

# PROJECT DEVELOPMENT SCHEDULING

**A** [project development](#) schedule consists of the various essential tasks, or “events,” to complete a [project](#). The type of project and its complexity determine which events are applicable when developing a schedule.

This chapter is a tool to use in deciding which events to include in the schedule. The events listed are current as of this publication date; however, the Project Scheduling System (PSS) is constantly evolving as new events and milestones are added to better track a project’s development from early planning to letting. Some events are listed only once although they actually may have to occur several times in the [development](#) of a project. Other events are summaries of processes or checklists from other Iowa Department of Transportation (Iowa DOT) resources. Contact the Project Delivery Bureau’s, Project Scheduling Engineer (PSE) for the latest scheduling information and events.

Other resources that may be useful in developing a schedule and tracking a project’s development progress include the following:

- Office of Design’s *Design Manual*
- Office of Bridges & Structures’ *Bridge Design Manual*
- Office of Right of Way’s *Right of Way Design Manual*
- Office of Location & Environment’s *Office of Location and Environment Manual*
- Office of Traffic & Safety’s *Traffic and Safety Manual* and *Utility Coordination Manual*

## 2.1 EVENT CODES

Table 2-1 lists event codes for scheduling and tracking projects. It provides the task name for each event and indicates the office responsible for the overall management of the event and for entering completion dates into PSS.

Specific offices are responsible for filling in the actual start and finish dates for events in PSS. Ultimately, though, the development of the project lies with the [Project Management Team \(PMT\)](#) and, more specifically, with the person charged with leading the PMT. That person should be ensuring that progress is being made, events are being completed (along with the appropriate deliverables from the consultant), and the actual finish dates of the events are being entered appropriately in PSS.

It is important that correct dates are entered in PSS in a timely manner because PSS not only tracks the development progress of a project but also serves as a method of communication, especially for people who are not intimately involved in the project on a day-to-day basis. As an example, if an event is shown in PSS as not being completed, then the PSE knows who to ask about the status of that specific event. If that event has been done but no date is entered in PSS, then everyone who depends on PSS for timely status updates is operating with misinformation, not to mention that this creates unnecessary work for both the PSE and the responsible office for the event.

[Appendix A](#) contains two project development timelines: one pertaining to an [Environmental Impact Statement \(EIS\)](#) and [Record of Decision \(ROD\)](#), and one pertaining to an [Environmental Assessment \(EA\)](#) and [Finding of No Significant Impact \(FONSI\)](#). The timelines show the major events, their durations, and their relationship to the whole. The timelines do not show all events included in Table 2-1.

Status	Event	Description
Active	A01	Approval of DOT Commission - Inclusion in 5-Year Program
Archived	A02	Approval by the DOT Commission - Location Public Hearing
Archived	A03	FONSI/ROD Signature
Active	A04	Approval by DOT Commission - Design Public Hearing
Archived	A05	Environmental Clearance by FHWA (CE)
Archived	A06	Design Approval by FHWA
Archived	A07	Environmental Clearance - Non Federal Aid
Archived	A08	NEPA Re-evaluation
Active	AC1	Access Control Determination
Active	AC5	Access Control Validation
Active	B00	Bridge Office Concept
Active	B01	Bridges and Structures Layout
Active	B02	Drainage Design and Miscellaneous Layout to Office of Design
Active	B03	Final Bridge Plans
Active	B04	Structural Design Plans to Office of Design
Active	B05	Section 408 review/approval
Active	C02	Construction Period (Field Work)
Active	CFA1	Capacity Funding Agreement for Interstate Projects
Active	CP1	Concurrence Point 1 – Purpose and Need
Active	CP2	Concurrence Point 2 – Alternatives to be Analyzed
Active	CP3	Concurrence Point 3 – Alternatives to be Carried Forward
Active	CP4	Concurrence Point 4 – Preferred Alternative
Active	CP5	Mitigation Concurrence
Active	D00	Pre-Design Concept
Active	D01	Survey Plan and Photogrammetry (DTM)
Active	D02	Design Field Exam
Active	D03	Plans for Preliminary Bridge
Active	D04	Design Plans for Bridge
Active	D05	Plans to Right Of Way
Active	D06	Final Grade Plans
Active	D07	Final Pave Plans
Active	D08	Final Grade and Pave Plans
Active	D09	Final Miscellaneous Plans
Active	DM5	Design Methods Turn-In
Active	DSW1	Storm Water Permit for Outstanding Iowa Waterways

Active	E01	Final Erosion Plans
Active	E02	Final Landscape Plans
Active	E03	Final Mitigation Plans
Active	F01	Preliminary Regulated Materials Review
Active	F02	Interim Regulated Materials Review
Active	F03	Final Regulated Materials Review
Active	FP1	Financial Plan by OLE
Active	FP2	Financial Plan by Design
Active	FP3	Financial Plan by Bridges and Structures
Active	FP4	Financial Plan by District
Active	H00	Cultural Resources Assessment
Active	H01	Phase I Archaeological Investigation
Active	H02	Phase II Archaeological Evaluation
Active	H03	Intensive Historical Evaluation
Active	H04	Mitigation for Historic Property Impacts
Active	H05	Cultural Re-evaluation
Active	IJR1	Interchange Justification Report by OLE
Active	IJR2	Interchange Justification Report by Design/Bridges/Structure
Active	IJR3	Interchange Justification Report by District
Active	IJR4	Interchange Justification Report by Systems Planning
Active	IJR5	Interchange Justification Report Approval
Active	L01	Letting-Grade
Active	L02	Letting-Paving and Incidentals
Active	L03	Letting-Combination Grade and Pave
Active	L04	Letting-Miscellaneous
Active	L05	Letting-Bridge and Culverts
Active	L06	Letting-Erosion Control
Active	L07	Letting-Landscape
Active	L08	Letting-Mitigation
Active	L09	Letting-Traffic Signals
Active	L10	Letting-Traffic Signs
Active	L11	Letting-Lighting
Active	L12	Letting-Dynamic Message Signs
Active	L13	Letting-Pavement Markings
Active	L14	Letting-ITS Equipment
Archived	M01	Final Signing Plans
Archived	M02	Final Signal Plans
Active	N01	Noise Review

Active	NE10	Signed PCE
Active	NE11	Signed CE
Active	NE20	Signed EA
Active	NE21	Signed FONSI
Active	NE30	Signed DEIS
Active	NE31	Signed FEIS
Active	NE32	Signed ROD
Active	NE40	NEPA Re-evaluation
Active	P00	Planning Concept - Pre-Program
Active	P01	Location Concept-Clearinghouse Notification
Active	P02	Preliminary Relocation Assistance Plan
Archived	P03	EA/Draft EIS Signature
Archived	P04	Location Public Hearing
Active	P05	Pre-Design Agreement
Archived	P06	Design Public Hearing
Archived	P07	Combination Location and Design Hearing
Active	P08	Pre-Construction Agreement
Active	P09	Public Information Meeting (PIM)
Active	P10	Public Involvement Activities by District
Active	P11	Detour Agreement(s) with Local Jurisdiction(s) by District
Active	P12	Media Contact
Active	P14	Corridor Preservation
Active	P15	Public Hearing
Active	PL1	Planning Concept - Range of Alternatives
Active	PL2	Planning Concept - Refined Alternatives
Active	R00	Plot Plans and Summary Sheets to District
Active	R01	Right Of Way Layout
Active	R02	Right Of Way Appraisal
Active	R03	Right Of Way Negotiation
Active	R04	Right Of Way Acquisition
Active	R05	Right Of Way Relocation
Archived	R06	Utility Agreement
Archived	RR00	Preliminary Rail Road Review
Active	RR01	Initial Railroad Concurrence Review
Active	RR02	Railroad Review of ROW Easement
Active	RR03	Final Railroad Concurrence Point
Active	RR04	Railroad Agreement
Active	S01	Potential Borrow and Alignment Review

Active	S02	Identification of Soils Related ROW Issues
Active	S03	Soils Design Complete
Active	S04	Soils Submittal to Bridge
Active	T01	Existing ROW, Property and Sections Lines in CADD
Active	T02	Acquisition Plats and Legal Descriptions
Active	TCP1	Traffic Critical Projects 1
Active	TCP2	Traffic Critical Projects 2
Active	TD00	Concept
Active	TD01	Preliminary Traffic Engineering Layout
Active	TD03	Traffic Engineering Info to Bridges
Active	TD05	Plans for Other Offices
Active	TD07	Preliminary Plan Turn-In
Active	TD09	Final Signal Plans
Active	TD10	Final Signing Plans
Active	TD11	Final Lighting Plans
Active	TD12	Final Dynamic Message Signs Plans
Active	TD13	Final Pavement Markings Plans
Active	TD14	ITS Equipment
Active	TE0	Desktop Review
Archived	TE0	Threatened/Endangered Species Review
Active	TE1	Field Review/Field Work
Archived	TE1	Threatened/Endangered Species Consultation and Clearance
Active	TE2	Consultation with USFWS
Active	TE3	Coordination with Iowa DNR
Active	TE4	Minimization Measures
Active	TE5	Mitigation Actions
Active	TE6	Re-evaluation of Impacts
Archived	TMP1	Transportation Management Plan
Archived	TMP2	Transportation Management Plan
Active	U00	Preliminary Utility Review
Active	U01	General Project Info Submitted to Utilities
Active	U02	Project Notification to Utilities
Active	U03	1st Plan Submittal to Utilities
Active	U04	2nd Plan Submittal to Utilities
Active	U05	Utility Agreement
Active	U06	Notice to Proceed to Utilities
Active	U07	Utility Bid Attachment
Active	VE1	Value Engineering Study during Planning Phase
Active	VE2	Value Engineering Study during Design Phase

Active	W00	Preliminary Wetland Review
Active	W01	Wetland Design Review
Active	W02	Wetland Field Work
Active	W03	404 Permit Submittal
Active	W04	404 Permit Clearance
Active	W05	Mitigation Submittal to Other Offices
Active	W06	Mitigation Post Construction Report

Responsible Office/Section	Milestone	Relationship w/Other Event(s)
Program Management	Yes	
OLE: Public Involvement	Yes	
OLE: NEPA	No	
OLE: Public Involvement/District	Yes	
OLE: NEPA	Yes	
OLE: Public Involvement	Yes	
OLE: NEPA	Yes	
OLE: NEPA	No	
Traffic and Safety	No	Same Start Date as CP1
Traffic and Safety	No	3 weeks before D05
Bridges and Structures	No	
Bridges and Structures: Preliminary Bridge	No	D03 + 3 Months
Bridges and Structures	No	If schedule includes D03 then D03 + 3 Mo, else 1 month before Plan-Turn In
Bridges and Structures	No	1st Tuesday of the Month, 2 Months before Letting
Bridges and Structures	No	Schedule one month before Plan-Turn In
Bridges and Structures	No	D05 + 2 months
District & Construction	No	
District	No	Scheduled completion same as D05, else 6 months prior to Letting for the first project.
OLE: Water Resources	No	
Design: Pre-Design Section	No	
Design: Photogrammetry/Survey Section	No	D00 + 6 Months
Design: Rural/Urban Sections	No	
Design: Rural/Urban Sections	No	D02 +/- 1 Month
Design: Rural/Urban Sections	No	17 Weeks before Letting
Design: Rural/Urban Sections	No	B01 and/or S02 +1 Month
Design: Rural/Urban Sections	No	1st Tuesday of the Month, 2 Months before Letting
Design: Rural/Urban Sections	No	1st Tuesday of the Month, 2 Months before Letting
Design: Rural/Urban Sections	No	1st Tuesday of the Month, 2 Months before Letting
Design: Rural/Urban Sections	No	1st Tuesday of the Month, 2 Months before Letting
Design: Rural/Urban Sections	Yes	5 Weeks before Plan Turn-In
Design and Districts	No	120 days before Letting

Design: Roadside Development Section	No	1st Tuesday of the Month, 2 Months before Letting
Design: Roadside Development Section	No	1st Tuesday of the Month, 2 Months before Letting
OLE: Water Resources	No	1st Tuesday of the Month, 2 Months before Letting
OLE: Regulated Materials	No	
OLE: Regulated Materials	No	
OLE: Regulated Materials	Yes	D05 +1 Month
OLE: Location	No	
Design	No	
Bridges and Structures	No	
District	No	
OLE: Cultural Resources	No	D00 or B00 +1 Month
OLE: Cultural Resources	No	H00 or S01 +9 Months
OLE: Cultural Resources	No	H01 or D02 or S02 +10 Months
OLE: Cultural Resources	No	H00 +9 Months
OLE: Cultural Resources	No	H02 or H03 and D05 +18 Months
OLE: Cultural Resources	No	
OLE: Location	No	
Design/Bridges and Structures	No	
District	No	
Systems Planning	No	
FHWA	Yes	
Contracts & All affected offices	No	
Contracts & All affected offices	No	
Contracts & All affected offices	No	
Contracts & All affected offices	No	
Contracts & All affected offices	No	
Contracts & All affected offices	No	
Contracts & All affected offices	No	
Contracts & All affected offices	No	
Contracts & All affected offices	No	
Contracts & All affected offices	No	
Contracts & All affected offices	No	
Contracts & All affected offices	No	
Contracts & All affected offices	No	
Contracts & All affected offices	No	
Traffic & Safety: Traffic Engineering Section	No	1st Tuesday of the Month, 2 Months before Letting
Traffic & Safety: Traffic Engineering Section	No	1st Tuesday of the Month, 2 Months before Letting
OLE: Noise	No	Same date as NEPA Clearance (A03 or A05)

