

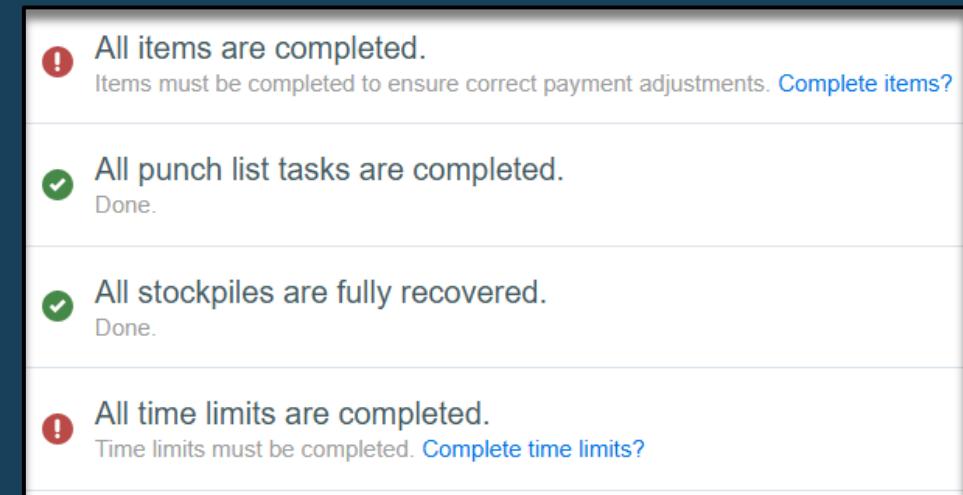
 <b>Iowa Local Systems _DEMO ACCOUNT</b> Detailed Payment 07-C007-164																																																																																																									
Description	BROS-SWAP-C007(164)--SE-07, AcctID- 37467, Letting Date- 16 Feb 2021																																																																																																								
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Pay Period	03/16/2021 to 12/07/2022																																																																																																								
Prime Contractor	JIM SCHROEDER CONSTRUCTION, INC. 500 SOUTH SECOND STREET BELLEVUE, IA																																																																																																								
Payment Status	Approved																																																																																																								
Awarded Project Amount	\$415,071.74																																																																																																								
Authorized Amount	\$420,071.74																																																																																																								
<table border="1"> <thead> <tr> <th>Line Number</th><th>Item ID</th><th>Unit</th><th>Unit Price</th><th>Authorized Quantity</th><th>Current Paid Quantity</th><th>Previous Paid Quantity</th><th>Total Quantity Paid To Date</th><th>Total Quantity Placed To Date</th><th>Current Payment Amount</th><th>Total Amount Paid To Date</th></tr> </thead> <tbody> <tr> <td colspan="11">Section: 0001 - ITEMS FOR A 70'-0 X 30'-6 BRIDGE REPLACEMENT - CCS</td></tr> <tr> <td>0010</td><td>2102-2710070</td><td>CY</td><td>\$4.500</td><td>1,433.000</td><td>0.000</td><td>0.000</td><td>0.000</td><td>0.000</td><td>\$0.00</td><td>\$0.00</td></tr> <tr> <td colspan="11">EXCAVATION, CLASS 10, ROADWAY AND BORROW</td></tr> <tr> <td>0020</td><td colspan="2">EXCAVATION</td><td>Stockpile</td><td>Fund Package</td><td></td><td>Current Advancements</td><td>Advancements To Date</td><td>Current Recoveries</td><td>Recoveries To Date</td></tr> <tr> <td></td><td colspan="2"></td><td>#1 - 2501-0201042</td><td>SWAP-COUNTY BROS-SWAP-C007(164)--SE-07</td><td></td><td>\$9,000.00</td><td>\$9,000.00</td><td>\$0.00</td><td>\$0.00</td></tr> <tr> <td></td><td colspan="2"></td><td>PILES, STEEL, HP 10 X 42</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td></td><td colspan="2"></td><td>#2 - 2501-0201253</td><td>SWAP-COUNTY BROS-SWAP-C007(164)--SE-07</td><td></td><td>\$25,000.00</td><td>\$25,000.00</td><td>\$0.00</td><td>\$0.00</td></tr> <tr> <td></td><td colspan="2"></td><td>PILES, STEEL, HP 12 X 53</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td></td><td colspan="2"></td><td colspan="2"></td><td>Totals:</td><td>\$34,000.00</td><td>\$34,000.00</td><td>\$0.00</td><td>\$0.00</td></tr> </tbody> </table>		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
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## Summary

Current Approved Work:	\$925.93	Approved Work To Date:	\$925.93
Current Stockpile Advancement:	\$34,000.00	Stockpile Advancement To Date:	\$34,000.00
Current Stockpile Recovery:	\$0.00	Stockpile Recovery To Date:	\$0.00
Current Retainage:	\$27.78	Retainage To Date:	\$27.78
Current Retainage Released:	\$0.00	Retainage Released To Date:	\$0.00
Current Liquidated Damages:	\$0.00	Liquidated Damages To Date:	\$0.00
Current Adjustment:	\$0.00	Adjustments To Date:	\$0.00
Current Payment:	\$34,898.15	Payments To Date:	\$34,898.15
Previous Payment:	\$0.00	Previous Payments To Date:	\$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”!!!



# 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



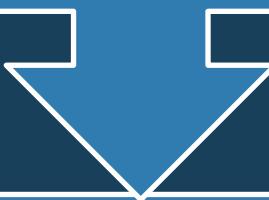
Custom forms and fields within item postings and contracts



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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