OLE: NEPA	No	D02 + 30 days
OLE: NEPA	No	D02 + 60 days
OLE: NEPA	No	CP3 + 4 months
OLE: NEPA	No	NE20 + 5 months
OLE: NEPA	No	CP3 + 4 months
OLE: NEPA	No	NE30 + 15 months
OLE: NEPA	No	NE31 + 3 months
OLE: NEPA	No	R01 + 60 days
OLE: Location	No	Same Finish as A03
OLE: Location	Yes	
ROW: Relocation Section	Yes	
OLE: NEPA	Yes	
OLE: Public Involvement/District	Yes	
Local Systems: Agreement	Yes	1 month after D05
OLE: Public Involvement/District	Yes	R01 +8 Weeks
OLE: Public Involvement/District	Yes	
Local Systems: Agreement	Yes	3 Months before Letting
OLE: Public Involvement/District	Yes	R01 +6-8 Weeks
District	Yes	
District	Yes	
OLE: Public Involvement	Yes	
OLE: Public Involvement	Yes	
OLE: Public Involvement	Yes	
OLE: Location	No	1 month before CP2 on Major projects
OLE: Location	No	CP3 + 3-4 Months
ROW: Design Section	Yes	Same as P06/P09 or R01 (depends on project)
ROW: Design Section	No	D05 + 3 Months
ROW: Appraisal Section	No	T02 + 3 Months
ROW: Acquisition Section	No	R02 + 3 Months
ROW: Condemnation or Title & Close Section	No	R03 + 6 Months
ROW: Relocation Section	No	R04 +1 Month
Traffic & Safety: Utility Section	Yes	R04 +1 Month
Rail Road	Yes	CP2 + 1 Month
		Same as completed B2/D2 + 1 Month□
Rail Road	No	Same as completed B2/D2 + 1 Month□
		Same as completed B2/D2 + 1 Month
Rail Road	Yes	After T01 & R01 are completed + 1 Month. (would like notice to be sent to rail) need D5
Rail Road	Yes	After D5 + 1 month
Rail Road	Yes	After D6/D7/D8 and Traffic Control Staging + 1 Month
Design: Soils Section	No	

Design: Soils Section	No	
Design: Soils Section	No	
Design: Soils Section	No	B01 + 5 Months
District: ROW	No	
District: ROW	No	P06/P09/P10 + 2 Months
Traffic and Safety	No	(same as D00)
Traffic and Safety	No	B01 and/or S02 +1 Month (same as D05)
Traffic and Safety	No	(same as D00)
Traffic and Safety	No	D02 +/- 1 Month (same as D03)
Traffic and Safety	Yes	1 year before Plan Turn-In
Traffic and Safety	No	17 weeks before Letting
Traffic and Safety	Yes	5 Weeks before Plan Turn-In
Traffic and Safety	No	1st Tuesday of the Month, 2 Months before Letting
Traffic and Safety	No	1st Tuesday of the Month, 2 Months before Letting
Traffic and Safety	No	1st Tuesday of the Month, 2 Months before Letting
Traffic and Safety	No	1st Tuesday of the Month, 2 Months before Letting
Traffic and Safety	No	1st Tuesday of the Month, 2 Months before Letting
Traffic and Safety	No	1st Tuesday of the Month, 2 Months before Letting
OLE: Threatened/Endangered Species	No	D00 + 30 days
OLE: Threatened/Endangered Species	No	D02 + 30 days
OLE: Threatened/Endangered Species	No	D05 + 60 days
OLE: Threatened/Endangered Species	No	D05 + 60 days
OLE: Threatened/Endangered Species	No	Date to be requested/identified by OLE
OLE: Threatened/Endangered Species	No	D05 + 60 days
OLE: Threatened/Endangered Species	No	Date to be requested/identified by OLE
Traffic and Safety	No	(same as D00)
Traffic and Safety	No	B01 and/or S02 +1 Month (same as D05)
Utilities	No	D00 or CP2 + 1 Month
Utilities	No	D00 + 1 Month
Utilities	No	D02 + 4 Months
Utilities	No	R01 + 4 Months
Utilities	No	Plan Turn-In Date - 6 Months (or 180 days)
Utilities	No	Start date is U04 Finish Date
Utilities	No	Plan Turn-In Date - 2 Months (or 60 Days)
Utilities	No	Finish date is Plan Turn-In Date
Design: Rural/Urban Sections	No	
OLE: Location	No	D02 + 1 Month

OLE: Water Resources	No	D00 or P00 +1 Month
OLE: Water Resources	No	D02 + 1 Month
OLE: Water Resources	No	Individual Permit (IP) 7 Months before W04. Nationwide Permit (NWP) 2 Months before W04.
OLE: Water Resources	Yes	Individual Permit (IP) 7 Months before W04. Nationwide Permit (NWP) 2 Months before W04.
OLE: Water Resources	Yes	6 Months Before Letting
OLE: Water Resources	No	
OLE: Water Resources	No	

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## 2.2 EVENT DESCRIPTIONS

The events listed in Table 2-1, above, are presented in the same order in Table 2-2 along with a description of the event. The description includes the action that is to be completed, the purpose of the event, the input required to complete the event, the output resulting from the event, the affected parties, and the responsible office. As each event is completed during project development, PSS is to be updated accordingly.

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**Table 2-2. Project Development Event Descriptions**

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A03	FHWA Approval of Final Environ. Doc. (FONSI/ROD)
Action:	<p>For a Finding of No Significant Impact (FONSI): Prepare and distribute the FONSI for projects for which an Environmental Assessment (EA) has been completed if no significant impacts are identified during the EA process, after signature and review of the EA by the <a href="#">resource agencies</a> and the <a href="#">stakeholders</a> for the prescribed period, and after a public meeting/hearing or offer of a hearing has occurred.</p> <p>For a Record of Decision (ROD): Prepare and distribute the ROD for projects for which a <a href="#">Final Environmental Impact Statement (EIS)</a> has been completed.</p>

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**Purpose:** The purpose of the FONSI is to document and present, for the reviewing resource agencies and stakeholders, the Federal Highway Administration’s (FHWA’s) determination based on its independent evaluation of the EA. The FONSI will report that:

- The EA adequately and accurately discusses the need, [environmental](#) issues, and impacts of the proposed project as well as appropriate [mitigation](#) measures for the proposed project.
- The EA provides sufficient evidence and analysis for determining that an EIS is not required.
- The project would not have any significant impact on the environment.

In addition, the FONSI provides the basis for FHWA to grant location approval for the project.

The purpose of the ROD is to document and present, for the reviewing resource agencies and stakeholders, FHWA’s determination based on its independent evaluation of the Final EIS. The ROD will include:

- The final disposition of environmental decisions and issues.
- Any additional information regarding mitigation plans or [Section 4\(f\)](#) decisions.
- Any responses to comments received on the Final EIS.

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**Input:** For a FONSI, the following are needed:

- A properly processed EA
- Results and disposition concerning any anticipated project impacts
- Any correspondence about the project

For a ROD, the following are needed:

- An approved Final EIS
- Passage of at least 30 days since the [Notice of Availability \(NOA\)](#) for the Final EIS was published in the Federal Register
- Passage of at least 90 days since the NOA for the Draft EIS was published in the Federal Register
- All relevant information developed concerning decisions, mitigation plans, project revisions, project commitments, etc.

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**Output:** For a FONSI: A FONSI granting location approval for the project signed by FHWA and distributed to recipients of the EA

For a ROD: A ROD granting location approval for the project signed by FHWA and distributed to recipients of the Final EIS

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**Affected Parties:** Office of Location & Environment and FHWA

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**Responsible Office:** The Office of Location & Environment is responsible for the overall management of the event and for entering the event’s completion date, along with any additional information specific to this event, into PSS.

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A05	Environmental Clearance by FHWA (CE)
Action:	Prepare a document that describes and evaluates the expected social, economic, and environmental impacts of all alternatives proposed for a highway project. A Categorical Exclusion (CE) is completed when an action, individually or cumulatively, does not have a significant effect on the human environment and does not require an Environmental Assessment (EA) or an Environmental Impact Statement (EIS).
Purpose:	<p>To enable Iowa DOT and the Federal Highway Administration (FHWA) to determine which of the following applies:</p> <ul style="list-style-type: none"> <li>• The project is <u>not</u> expected to result in any significant social, economic, or environmental impacts. In this case, a Finding of No Significant Impact (FONSI) is prepared and processed, upon which the project may proceed.</li> <li>• The project is <u>is</u> expected to result in significant impacts or to be controversial on environmental grounds, in which case the EA is expanded into a full EIS and processed in accordance with the <a href="#">National Environmental Policy Act (NEPA)</a> and FHWA regulations.</li> </ul>
Input:	<p>Relevant data, including:</p> <ul style="list-style-type: none"> <li>• Maps or aerial photographs with delineated project <a href="#">corridors</a></li> <li>• Property owner information</li> <li>• Brief description of the project purpose and need and general <a href="#">concept</a></li> <li>• Alternatives being considered, including any proposed interchange locations</li> <li>• Current and targeted design year traffic estimates</li> <li>• Results of preliminary surveys for <a href="#">regulated materials</a></li> <li>• List of protected plant and animal species</li> <li>• Phase I Archaeological Survey (<a href="#">H01</a>) and Historic Architecture Survey and Evaluation (<a href="#">H03</a>)</li> <li>• Results of the <a href="#">environmental scoping process</a></li> <li>• Data from preliminary stakeholder involvement activities</li> <li>• Wetland delineations</li> <li>• Preliminary estimates of residential and business displacements</li> </ul>
Output:	A CE for a proposed action that, individually or cumulatively, does not have a significant effect on the human environment and does not require an EA or EIS
Affected Parties:	Office of Location & Environment and FHWA
Responsible Office:	The Office of Location & Environment is responsible for the overall management of the event and for entering the event's completion date, along with any additional information specific to this event, into PSS.

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A08	NEPA Re-Evaluation
Action:	Prepare a document for consultation with the Federal Highway Administration (FHWA) that describes and evaluates the expected changes in social, economic, and environmental impacts since the Categorical Exclusion (CE), Finding of No Significant Impact (FONSI), or Record of Decision (ROD) was signed.
Purpose:	To determine if the changes are significant and require the National Environmental Policy Act (NEPA) document to be re-evaluated.
Input:	<p>Relevant data that identifies any changes in:</p> <ul style="list-style-type: none"> <li>• Maps, aerial photographs, or delineated project corridors</li> <li>• Property owner information</li> <li>• Project purpose and need or general concept</li> <li>• Alternatives being considered or changes to the impacts associated with the alternatives</li> <li>• Current or targeted design year traffic estimates</li> <li>• Results of preliminary surveys for regulated materials</li> <li>• List of protected plant and animal species</li> <li>• Phase I Archaeological Survey (H01) and Historic Architecture Survey and Evaluation (H03)</li> <li>• The environmental scoping process</li> <li>• Data from stakeholder involvement activities</li> <li>• Wetland delineations</li> <li>• Preliminary estimates of residential and business displacements</li> </ul>
Output:	A NEPA re-evaluation that determines whether the original <a href="#">clearance</a> remains valid or a new environmental document must be completed. This may result in project development being delayed or placed on hold until the re-evaluation or new document is completed.
Affected Parties:	Office of Location & Environment and FHWA
Responsible Office:	The Office of Location & Environment is responsible for the overall management of the event and for entering the event's completion date, along with any additional information specific to this event, into PSS.

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<b>AC1</b>	<b>Access Control Determination</b>
Action:	Determine the access control priority(ies) classification of a project to provide the necessary constraints for the further design of the project. This determination is to enhance safety and maintain the project's mobility goals.
Purpose:	<p>To provide the public and the affected landowners with a preliminary indication of the effect that the project will have on their access to the highway. This information is part of the <a href="#">public hearing</a> display and will provide the public with an opportunity to discuss with Iowa DOT staff any concerns they have with the preliminary locations.</p> <p>To provide general guidance to design staff regarding the level of medial and marginal access control and the corresponding entrance spacing criteria.</p>
Input:	<ul style="list-style-type: none"> <li>• Property owner information</li> <li>• Approximate property line location</li> <li>• Existing and proposed entrance locations</li> <li>• Proposed interchange location and configuration</li> <li>• Existing and proposed public road connections</li> <li>• Preliminary location of structures</li> <li>• Horizontal and vertical alignment (when possible)</li> <li>• Project purpose and need statement to identify safety concerns and mobility goal</li> </ul>
Output:	Access control determination with access spacing requirements
Affected Parties:	District Office, Office of Design, Office of Right of Way, Project Management Team, Office of Systems Planning, and Office of Location & Environment
Responsible Office:	The Office of Traffic & Safety is responsible for the overall management of the event and for entering the event's completion date, along with any additional information specific to this event, into PSS.
<b>AC5</b>	<b>Access Control Verification</b>
Action:	Verify the project's implementation of the access control classification and other safety/operational treatments. In addition, document and finalize ancillary access control recommendations.
Purpose:	To review and verify the proposed access locations for compliance with the Iowa Primary Highway Access Management Policy and to ensure that the location of the access points are in accordance with the safety and spacing requirements outlined for the level of access control established for the project. This verification is based on maximizing safety by reducing the number of vehicular conflict points while maintaining the project's functional purpose and overall mobility goal.

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Input:	<ul style="list-style-type: none"> <li>• Level of access control</li> <li>• Selection of the final alignment</li> <li>• Property owner information</li> <li>• Property lines</li> <li>• Proposed <a href="#">right of way</a> lines</li> <li>• Design profile grades (vertical and horizontal alignment)</li> <li>• Interchange layout</li> <li>• Existing and proposed public road connections</li> <li>• Proposed private access locations and types with station reference</li> <li>• Proposed access closures with location reference</li> <li>• Location of drainage structures, including bridges and culverts</li> <li>• Comments from project review that could impact the location of access points</li> <li>• List of any district-approved, nonconforming access locations with justification</li> </ul>
Output:	Final access control determination and confirmation of the allowed project access locations and connections
Affected Parties:	District Office, Office of Design, Office of Right of Way, Project Management Team, and Office of Systems Planning
Responsible Office:	The Office of Traffic & Safety is responsible for the overall management of the event and for entering the event's completion date, along with any additional information specific to this event, into PSS.
<b>B00</b>	<b>Bridge Office Concept</b>
Action:	Develop a project concept involving repair and rehabilitation of bridge and culvert structures as well as extensive riprap projects that protect a road embankment or bridge. Include repair and replacement of various structural elements, including bridge approaches, bridge deck joints, abutments, back walls, beams or girders, piers, bridge decks, and box culverts. Conduct an office and/or field review of the project site.
Purpose:	To define the scope and cost of projects, and to give other offices (Design, Location & Environment, Right of Way, Program Management, and District) an opportunity to comment on and discuss issues associated with the project.

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Input:	<p>Current bridge files, including:</p> <ul style="list-style-type: none"> <li>• Bridge maintenance reports</li> <li>• Bridge maintenance repair recommendations</li> <li>• Existing bridge plans</li> <li>• Rating files</li> <li>• Sufficiency inventory and appraisal (SI&amp;A)</li> <li>• Programming schedule</li> <li>• Cost data</li> </ul> <p>Possibly additional information, including:</p> <ul style="list-style-type: none"> <li>• Survey for revetment projects</li> <li>• Assistance from the Office of Design in identifying traffic control, erosion, and other cultural measures (if applicable)</li> </ul> <p>Note: The minimum needs required to start this event are current bridge files and a survey for revetment projects.</p>
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Output:	Document identifying the scope and cost of the project as well as timing (scheduling) of the project. This may be a written document or a detailed layout showing the extent of the work (typically for revetment projects).
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Affected Parties:	Office of Bridges & Structures, Office of Design (including Soils section), Office of Location & Environment, District Office, Project Management Team, Office of Rail Transportation, Office of Right of Way, and Office of Program Management
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Responsible Office:	The Office of Bridges & Structures is responsible for the overall management of the event and for entering the event's completion date, along with any additional information specific to this event, into PSS.
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<b>B01</b>	<b>Bridges and Structures Layout</b>
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Action:	Develop final <a href="#">type, size, and location (TS&amp;L)</a> plan for all bridge-sized structures, box culvert structures, retaining walls, and other structures requiring final detail design.
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Purpose:	<p>To provide the Office of Bridges &amp; Structures – Detail Design section with completed TS&amp;L for bridges, box culverts, and other miscellaneous structures so that final detail design can begin.</p> <p>To provide the Office of Design with information to establish need lines for the Plans to Right of Way (<a href="#">D05</a>) submittal and the Office of Design – Soils section with substructure locations to plan soil boring operation.</p> <p>To provide the Office of Location &amp; Environment with information to apply for applicable permits.</p>
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Input:	Completed Plans for Preliminary Bridge (D03) submittal, including: <ul style="list-style-type: none"> <li>• Typical and actual <a href="#">cross sections</a></li> <li>• Field survey details</li> <li>• Drainage areas</li> <li>• Plan and profiles including mainline and side roads</li> <li>• Geometrics</li> <li>• Median crossovers</li> <li>• Proposed ditch grades</li> <li>• Interchange geometrics</li> <li>• Proposed sidewalk and trail paths</li> <li>• Soil problem areas and stability berms that affect structure lengths</li> </ul> <p>Note: The minimum need required to start this event is either the completed Plans for Preliminary Bridge (D03) or a completed section of the Plans for Preliminary Bridge (D03).</p>
Output:	CADD reference files and situation plan for Office of Design and GEOPAK information
Affected Parties:	Office of Bridges & Structures, Office of Design (including Soils section), Office of Location & Environment, Project Management Team, Office of Rail Transportation, and Office of Right of Way
Responsible Office:	The Office of Bridges & Structures is responsible for the overall management of the event and for entering the event's completion date, along with any additional information specific to this event, into PSS.
<b>B02</b>	<b>Drainage Design and Miscellaneous Layout to Office of Design</b>
Action:	Determine the drainage design for a project, including “pink sheet” information for all drainage pipes. Develop final type, size, and location (TS&L) for revetment, scour countermeasure, and emergency relief (ER) projects to be let by the Office of Design.
Purpose:	<p>To provide the Office of Design with pipe culvert layout for incorporation into final design plan and to establish need lines for the Plans to Right of Way (D05) submittal.</p> <p>To document revetment, scour countermeasure, and ER layouts, specifications, and quantities when needed.</p>

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Input:	Completed Plans for Preliminary Bridge (D03) submittal, including: <ul style="list-style-type: none"> <li>• Typical and actual cross sections</li> <li>• Field survey details</li> <li>• Drainage areas</li> <li>• Plan and profiles including mainline and side roads</li> <li>• Geometrics</li> <li>• Median crossovers</li> <li>• Proposed ditch grades</li> <li>• Interchange geometrics</li> <li>• Proposed sidewalk and trail paths</li> <li>• Soil problem areas and stability berms that affect structure lengths</li> </ul> <p>Note: The minimum need required to start this event is either the completed Plans for Preliminary Bridge (D03) or a completed section of the Plans for Preliminary Bridge (D03).</p>
Output:	Pink sheets for all pipe culverts within the project limits  CADD reference file and situation plan including bid item quantities for revetment, scour countermeasure, and ER projects
Affected Parties:	Office of Bridges & Structures, Office of Design, and Office of Right of Way
Responsible Office:	The Office of Bridges & Structures is responsible for the overall management of the event and for entering the event's completion date, along with any additional information specific to this event, into PSS.
<b>B03</b>	<b>Final Bridge Plans</b>
Action:	Perform a detailed analysis of the design elements of structures to be submitted to the Office of Contracts for letting. Such structures typically include new bridges, reinforced concrete box culverts, and retaining walls. This event is also used for bridge painting and bridge washing (cleaning) projects as well as for repair projects involving elements of the structures noted.
Purpose:	To develop a set of plans containing all of the design details, tabulated quantities, and specifications to allow the Office of Contracts to begin the bid letting process.

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Input:	<ul style="list-style-type: none"> <li>• Complete structure type, size, and location (TS&amp;L), including horizontal and vertical geometrics</li> <li>• Final soils analysis (S04) and recommendations</li> <li>• Assistance from the Office of Design to address bridge approach details, erosion control measures, and traffic control items</li> <li>• Assistance from the Office of Locations &amp; Environment to address cultural, regulatory, and environmental issues (for example, <a href="#">Section 404 of the Clean Water Act permit</a>, State Historic Preservation Office [SHPO] coordination, and Iowa Department of Natural Resources [Iowa DNR] coordination)</li> <li>• Assistance from the Office of Rail Transportation to address railroad agreements</li> </ul> <p>Note: The minimum need required to start this event is the completed TS&amp;L.</p>
Output:	Final plan details, including plan notes, specifications, and bid item quantities
Affected Parties:	Office of Bridges & Structures, Office of Design, District Office, Office of Contracts, and Office of Rail Transportation
Responsible Office:	The Office of Bridges & Structures is responsible for the overall management of the event and for entering the event's completion date, along with any additional information specific to this event, into PSS.
<b>B04</b>	<b>Structural Design Plans to Office of Design</b>
Action:	Perform analysis and develop plan details for structures to be submitted to other offices in the Project Delivery Bureau for inclusion in their final plan set. Such structures typically include retrofit bridge rails, sign trusses, foundations for tower lighting, and some box culvert or structural repair work where coordination with other contractors is considered essential.
Purpose:	To develop plan details, including specifications and tabulated bid item quantities for inclusion in plan sets developed by other offices within the Project Delivery Bureau.
Input:	<p>Documentation addressing the request for work. This documentation would include:</p> <ul style="list-style-type: none"> <li>• Concept describing the scope of work to be performed</li> <li>• Layout for the structure needed (for example, a sign truss, culvert, or flumes)</li> <li>• Final soils analysis and recommendations</li> </ul> <p>Note: The minimum needs required to start this event are a concept of the work to be performed and a layout of the structure.</p>
Output:	Plan details, specifications, and bid item quantities
Affected Parties:	Office of Bridges & Structures, Office of Design, District Office, and Office of Traffic & Safety
Responsible Office:	The Office of Bridges & Structures is responsible for the overall management of the event and for entering the event's completion date, along with any additional information specific to this event, into PSS.

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C01	Contract Packaging
Action:	Review quantities associated with the major work types (for example, grading, paving, and structures) of a corridor improvement project, and divide those components into smaller projects when necessary. In an attempt to increase competition among bidders, the Office of Contracts has established guidelines that outline the best time of the year to let the various types of work and the optimum size of projects to attract potential bidders. It also provides an opportunity to assess the need for innovative contracting methods, such as incentive/disincentive, bonuses, lane rental, contract periods, late start date, and other options that would become part of the contract that might benefit the project.
Purpose:	To encourage competition among bidders. This is accomplished by sizing and combining projects to attract the most bidders while maintaining the goals of the project, which include completing the corridor improvement within a specified time frame. An important part of contract packaging is reviewing the staging and construction requirements to determine when the various components should be let, such as whether culverts or bridges should be let first after grading. Contract packaging also includes determining how projects should be combined in order to complete the project with the least inconvenience to the public, within the desired time frame, and to attract the most competition among bidders. In addition, innovative contracting methods should be considered. Such methods include incentives and disincentives, lane rental, bonuses, and other alternatives that may be beneficial for the project. One of the benefits of contract packaging is that it generally results in lower prices on many of the bid items.
Input:	<ul style="list-style-type: none"> <li>• Quantities for the major work types</li> <li>• Borrow needs and location</li> <li>• Structure needs</li> <li>• Proposed staging</li> <li>• Preliminary plans that include right of way needs and access locations</li> </ul>
Output:	A recommendation of how corridor improvement projects should be divided by major work type into projects for letting as well as a recommendation of how those projects should be grouped for letting and the order in which they should be let
Affected Parties:	Office of Contracts, Office of Design, Project Management Team, District Office, Office of Bridges & Structures, and Office of Traffic & Safety
Responsible Office:	The Office of Contracts is responsible for the overall management of the event and for entering the event's completion date, along with any additional information specific to this event, into PSS.

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CP1	Concurrence Point 1 – Purpose and Need
Action:	Meet with resource agencies to introduce new projects, provide project background, and obtain <a href="#">concurrence</a> on the purpose and need for a project.
Purpose:	To implement the National Environmental Policy Act (NEPA)/Section 404 of the Clean Water Act merge by considering impacts on <a href="#">wetlands</a> and <a href="#">waters of the U.S.</a> at the earliest practical time in project development, avoiding and minimizing impacts to the extent practicable, and diligently pursuing cooperation and consultation so that all resource agencies are involved at key decision points.
	To jointly review Iowa DOT projects at early stages of development and concur with the purpose and need of the project.
	To provide information to the resource agencies to gain concurrence that the purpose and need sufficiently addresses the specific project issues.
	To identify any resource agencies’ concerns that can be addressed during the <a href="#">project development process</a> .
Input:	<ul style="list-style-type: none"> <li>• Project identified in the <a href="#">Statewide Transportation Improvement Plan (STIP)</a> or an approved long-range transportation plan (LRTP)</li> <li>• Aerial photographs</li> <li>• Existing conditions analysis</li> <li>• Traffic analysis</li> <li>• Draft purpose and need statement</li> <li>• Information received from early coordination/<a href="#">scoping</a> with resource agencies</li> <li>• Information received from <a href="#">public information meeting (PIM)</a></li> </ul>
Output:	<p>Concurrence of the resource agencies with the proposed purpose and need for the project</p> <p>Additional information from the resource agencies that may guide the alternatives development phases</p>
Affected Parties:	Office of Location & Environment, District Office, Office of Design, Office of Bridges & Structures, and Project Management Team
Responsible Office:	The Office of Location & Environment is responsible for the overall management of the event and for entering the event’s completion date, along with any additional information specific to this event, into PSS.
CP2	Concurrence Point 2 – Alternatives to be Analyzed
Action:	Update the resource agencies on the project status and obtain concurrence on the range of alternatives to be analyzed.

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**Purpose:** To implement the National Environmental Policy Act (NEPA)/Section 404 of the Clean Water Act merge by considering impacts on wetlands and waters of the U.S. at the earliest practical time in project development, avoiding and minimizing impacts to the extent practicable, and diligently pursuing cooperation and consultation so that all resource agencies are involved at key decision points.

To jointly review Iowa DOT projects at early stages of development and concur with the alternatives to be analyzed.

To provide information to the resource agencies to gain concurrence that the range of alternatives to be analyzed sufficiently addresses the specific project issues.

To identify any resource agencies' concerns that can be incorporated into the decision process to determine which alternatives will be carried forward.

To present a full range of avoidance and minimization alternatives for consideration by the resource agencies to adequately satisfy future permitting requirements.

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- Input:**
- Project limits
  - Preliminary study area, including differences in limits for analyzing different environmental resources if applicable
  - Range of viable preliminary alternatives and alignments for the project, including a discussion of any alternatives that were dismissed (for example, off-system improvements, Transportation Systems Management [to reduce congestion], Transportation Demand Management [to reduce vehicles], or alternate modes of transportation)
  - Desktop data regarding known sensitive environmental areas within the study area using information based on geographic information systems (GIS) datasets, aerial photographs, and information from early coordination/scoping efforts
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**Output:** Documentation of environmental resources and preliminary alternatives for an agency concurrence package

Concurrence of the resource agencies with the range of alternatives to be analyzed for the project

Documentation of concerns any of the resource agencies identify for any of the alternatives being considered or specific studies that may be required for decision at subsequent concurrence meetings

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**Affected Parties:** Office of Location & Environment, District Office, Office of Design, Office of Bridges & Structures, and Project Management Team

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**Responsible Office:** The Office of Location & Environment is responsible for the overall management of the event and for entering the event's completion date, along with any additional information specific to this event, into PSS.

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CP3	Concurrence Point 3 – Alternatives to be Carried Forward
Action:	Update the resource agencies on the project status and obtain concurrence on the alternatives to be carried forward.
Purpose:	<p>To implement the National Environmental Policy Act (NEPA)/Section 404 of the Clean Water Act merge by considering impacts on wetlands and waters of the U.S. at the earliest practical time in project development, avoiding and minimizing impacts to the extent practicable, and diligently pursuing cooperation and consultation so that all resource agencies are involved at key decision points.</p> <p>To jointly review Iowa DOT projects at early stages of development and concur with the alternatives to be carried forward.</p> <p>To provide information to the resource agencies to gain concurrence that the alternatives to be carried forward sufficiently address the specific project issues.</p> <p>To ensure the information provided and the data collected are adequate for the resource agencies to reach concurrence and assure the project can continue to be advanced through the development process.</p>
Input:	<ul style="list-style-type: none"> <li>• Planning-level field data for sensitive areas, including wetlands, other waters of the U.S., woodlands, threatened and endangered species habitat, prime agricultural land, known <a href="#">Section 106</a> properties, regulated materials sites, and cultural resources for all alternatives (Developing this information typically requires a field season.)</li> <li>• Wetland delineations (with documentation)</li> <li>• Details of any special studies required for any of the alternatives</li> <li>• Refined alternatives to be carried forward (a no-build alternative is always included)</li> </ul>
Output:	<p>Documentation of environmental resources and preliminary alternatives for an agency concurrence package</p> <p>Concurrence of the resource agencies with the alternatives carried forward for the project, and acknowledgement that the alternatives not carried forward can be dropped from further consideration</p> <p>Documentation of concerns that any of the resource agencies identify for any of the field data or remaining alternatives</p>
Affected Parties:	Office of Location & Environment, District Office, Office of Design, Office of Bridges & Structures, and Project Management Team
Responsible Office:	The Office of Location & Environment is responsible for the overall management of the event and for entering the event’s completion date, along with any additional information specific to this event, into PSS.

<b>CP4</b>	<b>Concurrence Point 4 – Preferred Alternative</b>
<b>Action:</b>	Update the resource agencies on the project status and obtain concurrence on the <a href="#">preferred alternative</a> for the project.
<b>Purpose:</b>	<p>To implement the National Environmental Policy Act (NEPA)/Section 404 of the Clean Water Act merge by considering impacts on wetlands and waters of the U.S. at the earliest practical time in project development, avoiding and minimizing impacts to the extent practicable, and diligently pursuing cooperation and consultation so that all resource agencies are involved at key decision points.</p> <p>To jointly review Iowa DOT projects at early stages of development and concur with the preferred alternative.</p> <p>To provide information to the resource agencies to gain concurrence that the preferred alternative sufficiently addresses the specific project issues.</p> <p>To ensure the information provided and the data collected are adequate for the resource agencies to issue permits during future phases of the project.</p>
<b>Input:</b>	<ul style="list-style-type: none"> <li>• Any additional special studies required</li> <li>• More detailed refinement of the preferred alternative</li> <li>• Signed Environmental Assessment (EA) or Final Environmental Impact Statement (EIS)</li> </ul> <p>Note: Concurrence Point 4 – Preferred Alternative (CP4) should occur prior to the Federal Highway Administration (FHWA) approving the final decision document (that is, the Finding of No Significant Impact [FONSI] or Record of Decision [ROD])</p>
<b>Output:</b>	Concurrence of the resource agencies with the preferred alternative for the project
<b>Affected Parties:</b>	Office of Location & Environment, District Office, Office of Design, Office of Bridges & Structures, and Project Management Team
<b>Responsible Office:</b>	The Office of Location & Environment is responsible for the overall management of the event and for entering the event’s completion date, along with any additional information specific to this event, into PSS.
<b>CP5</b>	<b>Mitigation Concurrence</b>
<b>Action:</b>	Update the resource agencies on the project status and obtain concurrence that compensatory mitigation information is adequate to advance to the next stage of project development.

Purpose:	<p>To introduce compensatory mitigation concepts for impacts that are unavoidable.</p> <p>To jointly review Iowa DOT projects at early stages of development and concur with the compensatory mitigation concept.</p> <p>To provide information to the resource agencies to gain concurrence that the compensatory mitigation concept adequately addresses the specific project issues.</p> <p>To ensure the information provided and the data collected are adequate for the resource agencies to issue permits during future phases of the project.</p>
Input:	<ul style="list-style-type: none"> <li>• Any additional special studies required</li> <li>• Developed mitigation concept</li> </ul>
Output:	Concurrence of the resource agencies with the compensatory mitigation concept for the project
Affected Parties:	Office of Location & Environment, District Office, Office of Design, Office of Bridges & Structures, and Project Management Team
Responsible Office:	The Office of Location & Environment is responsible for the overall management of the event and for entering the event's completion date, along with any additional information specific to this event, into PSS.
<b>D00</b>	<b>Pre-Design Concept</b>
Action:	Document feasible alternatives for a proposed highway improvement project, and identify the selected alternative, project history, traffic estimates, accident history, cost estimates, and issues for each alternative. Document the engineering aspects of a project, decisions made, acceptable design variations, and the thought process used in developing each alternative.
Purpose:	To capture the preliminary design and engineering analysis completed in developing and screening of the range of alternatives to a preferred highway improvement alternative.
Input:	<ul style="list-style-type: none"> <li>• Aerial photographs</li> <li>• Light Detection and Ranging (LiDAR) TIN</li> <li>• Current and targeted design year traffic estimates</li> <li>• Accident history</li> <li>• As-built plans</li> <li>• Pavement and/or bridge condition</li> </ul>
Output:	<p>The D00 concept statement, which summarizes the existing conditions, guiding principles and design criteria, alternatives, and preferred alternative</p> <p>MicroStation and GEOPAK files containing horizontal and vertical geometry and preliminary cross sections</p>

Affected Parties:	Office of Design, District Office, or other offices responsible for plan development
Responsible Office:	The Office of Design is responsible for the overall management of the event and for entering the event's completion date, along with any additional information specific to this event, into PSS.
<b>D02</b>	<b>Design Field Exam</b>
Action:	Review in the field the plans and project site for potential issues including, but not limited to, vertical and horizontal alignment; roadway cross section; preliminary type, size, and location (TS&L) of structures; staging; traffic operations; drainage; right of way impacts; access locations; environmental features; utilities; and interchange configuration.
Purpose:	To determine how well the plans meet the field conditions and the objectives of the project.
Input:	<ul style="list-style-type: none"> <li>• Field survey for DTM (<a href="#">DT2</a>)</li> <li>• Preliminary alignment(s), if available, from the Office of Location &amp; Environment</li> <li>• Design concept</li> <li>• Preliminary wetland delineations</li> <li>• Preliminary TS&amp;L of drainage structures and bridges</li> <li>• Preliminary borrow locations (<a href="#">S01</a>)</li> <li>• Preliminary findings of the Environmental Assessment (EA) and archaeological review</li> <li>• Level of access control</li> <li>• Proposed interchange configurations</li> </ul>
Output:	An accepted set of draft plans and cross sections that serve as the basis for the completed design
Affected Parties:	Office of Design, District Office, or other office(s) responsible for plan development; Project Management Team; Office of Maintenance; and local officials
Responsible Office:	The Office of Design is responsible for the overall management of the event and for entering the event's completion date, along with any additional information specific to this event, into PSS.
<b>D03</b>	<b>Plans for Preliminary Bridge</b>
Action:	Submit a set of plans to the Office of Bridges & Structures with all the design information necessary for that office to complete its analysis of the type, size, and location (TS&L) of the structures.
Purpose:	To provide the Office of Bridges & Structures – Preliminary Bridge section with the design information it needs to complete its hydraulic review and its assessment of the TS&L of the culverts, bridges, and other drainage structures required on the project.

Input:	<ul style="list-style-type: none"> <li>Existing drainage structure information</li> <li>Plans and cross sections from the Design Field Exam (D02)</li> <li>Field exam letter, which records comments and decisions made during the field review</li> <li>Location and extent of stability berms as defined by Identification of Soils Related ROW Issues (S02) evaluation</li> </ul>
Output:	The updated draft plans and cross sections, including adjustments from the field exam and proposed ditch grades
Affected Parties:	Office of Design, District Office, or other office(s) responsible for plan development
Responsible Office:	The Office of Design is responsible for the overall management of the event and for entering the event's completion date, along with any additional information specific to this event, into PSS.
<b>D04</b>	<b>Design Plans for Bridge</b>
Action:	Submit completed road design sheets to the Office of Bridges & Structures.
Purpose:	To provide the Office of Bridges & Structures with a final set of road design sheets to include in its submittal to the Office of Contracts.
Input:	<ul style="list-style-type: none"> <li>Draft plans and cross sections from the Plans to Right of Way (D05) submittal</li> <li>Completed Right of Way Layout (R01)</li> <li>Design adjustments resulting from right of way negotiations</li> <li>Completed soils design (S03) information</li> </ul>
Output:	A complete set of road design sheets that include all bid items, quantities, and required special provisions
Affected Parties:	Office of Design, District Office, or other office(s) responsible for plan development
Responsible Office:	The Office of Design is responsible for the overall management of the event and for entering the event's completion date, along with any additional information specific to this event, into PSS.
<b>D05</b>	<b>Plans to Right of Way</b>
Action:	Submit draft plans to the Office of Right of Way.
Purpose:	To provide the Office of Right of Way with all of the design information necessary to complete the right of way layout process.

Input:	<ul style="list-style-type: none"> <li>• Draft plans and cross sections from the Plans for Preliminary Bridge (D03) submittal</li> <li>• Completed Identification of Soils Related ROW Issues (S02) information</li> <li>• Completed final type, size, and location (TS&amp;L) plan from the Office of Bridges &amp; Structures (B01) with drainage structures and ditching recommendations</li> </ul>
Output:	A set of plans showing the ground intercept lines, both temporary and permanent, and delineating the project footprint, which defines the right of way limits for the project. These plans include interchange configuration; access locations; horizontal and vertical alignment; cross sections; drainage design; TS&L of bridges and culverts; borrow size and location; determination of the need for stability berms and benches; staging needs; location of signals, lighting, and other appurtenances; ground intercept line; and any other design information that would influence the amount of right of way needed to construct and maintain the project.
Affected Parties:	Office of Design, District Office, or other office(s) responsible for plan development
Responsible Office:	The Office of Design is responsible for the overall management of the event and for entering the event's completion date, along with any additional information specific to this event, into PSS.
D06/D07/ D08/D09	Final Grade Plans/Final Pave Plans/Final Grade and Pave Plans/Final Miscellaneous Plans
Action:	Submit a completed set of design plans to the Office of Contracts.
Purpose:	To provide the Office of Contracts with a final set of plans necessary to initiate the letting process.
Input:	<ul style="list-style-type: none"> <li>• Draft plans and cross sections from the Plans to Right of Way (D05) submittal</li> <li>• Completed Right of Way Layout (R01)</li> <li>• Design adjustments resulting from right of way negotiations</li> <li>• Sheet submittals from other offices or consultants</li> <li>• Completed soils design (S03) information</li> <li>• Any comments received during plan review</li> </ul>
Output:	A complete plan set that includes all bid items and quantities as well as required special provisions
Affected Parties:	Office of Design, District Office, or other office(s) responsible for plan development
Responsible Office:	Multiple offices are responsible for the overall management of the event and for entering the event's completion date, along with any additional information specific to this event, into PSS.

<b>DM5</b>	<b>Design Methods Turn-In</b>
Action:	Submit draft letting plans for review.
Purpose:	To provide Iowa DOT offices with the draft letting plan for review.
Input:	<ul style="list-style-type: none"> <li>• Draft plans and cross sections from the Plans to Right of Way (D05) submittal</li> <li>• Completed Right of Way Layout (R01)</li> <li>• Design adjustments resulting from right of way negotiations</li> <li>• Sheet submittals from other offices or consultants</li> <li>• Completed soils design (S03) information</li> </ul>
Output:	A draft letting plan
Affected Parties:	Office of Design, District Office, or other office(s) responsible for plan development
Responsible Office:	The Office of Design is responsible for the overall management of the event and for entering the event's completion date, along with any additional information specific to this event, into PSS.
<b>DT1</b>	<b>Develop Planning Level DTM using LiDAR</b>
Action:	Prepare a preliminary <b>digital terrain model (DTM)</b> , which is a three-dimensional model of the ground generated by using photogrammetry and/or aerial LiDAR. This DTM is prepared with minimal information needed for corridor analysis. In general, a 1-meter contour interval is sufficient.
Purpose:	To provide terrain information for corridor analysis.
Input:	<ul style="list-style-type: none"> <li>• Aerial photographs</li> <li>• Corridor limits</li> <li>• Completion of field work necessary for establishing project control</li> <li>• Field survey data, including global positioning system (GPS) control network, major utility location (gas), densification of GPS control, bench level run, establishment of as-built alignment, and photo control</li> </ul>
Output:	Project control, a MicroStation planimetric file, a GEOPAK .tin, and digital orthography
Affected Parties:	Office of Design – Photogrammetry and Preliminary Survey sections, and Project Management Team
Responsible Office:	The Office of Design is responsible for the overall management of the event and for entering the event's completion date, along with any additional information specific to this event, into PSS.

<b>DT2</b>	<b>Field Survey for DTM (formerly event D01)</b>
Action:	Refine the preliminary DTM to improve the accuracy of the model for use in design by obtaining additional field survey and photographic details and merging them with the preliminary DTM to increase its accuracy. Those details include location and identification of utilities, culvert and bridge information, pavement elevations at critical locations, drainage plats, and property owner plats.
Purpose:	To provide the detailed survey information necessary for the development of final earthwork quantities and design details.
Input:	Limits of the field survey
Output:	Final MicroStation files, GEOPAK .tin, and survey reports
Affected Parties:	Office of Design – Photogrammetry, Survey, and Consultant sections, and Project Management Team
Responsible Office:	The Office of Design is responsible for the overall management of the event and for entering the event’s completion date, along with any additional information specific to this event, into PSS.
<b>F01</b>	<b>Preliminary Regulated Materials Review</b>
Action:	<p>Conduct the preliminary regulated materials review through spatial identification of known or potentially contaminated properties. The findings may initiate the performance of a Phase II Environmental Site Assessment (ESA) by a consultant at one or more individual sites in accordance with the latest version of ASTM Standard E1903.</p> <p>Complete the Preliminary Regulated Materials Review (F01) prior to Concurrence Point 2 – Alternatives to be Analyzed (CP2) (the F01 event is scheduled as part of the <a href="#">concurrence point</a> process). As necessary for smaller projects, the Preliminary Regulated Materials Review (F01) may be scheduled 30 days after the completion of the Pre-Design Concept (D00). It typically includes a desktop review of online <a href="#">regulatory agency</a> databases, County Assessor websites, available file documentation, and current and historic aerial photographs. For reviews not undertaken by staff, consultants are used to perform a Phase I ESA in accordance with the latest version of ASTM Standard E1527.</p>
Purpose:	To consider regulated material impacts in the early stages of project development so these impacts can be avoided or minimized to the extent practicable.
Input:	<ul style="list-style-type: none"> <li>• Proposed project corridor limits</li> <li>• Access to U.S. Environmental Protection Agency (EPA) and Iowa Department of Natural Resources (Iowa DNR online databases)</li> <li>• Access to County Assessor websites</li> <li>• Aerial photographs</li> <li>• Consultant statewide service contract</li> <li>• Project limits and Pre-Design Concept (D00) submittal</li> </ul>

Output:	<p>For in-house reviews: Shapefile and associated map representing the identified properties</p> <p>For consultant reviews: Phase I ESA report and shapefile</p> <p>When necessary, the findings of the review are directed to Office of Design staff through an inter-office memo discussing site background and location of known or potentially contaminated properties.</p>
Affected Parties:	Office of Location & Environment, District Office, Office of Design, Office of Bridges & Structures, and Project Management Team
Responsible Office:	The Office of Location & Environment is responsible for the overall management of the event and for entering the event's completion date, along with any additional information specific to this event, into PSS.
<b>F02</b>	<b>Interim Regulated Materials Review</b>
Action:	<p>Conduct a desktop review of field exam plans, online regulatory agency databases, County Assessor websites, available file documentation, and current and historic aerial photographs. Potentially conduct a windshield survey of the project corridor or individual sites.</p> <p>The Interim Regulated Materials Review (F02) is scheduled 30 days after the completion of the Design Field Exam (D02). An Interim Regulated Materials Review (F02) typically is not scheduled when a Preliminary Regulated Materials Review (F01) has been scheduled.</p>
Purpose:	To consider regulated material impacts related to anticipated right of way needs so these impacts can be avoided or minimized to the extent practicable.
Input:	<ul style="list-style-type: none"> <li>• Design Field Exam (D02) plans</li> <li>• Access to U.S. Environmental Protection Agency (EPA) and Iowa Department of Natural Resources (Iowa DNR) online databases</li> <li>• Access to County Assessor websites</li> <li>• Aerial photographs</li> <li>• Consultant statewide service contract</li> </ul>
Output:	The findings of the review are directed to Office of Design staff through an inter-office memo discussing site background and location of known or potentially contaminated properties. The findings may initiate the performance of a Phase II Environmental Site Assessment (ESA) by a consultant at one or more individual sites in accordance with the latest version of ASTM Standard E1903.
Affected Parties:	Office of Location & Environment, District Office, Office of Design, Office of Bridges & Structures, and Project Management Team

Responsible Office:	The Office of Location & Environment is responsible for the overall management of the event and for entering the event's completion date, along with any additional information specific to this event, into PSS.
<b>F03</b>	<b>Final Regulated Materials Review</b>
Action:	<p>Conduct a desktop review of the Plans to Right of Way (D05), online regulatory agency databases, County Assessor websites, available file documentation, and current and historic aerial photographs. Review any Phase I Environmental Site Assessment (ESA) and Phase II ESA reports that have been prepared for the project. Potentially conduct a windshield survey of the project corridor or individual sites.</p> <p>The Final Regulated Materials Review (F03) is scheduled 30 days after the completion of the Plans to Right of Way (D05). The Final Regulated Materials Review (F03) is used in place of Preliminary Regulated Materials Review (F01) and Interim Regulated Materials Review (F02) clearances when these events have not been scheduled, such as with smaller-scale projects requiring new right of way (for example, bridge or culvert replacements, intersection improvements, slide repairs, and riprap projects). The Final Regulated Materials Review (F03) is also used to review and update previous Preliminary Regulated Materials Review (F01) and Interim Regulated Materials Review (F02) clearances.</p>
Purpose:	To avoid or minimize regulatory liability to Iowa DOT when acquiring contaminated properties. In the event that a contaminated property cannot be avoided, acquisition by permanent easement, rather than fee title, may be recommended.
Input:	<ul style="list-style-type: none"> <li>• Plans to Right of Way (D05) submittal</li> <li>• Access to U.S. Environmental Protection Agency (EPA) and Iowa Department of Natural Resources (Iowa DNR) online databases</li> <li>• Access to County Assessor websites</li> <li>• Aerial photographs</li> <li>• Phase I ESA and Phase II ESA reports</li> </ul>
Output:	The findings of the review are directed to Office of Right of Way staff through an inter-office memo discussing site background and location of known or potentially contaminated properties, along with associated acquisition recommendations (that is, fee title or permanent easement acquisition).
Affected Parties:	Office of Location & Environment, District Office, Office of Design, Office of Bridges & Structures, Office of Right of Way, and Project Management Team
Responsible Office:	The Office of Location & Environment is responsible for the overall management of the event and for entering the event's completion date, along with any additional information specific to this event, into PSS.

<b>FP1</b>	<b>Financial Plan by OLE</b>
<b>Action:</b>	Develop a financial plan document to be approved by the Federal Highway Administration (FHWA) (if applicable) before the first mainline letting of a project. Prepare yearly updates to the plan through the completion of construction.
<b>Purpose:</b>	To document all financial aspects for a project, according to FHWA's guidance regarding financial plans, from initiation of the project through the completion of construction and to document all revenue sources identified for all aspects of the project.  To develop a detailed schedule to support the project needs.
<b>Input:</b>	<ul style="list-style-type: none"> <li>• Cost estimates</li> <li>• Staging scenarios</li> <li>• Expended costs to date</li> <li>• Projected remaining costs to complete the project</li> <li>• Funding sources</li> <li>• Committed State and federal funds</li> <li>• Development/construction schedule</li> </ul>
<b>Output:</b>	An initial financial plan approved by FHWA (if project costs exceed \$500 million)  An initial financial plan on file that has been approved by the Highway Division Director (if project costs are between \$100 million and \$500 million)  Approval of yearly updates to the initial financial plan
<b>Affected Parties:</b>	Office of Location & Environment, District Office, Office of Design, Office of Bridges & Structures, and Project Management Team
<b>Responsible Office:</b>	The Office of Location & Environment is responsible for the overall management of the event and for entering the event's completion date, along with any additional information specific to this event, into PSS.
<b>FP2</b>	<b>Financial Plan by Design</b>
<b>Action:</b>	Develop a financial plan document to be approved by the Federal Highway Administration (FHWA) (if applicable) before the first mainline letting of a project. Prepare yearly updates to the plan through the completion of construction.
<b>Purpose:</b>	To document all financial aspects for a project, according to FHWA's guidance regarding financial plans, from initiation of the project through the completion of construction and to document all revenue sources identified for all aspects of the project.  To develop a detailed schedule to support the project needs.

Input:	<ul style="list-style-type: none"> <li>• Cost estimates</li> <li>• Staging scenarios</li> <li>• Expended costs to date</li> <li>• Projected remaining costs to complete the project</li> <li>• Funding sources</li> <li>• Committed State and federal funds</li> <li>• Development/construction schedule</li> </ul>
Output:	<p>An initial financial plan approved by FHWA (if project costs exceed \$500 million)</p> <p>An initial financial plan on file that has been approved by the Highway Division Director (if project costs are between \$100 million and \$500 million)</p> <p>Approval of yearly updates to the initial financial plan</p>
Affected Parties:	Office of Location & Environment, District Office, Office of Design, Office of Bridges & Structures, and Project Management Team
Responsible Office:	The Office of Design is responsible for the overall management of the event and for entering the event's completion date, along with any additional information specific to this event, into PSS.
<b>FP3</b>	<b>Financial Plan by Bridges and Structures</b>
Action:	Develop a financial plan document to be approved by the Federal Highway Administration (FHWA) (if applicable) before the first mainline letting of a project. Prepare yearly updates to the plan through the completion of construction.
Purpose:	<p>To document all financial aspects for a project, according to FHWA's guidance regarding financial plans, from initiation of the project through the completion of construction and to document all revenue sources identified for all aspects of the project.</p> <p>To develop a detailed schedule to support the project needs.</p>
Input:	<ul style="list-style-type: none"> <li>• Cost estimates</li> <li>• Staging scenarios</li> <li>• Expended costs to date</li> <li>• Projected remaining costs to complete the project</li> <li>• Funding sources</li> <li>• Committed State and federal funds</li> <li>• Development/construction schedule</li> </ul>
Output:	<p>An initial financial plan approved by FHWA (if project costs exceed \$500 million)</p> <p>An initial financial plan on file that has been approved by the Highway Division Director (if project costs are between \$100 million and \$500 million)</p> <p>Approval of yearly updates to the initial financial plan</p>

Affected Parties:	Office of Location & Environment, District Office, Office of Design, Office of Bridges & Structures, and Project Management Team
Responsible Office:	The Office of Bridges & Structures is responsible for the overall management of the event and for entering the event's completion date, along with any additional information specific to this event, into PSS.
<b>FP4</b>	<b>Financial Plan by District</b>
Action:	Develop a financial plan document to be approved by the Federal Highway Administration (FHWA) (if applicable) before the first mainline letting of a project. Prepare yearly updates to the plan through the completion of construction.
Purpose:	To document all financial aspects for a project, according to FHWA's guidance regarding financial plans, from initiation of the project through the completion of construction and to document all revenue sources identified for all aspects of the project.  To develop a detailed schedule to support the project needs.
Input:	<ul style="list-style-type: none"> <li>• Cost estimates</li> <li>• Staging scenarios</li> <li>• Expended costs to date</li> <li>• Projected remaining costs to complete the project</li> <li>• Funding sources</li> <li>• Committed State and federal funds</li> <li>• Development/construction schedule</li> </ul>
Output:	An initial financial plan approved by FHWA (if project costs exceed \$500 million)  An initial financial plan on file that has been approved by the Highway Division Director (if project costs are between \$100 million and \$500 million)  Approval of yearly updates to the initial financial plan
Affected Parties:	Office of Location & Environment, District Office, Office of Design, Office of Bridges & Structures, and Project Management Team
Responsible Office:	The District is responsible for the overall management of the event and for entering the event's completion date, along with any additional information specific to this event, into PSS.
<b>H00</b>	<b>Cultural Resources Assessment</b>
Action:	Review new or revised project, undertaking, or action area(s) ( <a href="#">area of potential effect [APE]</a> ) for effects on cultural resources (archaeological sites or historic structures, buildings, bridges, farmsteads, or districts). Submit any applicable results to the State Historic Preservation Office (SHPO). Complete the Section 106 determination of effect if right of way impacts are known.

Purpose:	To locate and identify any known cultural resources within the APE to determine if further studies are warranted or if the project, undertaking, or action may proceed. If further studies are warranted, an <b>H01</b> event and/or an <b>H03</b> event will be added to the schedule.
Input:	<ul style="list-style-type: none"> <li>• Final Pre-Design Concept (<b>D00</b>) or Bridge Office Concept (<b>B00</b>)</li> <li>• National Environmental Policy Act (NEPA) boundary</li> </ul>
Output:	<p>If the project, undertaking, or action may proceed: An assessment and concurrence from SHPO, if applicable, and a clearance memo to affected parties</p> <p>If further studies are warranted: Scheduled Phase I Archaeological Survey (<b>H01</b>) and/or Historic Architecture Survey and Evaluation (<b>H03</b>)</p>
Affected Parties:	Office of Location & Environment, District Office, Office of Bridges & Structures, Office of Design, Office of Right of Way, and Project Management Team
Responsible Office:	The Office of Location & Environment is responsible for the overall management of the event and for entering the event's completion date, along with any additional information specific to this event, into PSS.
<b>H01</b>	<b>Phase I Archaeological Survey</b>
Action:	Conduct a <b>Phase I Archaeological Survey</b> to identify archaeological sites within the new or revised project, undertaking, or action area(s) (area of potential effect [APE]), and submit results to the State Historic Preservation Office (SHPO) and any applicable Tribes for comments. Complete the Section 106 determination of effect if right of way impacts are known.
Purpose:	To locate and identify any known or unknown archaeological sites within the APE to determine if any sites identified as potentially eligible for listing on the National Register of Historic Places (NRHP) will be affected by the proposed project, and to provide SHPO and applicable Tribes opportunity to comment. If no potentially eligible sites will be affected, no further archaeological review is required. If a potentially eligible site may be affected, further studies will be warranted, and another H01 event and/or an <b>H02</b> event will be added to the schedule.
Input:	<ul style="list-style-type: none"> <li>• Final Pre-Design Concept (<b>D00</b>) or Bridge Office Concept (<b>B00</b>)</li> <li>• Potential Borrow and Alignment Review (<b>S01</b>)</li> <li>• National Environmental Policy Act (NEPA) boundary</li> <li>• Any known alternatives</li> <li>• Completed public information meeting (PIM) (for large projects)</li> <li>• Property owner contact information list (for large projects)</li> </ul>

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Output:	<p>Final Phase I Archaeological Survey</p> <p>Consultation with applicable Tribes</p> <p>If no potentially eligible sites will be affected: Concurrence with report findings from SHPO and a clearance memo to affected parties</p> <p>If a potentially eligible site may be affected: Scheduled additional Phase I Archaeological Survey (H01) or Phase II Archaeological Evaluation (H02)</p>
Affected Parties:	Office of Location & Environment, District Office, Office of Bridges & Structures, Office of Design, Office of Right of Way, and Project Management Team
Responsible Office:	The Office of Location & Environment is responsible for the overall management of the event and for entering the event's completion date, along with any additional information specific to this event, into PSS.
<b>H02</b>	<b>Phase II Archaeological Evaluation</b>
Action:	Conduct a <a href="#">Phase II Archaeological Evaluation</a> to investigate specific archaeological site(s) within the new or revised project, undertaking, or action area(s) (area of potential effect [APE]), and submit results to the State Historic Preservation Office (SHPO) and any applicable Tribes for comments. Complete the Section 106 determination of effect if right of way impacts are known.
Purpose:	To evaluate a known archaeological site(s) within the APE to determine if the site(s) is eligible for listing on the National Register of Historic Places (NRHP) and to provide SHPO and applicable Tribes opportunity to comment. If the site is determined not eligible, no further archaeological review is required. If the site is found eligible, full consideration of the site will be afforded when evaluating alternatives and project area(s). If the site will be affected, mitigation will be warranted and an <a href="#">H04</a> event will be added to the schedule.
Input:	<ul style="list-style-type: none"> <li>• Completed Phase I Archaeological Survey (<a href="#">H01</a>)</li> <li>• Design Field Exam (<a href="#">D02</a>)</li> <li>• Identification of Soils Related ROW Issues (<a href="#">S02</a>)</li> <li>• Any known alternatives</li> </ul>
Output:	<p>Final Phase II Archaeological Evaluation</p> <p>Consultation with applicable Tribes</p> <p>If the site is determined not eligible: Concurrence with report findings from SHPO and a clearance memo to affected parties</p> <p>If the site is found eligible and will be affected: Scheduled MOA and Mitigation of Cultural Resource Impacts (<a href="#">H04</a>)</p>

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Affected Parties:	Office of Location & Environment, District Office, Office of Bridges & Structures, Office of Design, Office of Right of Way, and Project Management Team
Responsible Office:	The Office of Location & Environment is responsible for the overall management of the event and for entering the event's completion date, along with any additional information specific to this event, into PSS.
<b>H03</b>	<b>Historic Architecture Survey and Evaluation</b>
Action:	Conduct a Historic Architectural Survey and Evaluation to identify historic structures, buildings, bridges, farmsteads, or districts within the new or revised project, undertaking, or action area(s) (area of potential effect [APE]), and submit results to the State Historic Preservation Office (SHPO) and any interested parties for comments. Complete the Section 106 determination of effect if right of way impacts are known.
Purpose:	To locate, identify, and evaluate structures, buildings, bridges, farmsteads, or districts within the APE to determine if any are eligible for listing on the National Register of Historic Places (NRHP) and to provide SHPO and interested parties an opportunity to comment. If any properties are determined not eligible, no further historic architectural review is required. If any properties are found eligible and will be affected, mitigation will be warranted and an <a href="#">H04</a> event will be added to the schedule.
Input:	<ul style="list-style-type: none"> <li>• Final Pre-Design Concept (<a href="#">D00</a>) or Bridge Office Concept (<a href="#">B00</a>)</li> <li>• National Environmental Policy Act (NEPA) boundary</li> <li>• Any known alternatives</li> <li>• Completed public information meeting (PIM) (for large projects)</li> <li>• Property owner contact information list (for large projects)</li> </ul>
Output:	<p>Final Historic Architecture Survey and Evaluation</p> <p>Consultation with interested parties</p> <p>If properties are determined not eligible: Concurrence with report findings from SHPO and a clearance memo to affected parties</p> <p>If properties are found eligible and will be affected: Scheduled MOA and Mitigation of Cultural Resource Impacts (<a href="#">H04</a>)</p>
Affected Parties:	Offices of Location & Environment, District Office, Office of Bridges & Structures, Office of Design, Office of Right of Way, and Project Management Team
Responsible Office:	The Office of Location & Environment is responsible for the overall management of the event and for entering the event's completion date, along with any additional information specific to this event, into PSS.

<b>H04</b>	<b>MOA and Mitigation of Cultural Resource Impacts</b>
<b>Action:</b>	Complete the Section 106 determination of effect. Consult with the State Historic Preservation Office (SHPO), the Federal Highway Administration (FHWA), Advisory Council on Historic Preservation (ACHP), and applicable Tribes and/or interested parties regarding the adverse effects of the project, undertaking, or action on <a href="#">historic properties</a> (archaeological sites or historic structures, buildings, bridges, farmsteads, or districts that are eligible for listing on the National Register of Historic Places [NRHP]) to minimize or mitigate those effects. Finalize the stipulations that minimize or mitigate those effects in an executed <a href="#">memorandum of agreement (MOA)</a> or Programmatic Agreement (PA) and implement the MOA or PA.
<b>Purpose:</b>	To formalize an agreement among SHPO, FHWA, ACHP, and any applicable Tribes and/or interested parties that outlines stipulations illustrating how Iowa DOT will mitigate for the adverse effects of the project, undertaking, or action on historic properties, and how to fulfill the stipulations.
<b>Input:</b>	<ul style="list-style-type: none"> <li>Plans to Right of Way (<a href="#">D05</a>) submittal</li> <li>Acquisition of parcels with eligible archaeological sites or historic architectural properties</li> </ul>
<b>Output:</b>	<p>Signed and executed MOA or PA</p> <p>Completion of and SHPO concurrence on the sufficiency of data recovery field work for archaeological sites, and/or photographs and research for historic architectural properties (Issue clearance memo and clear “SHPO” in PSS)</p> <p>Fulfillment of all stipulations of project MOA or PA (Issue H04 completion memo)</p>
<b>Affected Parties:</b>	Office of Location & Environment, District Office, Office of Bridges & Structures, Office of Design, Office of Right of Way, and Project Management Team
<b>Responsible Office:</b>	The Office of Location & Environment is responsible for the overall management of the event and for entering the event’s completion date, along with any additional information specific to this event, into PSS.
<b>IJR1</b>	<b>Interchange Justification Report by OLE</b>
<b>Action:</b>	Develop a report and related documents to determine the need for access changes in conjunction with the National Environmental Policy Act (NEPA) process.
<b>Purpose:</b>	To gain approval for access changes on federal (interstate) and State (U.S. and Iowa primary highways) access-controlled roadways. The report will define a traffic operation or safety problem and provide operational analysis that leads to a solution.

Input:	<ul style="list-style-type: none"> <li>• Current and targeted design year traffic estimates</li> <li>• Design criteria</li> <li>• Access control information</li> <li>• Crash data</li> <li>• Land use information</li> <li>• Existing conditions analysis</li> <li>• Range of viable alternatives</li> <li>• Environmental data</li> </ul>
Output:	<p>One of the following three types of documents, for all access changes involving interchanges on the <a href="#">primary road system</a>:</p> <ul style="list-style-type: none"> <li>• An Interchange Justification Report (IJR) will be completed for all access changes involving an interchange on the federal (interstate) system and may be required for changes to the state (U.S. and Iowa primary highways) system.</li> <li>• An Interchange Operations Report (IOR) can be used on a case-by-case basis for minor interchange modifications on federal (interstate) and state (U.S. and Iowa primary highways) systems.</li> <li>• An Interchange Justification Letter (IJL) may be prepared for interchange modifications or a new interchange on a non-interstate, non-Priority 1 state highway.</li> </ul> <p>Acceptance of engineering operations by the District Engineer (DE)</p> <p>Approval by the Federal Highway Administration (FHWA) (for changes to the federal [interstate] system) or approval by the Highway Division Director and Planning, Programming, and Modal Division Director (for changes to the state [U.S. and Iowa primary highways] system)</p>
Affected Parties:	Office of Location & Environment, District Office, Office of Design, Office of Systems Planning, Office of Traffic & Safety, Office of Bridges & Structures, and Project Management Team
Responsible Office:	The Office of Location & Environment is responsible for the overall management of the event and for entering the event's completion date, along with any additional information specific to this event, into PSS.
IJR2	Interchange Justification Report by Design/Bridges/Structure
Action:	Develop a report and related documents to determine the need for access changes in conjunction with the National Environmental Policy Act (NEPA) process.
Purpose:	To gain approval for access changes on federal (interstate) and State (U.S. and Iowa primary highways) access-controlled roadways. The report will define a traffic operation or safety problem and provide operational analysis that leads to a solution.

Input:	<ul style="list-style-type: none"> <li>• Current and targeted design year traffic estimates</li> <li>• Design criteria</li> <li>• Access control information</li> <li>• Crash data</li> <li>• Land use information</li> <li>• Existing conditions analysis</li> <li>• Range of viable alternatives</li> <li>• Environmental data</li> </ul>
Output:	<p>One of the following three types of documents, for all access changes involving interchanges on the primary road system:</p> <ul style="list-style-type: none"> <li>• An Interchange Justification Report (IJR) will be completed for all access changes involving an interchange on the federal (interstate) system and may be required for changes to the state (U.S. and Iowa primary highways) system.</li> <li>• An Interchange Operations Report (IOR) can be used on a case-by-case basis for minor interchange modifications on federal (interstate) and state (U.S. and Iowa primary highways) systems.</li> <li>• An Interchange Justification Letter (IJL) may be prepared for interchange modifications or a new interchange on a non-interstate, non-Priority 1 state highway.</li> </ul> <p>Acceptance of engineering operations by the District Engineer (DE)</p> <p>Approval by the Federal Highway Administration (FHWA) (for changes to the federal [interstate] system) or approval by the Highway Division Director and Planning, Programming, and Modal Division Director (for changes to the state [U.S. and Iowa primary highways] system)</p>
Affected Parties:	Office of Location & Environment, District Office, Office of Design, Office of Systems Planning, Office of Traffic & Safety, Office of Bridges & Structures, and Project Management Team
Responsible Office:	The Office of Design and the Office of Bridges & Structures are responsible for the overall management of the event and for entering the event's completion date, along with any additional information specific to this event, into PSS.
<b>IJR3</b>	<b>Interchange Justification Report by District</b>
Action:	Develop a report and related documents to determine the need for access changes in conjunction with the National Environmental Policy Act (NEPA) process.
Purpose:	To gain approval for access changes on federal (interstate) and State (U.S. and Iowa primary highways) access-controlled roadways. The report will define a traffic operation or safety problem and provide operational analysis that leads to a solution.

Input:	<ul style="list-style-type: none"> <li>• Current and targeted design year traffic estimates</li> <li>• Design criteria</li> <li>• Access control information</li> <li>• Crash data</li> <li>• Land use information</li> <li>• Existing conditions analysis</li> <li>• Range of viable alternatives</li> <li>• Environmental data</li> </ul>
Output:	<p>One of the following three types of documents, for all access changes involving interchanges on the primary road system:</p> <ul style="list-style-type: none"> <li>• An Interchange Justification Report (IJR) will be completed for all access changes involving an interchange on the federal (interstate) system and may be required for changes to the state (U.S. and Iowa primary highways) system.</li> <li>• An Interchange Operations Report (IOR) can be used on a case-by-case basis for minor interchange modifications on federal (interstate) and state (U.S. and Iowa primary highways) systems.</li> <li>• An Interchange Justification Letter (IJL) may be prepared for interchange modifications or a new interchange on a non-interstate, non-Priority 1 state highway.</li> </ul> <p>Acceptance of engineering operations by the District Engineer (DE)</p> <p>Approval by the Federal Highway Administration (FHWA) (for changes to the federal [interstate] system) or approval by the Highway Division Director and Planning, Programming, and Modal Division Director (for changes to the state [U.S. and Iowa primary highways] system)</p>
Affected Parties:	Office of Location & Environment, District Office, Office of Design, Office of Systems Planning, Office of Traffic & Safety, Office of Bridges & Structures, and Project Management Team
Responsible Office:	The District is responsible for the overall management of the event and for entering the event's completion date, along with any additional information specific to this event, into PSS.
<b>IJR4</b>	<b>Interchange Justification Report by Systems Planning</b>
Action:	Develop a report and related documents to determine the need for access changes in conjunction with the National Environmental Policy Act (NEPA) process.
Purpose:	To gain approval for access changes on federal (interstate) and State (U.S. and Iowa primary highways) access-controlled roadways. The report will define a traffic operation or safety problem and provide operational analysis that leads to a solution.

Input:	<ul style="list-style-type: none"> <li>• Current and targeted design year traffic estimates</li> <li>• Design criteria</li> <li>• Access control information</li> <li>• Crash data</li> <li>• Land use information</li> <li>• Existing conditions analysis</li> <li>• Range of viable alternatives</li> <li>• Environmental data</li> </ul>
Output:	<p>One of the following three types of documents, for all access changes involving interchanges on the primary road system:</p> <ul style="list-style-type: none"> <li>• An Interchange Justification Report (IJR) will be completed for all access changes involving an interchange on the federal (interstate) system and may be required for changes to the state (U.S. and Iowa primary highways) system.</li> <li>• An Interchange Operations Report (IOR) can be used on a case-by-case basis for minor interchange modifications on federal (interstate) and state (U.S. and Iowa primary highways) systems.</li> <li>• An Interchange Justification Letter (IJL) may be prepared for interchange modifications or a new interchange on a non-interstate, non-Priority 1 state highway.</li> </ul> <p>Acceptance of engineering operations by the District Engineer (DE)</p> <p>Approval by the Federal Highway Administration (FHWA) (for changes to the federal [interstate] system) or approval by the Highway Division Director and Planning, Programming, and Modal Division Director (for changes to the state [U.S. and Iowa primary highways] system)</p>
Affected Parties:	Office of Location & Environment, District Office, Office of Design, Office of Systems Planning, Office of Traffic & Safety, Office of Bridges & Structures, and Project Management Team
Responsible Office:	The Office of Systems Planning is responsible for the overall management of the event and for entering the event's completion date, along with any additional information specific to this event, into PSS.
<b>IJR5</b>	<b>Interchange Justification Report Approval</b>
Action:	Provide final documentation to the Federal Highway Administration (FHWA) describing the access changes.
Purpose:	To gain FHWA's approval (that is, its signature on the appropriate documentation) for the access changes requested and proposed.
Input:	<ul style="list-style-type: none"> <li>• Final Interchange Justification Report (IJR), Interchange Operations Report (IOR), or Interchange Justification Letter (IJL)</li> <li>• Letter from District Engineer (DE) requesting approval</li> </ul>

Output:	District approval of the operations and FHWA's approval of the access change document
Affected Parties:	Office of Location & Environment, District Office, Office of Design, Office of Systems Planning, Office of Traffic & Safety, Office of Bridges & Structures, and Project Management Team
Responsible Office:	The office responsible for the IJR event tied to the specific project is responsible for the overall management of the event and for entering the event's completion date, along with any additional information specific to this event, into PSS.
<b>L01/L02</b>	<b>Letting-Grade/Letting-Paving and Incidentals</b>
Action:	Prepare projects for bidding, conduct the bidding, and award the contracts. This involves reviewing the project plans and preparing cost estimates, bidding documents, and proposals. It also involves printing proposals and plans, distributing bidding documents to prospective bidders, requesting the Federal Highway Administration's (FHWA's) approval, advertising and conducting the letting, analyzing bids, and awarding contracts.
Purpose:	<p>To establish contracts with a private construction company to perform the work outlined in the project plans.</p> <p>To ensure that the plans and specifications clearly outline the project's requirements and scope of work.</p> <p>To review all bids to determine whether the bidders can perform the work and that the project is awarded to the actual low bidder.</p>
Input:	A complete set of plans that includes all bid items and quantities and that outlines the required specifications and special provisions
Output:	A set of plans ready for bidding, including all bidding documents, and approvals
Affected Parties:	Office of Contracts
Responsible Office:	The Office of Contracts is responsible for the overall management of the event and for entering the event's completion date, along with any additional information specific to this event, into PSS.

N01	Noise Review
Action:	<p>For highway projects on new or existing alignments that are classified as <a href="#">Type I highway projects</a>:</p> <ul style="list-style-type: none"> <li>• Review the project area to determine the likelihood of noise receptor impacts. Reviews may be conducted using office data or field data depending on the project details and availability of pertinent information.</li> <li>• Conduct noise analyses for such projects that have been identified as having potentially impacted receptors.</li> </ul> <p>When there is a public complaint pertaining to traffic noise being generated from a highway:</p> <ul style="list-style-type: none"> <li>• Conduct a field review as is reasonable and as requested by the District Engineer (DE). Review concerns with the District and with citizens.</li> <li>• Provide guidance and recommendations as necessary to the District Office, the Iowa DOT <a href="#">Highway Division Management Team (HDMT)</a>, and the public.</li> </ul>
Purpose:	<p>To provide information on highway traffic noise on an as needed basis to allow the DE to address public noise concerns.</p> <p>To provide traffic noise abatement recommendations, in accordance with Iowa DOT's noise policy, for impacted receptors when it is found to be feasible and reasonable, and as agreed to by the DE.</p>
Input:	<ul style="list-style-type: none"> <li>• Maps or aerial photographs showing alternative project corridors</li> <li>• Geographic Information Systems (GIS) parcel data containing information on properties adjacent to the project corridor</li> <li>• Coordination with local, state, or federal resource agencies</li> <li>• MicroStation files and/or GIS files depicting alternative alignments</li> </ul>
Output:	<p>For Type I highway projects: A technical noise analysis that identifies traffic noise impacts, determines feasibility and reasonableness of providing noise abatement, and speaks to the likelihood of providing noise abatement</p> <p>For public noise complaints pertaining to existing highways: A summary of field review findings and recommendations, which is to be provided to the DE</p> <p>For National Environmental Policy Act (NEPA) documents: Appropriate analyses and documentation</p>
Affected Parties:	<p>Office of Location &amp; Environment, District Office, Office of Design, Office of Bridges &amp; Structures, Office of Right of Way, and Project Management Team</p>
Responsible Office:	<p>The Office of Location &amp; Environment is responsible for the overall management of the event and for entering the event's completion date, along with any additional information specific to this event, into PSS.</p>

P00	Planning Concept - Pre-Program
Action:	<p>Document in a Planning Concept statement the engineering analysis involved in developing a range of alternatives (PL1), refining the alternatives (PL2), and screening the alternatives to select a preferred alternative (depending on the level of detail for the study and environmental commitments).</p> <p>The Planning Concept - Pre-Program (P00) event is a preliminary design event complementing the National Environmental Policy Act (NEPA) environmental document development. The Planning Concept - Pre-Program (P00) event documents the engineering aspects of a project, decisions made, acceptable design variations, and the thought and intent behind the development of the alternatives. The Planning Concept - Pre-Program (P00) event is intended to distribute the engineering analysis that went into alternatives development within the Planning Concept - Range of Alternatives (PL1) and Planning Concept – Refined Alternatives (PL2) events and is intended to be a summary of the Location Study Report if a Location Study Report is required for the project.</p>
Purpose:	<p>To capture the preliminary design and engineering analysis completed in developing and screening a range of alternatives for a highway improvement project. Each project may be developed to a different level of detail but needs to be documented clearly so other offices know the decisions made and why the preferred alternative was selected. This should reduce rework as the project progresses through the development phases.</p>
Input:	<ul style="list-style-type: none"> <li>• Planning Concept - Range of Alternatives (PL1)</li> <li>• Planning Concept - Refined Alternatives (PL2)</li> <li>• Concurrence from the resource agencies on the Purpose and Need (CP1) (if applicable)</li> <li>• Concurrence from the resource agencies on the Alternatives to be Analyzed (CP2) (if applicable)</li> <li>• Concurrence from the resource agencies on the Alternatives to be Carried Forward (CP3) (if applicable)</li> <li>• Concurrence from the resource agencies on the Preferred Alternative (CP4) (if applicable)</li> <li>• Stakeholder involvement activities (P09, P10, P14, P15) (as needed)</li> <li>• Federal Highway Administration’s (FHWA’s) approval of the final environmental decision document (A03)</li> <li>• Interchange Justification Report by Office of Location &amp; Environment (IJR1) (if necessary)</li> </ul>
Output:	<p>A location study report, as necessary, (either written in-house or by consultant) that documents a summary of the work done and decisions made throughout the planning stage of the project</p> <p>The Planning Concept - Pre-Program (P00) statement, which may summarize or reference the location study report or other reports that contain the following: the existing conditions evaluation, guiding principles and design criteria, the development of the range of alternatives, preferred alternative selection process, summary of public and agency coordination, context sensitive solutions, etc.</p>

Affected Parties:	Office of Location & Environment – Location section, District Office, Office of Design, Office of Bridges & Structures, and Project Management Team
Responsible Office:	The Office of Location & Environment is responsible for the overall management of the event and for entering the event’s completion date, along with any additional information specific to this event, into PSS.
<b>P02</b>	<b>Preliminary Relocation Assistance Plan</b>
Action:	Prepare a study outlining the anticipated displacement impacts of various highway alternatives being considered during the environmental phase of project development.
Purpose:	To document the number of potential displacements for each highway alternative being studied; report any known unique social or economic issues; specify the types of properties being impacted; estimate the number of owner-occupied vs. number of tenant-occupied dwellings; discuss the impact on the local market caused by the displacements; and provide any implementation strategies that should be considered to minimize the impacts of the displacements if needed.
Input:	<ul style="list-style-type: none"> <li>• Maps or aerial photographs showing the delineated project corridor</li> <li>• Preliminary plans/concepts showing the various alternatives being considered</li> <li>• County Assessors’ listings</li> <li>• Multiple real estate listings</li> <li>• List of local builders and contractors</li> </ul>
Output:	A report outlining the anticipated displacement impacts of various highway alternatives being studied to ensure that Relocation Assistance is provided in such a manner that the problems associated with the displacement of individuals, families, businesses, farms, and nonprofit organizations are recognized and solutions are developed to minimize the adverse impacts of displacement
Affected Parties:	Office of Location & Environment – NEPA section
Responsible Office:	The Office of Right of Way is responsible for the overall management of the event and for entering the event’s completion date, along with any additional information specific to this event, into PSS.
<b>P03</b>	<b>FHWA Approval of Prelim. Environmental Doc. (EA/Draft EIS)</b>
Action:	<p>Prepare a document that describes and evaluates the expected social, economic, and environmental impacts of all proposed alternatives for a highway project.</p> <p>Prepare an Environmental Assessment (EA) when the expected environmental impacts of a project are not expected to be significant or are not immediately evident.</p> <p>Prepare a Draft Environmental Impact Statement (EIS) when the project has been determined to likely result in a major federal action significantly affecting the quality of the human and natural environment or is likely to be highly controversial.</p>

Purpose:	<p>To enable Iowa DOT and the Federal Highway Administration (FHWA) to determine which of the following applies:</p> <ul style="list-style-type: none"> <li>• The project is not expected to result in any significant social, economic, or environmental impacts. In this case, an EA and Finding of No Significant Impact (FONSI) are prepared and processed.</li> <li>• The project is expected to result in significant impacts or to be controversial on environmental grounds. In this case, a Draft EIS is completed in accordance with the National Environmental Policy Act (NEPA) and FHWA regulations.</li> </ul> <p>To communicate Iowa DOT's and FHWA's findings with regard to expected environmental impacts and mitigation commitments to resource agencies and the public.</p> <p>To serve as a tool for decision making and documentation of environmental commitments.</p>
Input:	<p>Relevant data, including:</p> <ul style="list-style-type: none"> <li>• Maps or aerial photographs with delineated project corridors</li> <li>• Property owner information</li> <li>• Project purpose and need, and general concept</li> <li>• Alternatives being considered, including any proposed interchange locations</li> <li>• Current and targeted design year traffic estimates</li> <li>• Results of preliminary surveys for regulated materials</li> <li>• List of protected plant and animal species</li> <li>• Phase I Archaeological Survey (H01) and Historic Architecture Survey and Evaluation (H03)</li> <li>• Results of the environmental scoping process</li> <li>• Data from preliminary stakeholder involvement activities</li> <li>• Wetland delineations</li> <li>• Preliminary estimates of residential and business displacements</li> </ul>
Output:	<p>The EA or Draft EIS, signed by FHWA and made available to appropriate agencies and the public for review</p>
Affected Parties:	<p>Office of Location &amp; Environment and FHWA</p>
Responsible Office:	<p>The Office of Location &amp; Environment is responsible for the overall management of the event and for entering the event's completion date, along with any additional information specific to this event, into PSS.</p>
P05	<p>Municipal/County Pre-Design Agreement</p>
Action:	<p>Make an agreement with the Local Public Agency (LPA) prior to design completion and development of costs for a primary road project that affects the LPA (that is, a project involving either county side road(s) or primary road extension within the corporate limits of a city that may or may not affect a city side street).</p>

Purpose:	To outline the division of responsibilities of the parties related to right of way acquisition, access control, design of the project, and utility adjustments. Typically, a Preconstruction Agreement follows to cover further project-related responsibilities including marked primary road detours and any participation by the LPA in the costs of the project.
Input:	Completed checklist for primary road project agreement
Output:	Executed Predesign Agreement
Affected Parties:	Depending on the content of the agreement, affected parties could include: District Office, Office of Design, Office of Traffic & Safety, Office of Bridges & Structures, Office of Contracts, Office of Program Management, Office of Right of Way, Office of Finance, Office of Audits, Office of Location & Environment, and Research & Technology Bureau
Responsible Office:	The Office of Local Systems is responsible for the overall management of the event and for entering the event's completion date, along with any additional information specific to this event, into PSS.
<b>P08</b>	<b>Municipal/County Pre-Construction Agreement</b>
Action:	<p>Make an agreement with the Local Public Agency (LPA) prior to a <a href="#">project letting</a> and contract award for a primary road project that affects the LPA (that is, a project involving either county side road(s) or primary road extension within the corporate limits of a city that may or may not affect a city side street).</p> <p>Rural projects where side road construction extends beyond the primary highway right of way limits require an agreement with the county. Projects located entirely or partially within the corporate limits of a city that involve construction not classified as maintenance type work generally require a Preconstruction Agreement.</p>
Purpose:	To outline the division of responsibilities of the parties related to costs; right of way acquisition; road or street closures or relocations, both temporary and permanent; maintenance; detours; lighting, signing, and signalization of interchanges or intersections; roadway lighting energy and maintenance; access control; design of the project; letting; construction; construction inspection; parking; gradelines; utility adjustments; sidewalks; storm sewers; and encroachments.
Input:	Completed checklist for primary road project agreement, including an estimate of LPA costs, if any, and a location map
Output:	Executed Preconstruction Agreement
Affected Parties:	Depending on the content of the agreement, affected parties could include: District Office, Office of Design, Office of Traffic & Safety, Office of Bridges & Structures, Office of Contracts, Office of Program Management, Office of Right of Way, Office of Finance, Office of Audits, Office of Location & Environment, and Research & Technology Bureau

Responsible Office:	The Office of Local Systems is responsible for the overall management of the event and for entering the event's completion date, along with any additional information specific to this event, into PSS.
<b>P09</b>	<b>Public Information Meeting (PIM)</b>
Action:	Notify the public of potential road improvement projects and their potential impacts.
Purpose:	To conduct a public information meeting (PIM) to inform property owners and the public about potential projects and their potential impacts, and to receive their input concerning those impacts. Tools used for the PIM include letters, newsletters, media contacts, press releases, displays, <a href="#">exhibits</a> , and handouts.
Input:	<ul style="list-style-type: none"> <li>• Roadway plans</li> <li>• Certified list of potentially affected agricultural land owners (as defined in Iowa Code Chapter 6B) (if applicable)</li> <li>• List of non-agricultural property owners (as defined in Iowa Code Chapter 6B)</li> <li>• Project development schedule</li> <li>• Cost estimate</li> <li>• Detour route</li> <li>• Proposed right of way taking</li> </ul>
Output:	Increased public awareness and public input in project development
Affected Parties:	Office of Location & Environment – Public Involvement section, District Office, Office of Right of Way, Office of Design, Office of Bridges & Structures, Office of Contracts, and Project Management Team
Responsible Office:	The District is responsible for the overall management of the event and for entering the event's completion date, along with any additional information specific to this event, into PSS.
<b>P10</b>	<b>Public Involvement Activities by District</b>
Action:	Notify the public of potential road improvement projects and their potential impacts.
Purpose:	To use one or more of several tools to inform property owners and the public about potential projects and their project impacts, and to receive their input concerning those impacts. Tools include a public information meeting (PIM), neighborhood meeting, individual property owner contacts either in person or by phone, letters, newsletters, media contacts, and press releases.
Input:	<ul style="list-style-type: none"> <li>• Roadway plans</li> <li>• List of property owners</li> <li>• Project development schedule</li> <li>• Cost estimate</li> <li>• Detour route</li> <li>• Proposed right of way taking</li> </ul>

Output:	Increased public awareness and public input in project development
Affected Parties:	District Office, Office of Right of Way, Office of Design, Office of Bridges & Structures, Office of Contracts, and Project Management Team
Responsible Office:	The District is responsible for the overall management of the event and for entering the event's completion date, along with any additional information specific to this event, into PSS.
<b>P12</b>	<b>Media Contact</b>
Action:	Notify the public of project information, including changes and updates.
Purpose:	To notify the public about road closures, construction schedules, changes in detour routes, and <i>de minimis</i> Section 4(f) impacts.
Input:	<ul style="list-style-type: none"> <li>• Detour route information</li> <li>• Project development schedules</li> <li>• Project location and Section 4(f) impacts</li> </ul>
Output:	Published notice(s) in area newspapers and on the Iowa DOT website
Affected Parties:	Office of Location & Environment – Public Involvement section, District Office, Office of Right of Way, Office of Design, Office of Bridges & Structures, and Project Management Team
Responsible Office:	The Office of Location & Environment is responsible for the overall management of the event and for entering the event's completion date, along with any additional information specific to this event, into PSS.
<b>P14</b>	<b>Corridor Preservation</b>
Action:	Notify appropriate local officials and the public of the implementation, renewal, or modification of a <a href="#">corridor preservation zone (CPZ)</a> in the area of a possible road improvement.
Purpose:	To preserve the right of way needed for possible roadway improvements.
Input:	<ul style="list-style-type: none"> <li>• Approval of the Highway Division Director to implement corridor preservation</li> <li>• Approval by the Iowa Transportation Commission for funding</li> <li>• Limits of the CPZ</li> <li>• Map identifying the CPZ</li> <li>• Approved staff action</li> <li>• List of appropriate local (city and county) officials</li> </ul>
Output:	Notice to local officials of the implementation, renewal, or modification of a CPZ, and published CPZ notice and map in area newspapers

Affected Parties:	Office of Location & Environment – Public Involvement section, District Office, Office of Right of Way, Office of Design, Office of Bridges & Structures, and Project Management Team
Responsible Office:	The District and the Office of Location & Environment are responsible for the overall management of the event and for entering the event’s completion date, along with any additional information specific to this event, into PSS.
<b>P15</b>	<b>Public Hearing</b>
Action:	Present to the public the Environmental Assessment (EA) or Environmental Impact Statement (EIS) and the potential impacts of the alternatives for potential road improvement projects.
Purpose:	To conduct a public hearing to inform property owners and the public about project alternatives and to receive their input concerning those alternatives. Tools used for the public hearing include letters, newsletters, media contacts, press releases, displays, exhibits, handouts, and a formal presentation with a <a href="#">question and answer session</a> .
Input:	<ul style="list-style-type: none"> <li>• EA or EIS</li> <li>• Project alternatives</li> <li>• Project footprint</li> <li>• Certified list of potentially affected agricultural land owners (as defined in Iowa Code Chapter 6B) (if applicable)</li> <li>• List of non-agricultural property owners (as defined in Iowa Code Chapter 6B)</li> </ul>
Output:	Increased public awareness, input into project development, and increased knowledge of environmental issues
Affected Parties:	Office of Location & Environment – Public Involvement section, District Office, Office of Right of Way, Office of Design, Office of Bridges & Structures, Office of Contracts, and Project Management Team
Responsible Office:	The Office of Location & Environment is responsible for the overall management of the event and for entering the event’s completion date, along with any additional information specific to this event, into PSS.
<b>PL1</b>	<b>Planning Concept - Range of Alternatives</b>
Action:	Develop a range of alternatives that meet the purpose and need for the project using current design software.
Purpose:	To document the work in developing a range of alternatives that are bounded by the project study area and meet the purpose and need for the project. The range of alternatives will be reviewed with Iowa DOT management and resource agencies for concurrence, as required.

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Input:	<ul style="list-style-type: none"> <li>• Planning study corridor</li> <li>• Design criteria and guiding principles</li> <li>• Purpose and need for the project</li> <li>• Preliminary access control determination</li> <li>• Existing and proposed land use</li> <li>• Existing and design year traffic projections</li> <li>• Existing and design year traffic analysis</li> <li>• Bypass evaluation (as needed)</li> <li>• Planning level or Light Detection and Ranging (LiDAR) digital terrain model (DTM) and digital aerial photographs (D01)</li> <li>• Existing conditions analysis</li> <li>• Potential Borrow and Alignment Review (S01)</li> <li>• Preliminary Wetland Review (W00)</li> <li>• Threatened/Endangered Species Review (TE0)</li> <li>• Cultural Resources Assessment (H00)</li> <li>• Preliminary Regulated Materials Review (F01)</li> <li>• Stakeholder involvement activities (P09, P10, P14) (as needed)</li> <li>• Environmental constraint map documenting known environmental conditions in the planning study corridor area</li> </ul>
Output:	<p>A range of alternatives that satisfies the basic purpose and need for the project.</p> <p>A draft area of potential impact for each alternative to be used in evaluating potential environmental impacts.</p> <p>Identified potential bridge locations for each alternative for review and further development.</p> <p>A draft location study report and draft concept statement (P00) (written by either Iowa DOT staff or by consultant) that document the work done and decisions made in developing a range of alternatives. The draft location study report and concept documents the existing conditions evaluation, guiding principles and design criteria, agency coordination, context sensitive solutions, etc., or references this information contained in other reports.</p> <p>An opinion of probable cost for each alternative under consideration.</p>
Affected Parties:	Office of Location & Environment – Location section, District Office, Office of Design, Office of Bridges & Structures, and Project Management Team
Responsible Office:	The Office of Location & Environment is responsible for the overall management of the event and for entering the event’s completion date, along with any additional information specific to this event, into PSS.
PL2	Planning Concept - Refined Alternatives
Action:	Refine the range of alternatives using current design software and adjust the alternatives as necessary to avoid or minimize potential impacts on environmental constraints identified in the environmental resources review.

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Purpose:	To document the work in refining the range of alternatives developed in the <a href="#">PL1</a> event. Through this process, specific alternatives in the range may be recommended for continued refinement or elimination from further consideration. The refined alternatives will be reviewed with Iowa DOT management and resource agencies for concurrence, as required.
Input:	<ul style="list-style-type: none"> <li>• Planning Concept - Range of Alternatives (<a href="#">PL1</a>)</li> <li>• Concurrence from the resource agencies on the Range of Alternatives (<a href="#">CP2</a>)</li> <li>• Preliminary Wetland Review (<a href="#">W00</a>)</li> <li>• Threatened/Endangered Species Review (<a href="#">TE0</a>)</li> <li>• Threatened/Endangered Species Consultation and Clearance (<a href="#">TE1</a>)</li> <li>• Phase I Archaeological Survey (<a href="#">H01</a>)</li> <li>• Historic Architecture Survey and Evaluation (<a href="#">H03</a>)</li> <li>• Public involvement activities (<a href="#">P09</a>, <a href="#">P10</a>, <a href="#">P14</a>, <a href="#">P15</a>) (as needed)</li> </ul>
Output:	<p>Refined alternatives for review and concurrence at Concurrence Point 3 – Alternatives to be Carried Forward (<a href="#">CP3</a>).</p> <p>An area of potential impact for each alternative to be used in evaluating potential environmental impacts.</p> <p>A draft location study report and draft concept statement (<a href="#">P00</a>) (written by either Iowa DOT staff or by consultant) that document the work done and decisions made in developing the range of alternatives. The draft location study report and concept documents the existing conditions evaluation, guiding principles and design criteria, agency coordination, context sensitive solutions, etc., or references this information contained in other reports.</p> <p>An opinion of probable cost of each alternative under consideration.</p>
Affected Parties:	Office of Location & Environment – Location section, District Office, Office of Design, Office of Bridges & Structures, and Project Management Team
Responsible Office:	The Office of Location & Environment is responsible for the overall management of the event and for entering the event’s completion date, along with any additional information specific to this event, into PSS.
<b>R00</b>	<b>Plot Plans and Summary Sheets to District</b>
Action:	Prepare plot plans and summary sheets that summarize the right of way impacts on a parcel by parcel basis. Provide plot plans and summary sheets to the District Land Surveyor for use in completion of the Acquisition Plats and Legal Descriptions ( <a href="#">T02</a> ).
Purpose:	To provide a milestone event marking the submittal of the completed right of way design and layout.

Input:	<ul style="list-style-type: none"> <li>• Reports of record ownership</li> <li>• Final design plans</li> <li>• Cross sections</li> <li>• Mitigation sites</li> <li>• Regulated materials determination</li> </ul>
Output:	Completed right of way plot plan and summary sheets
Affected Parties:	Office of Right of Way, District Land Surveyor, and Office of Rail Transportation
Responsible Office:	The Office of Right of Way is responsible for the overall management of the event and for entering the event's completion date, along with any additional information specific to this event, into PSS.
<b>R01</b>	<b>Right of Way Layout</b>
Action:	Perform right of way design and layout. Determine the proposed right of way needs, both permanent and temporary. Identify property ownership and order title information. Complete right of way plan, with a parcel checklist showing owner's names and areas of proposed acquisition.
Purpose:	To provide sufficient right of way design and layout in order to accomplish public contact requirements.
Input:	<ul style="list-style-type: none"> <li>• Plans to Right of Way (D05)</li> <li>• Cross sections</li> <li>• Mitigation sites</li> <li>• Regulated materials determination</li> </ul>
Output:	Initial right of way layout pending stakeholder input
Affected Parties:	Office of Right of Way, Office of Design, District Office, Office of Location & Environment, Office of Traffic & Safety – Utilities section, and Office of Rail Transportation
Responsible Office:	The Office of Right of Way is responsible for the overall management of the event and for entering the event's completion date, along with any additional information specific to this event, into PSS.
<b>R02</b>	<b>Right of Way Appraisal</b>
Action:	Provide an estimate of just compensation, as defined by the Iowa Code for that portion of property being acquired, including damage caused by the acquisition.
Purpose:	To provide a value basis for negotiation and/or condemnation process.

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Input:	<ul style="list-style-type: none"> <li>• Plan showing the right of way design and layout</li> <li>• Cross sections</li> <li>• Parcel file containing: <ul style="list-style-type: none"> <li>○ Report of liens indentifying the owners of record and containing the legal description of the total property</li> <li>○ Plot plan and summary sheet</li> <li>○ Survey plat and legal description (T02) (survey plats not required for temporary easements)</li> </ul> </li> </ul>
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Output:	Written estimate of just compensation for use in negotiation and/or condemnation of the rights to be acquired
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Affected Parties:	Office of Right of Way and Office of Rail Transportation
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Responsible Office:	The Office of Right of Way is responsible for the overall management of the event and for entering the event's completion date, along with any additional information specific to this event, into PSS.
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<b>R03</b>	<b>Right of Way Negotiation</b>
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Action:	Negotiate an acquisition contract that is acceptable to both Iowa DOT and the property owner.
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Purpose:	To acquire the necessary land, temporary easements, access rights, or other rights for the construction and maintenance of <a href="#">transportation facilities</a> .
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Input:	<ul style="list-style-type: none"> <li>• Plan showing the right of way design and layout</li> <li>• Cross sections</li> <li>• Appraisal of the real estate value</li> <li>• Parcel file containing: <ul style="list-style-type: none"> <li>○ Report of liens indentifying the owners of record and containing the legal description of the total property</li> <li>○ Plot plan and summary sheet</li> <li>○ Survey plat and description (T02) (survey plats not required for temporary easements)</li> </ul> </li> </ul>
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Output:	Acquisition contract acquiring the property and/or rights needed for the project
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Affected Parties:	Office of Right of Way
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Responsible Office:	The Office of Right of Way is responsible for the overall management of the event and for entering the event's completion date, along with any additional information specific to this event, into PSS.
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<b>R04</b>	<b>Right of Way Acquisition</b>
Action:	Provide and secure signed transfer documents from landowners. Acquire the necessary land, temporary easements, access rights, or other rights for the construction and maintenance of transportation facilities either through friendly acquisition contracts or eminent domain action when an acquisition contract is not signed by the owner.
Purpose:	To provide clear title through friendly acquisition contracts or the eminent domain process and provide a method for the landowner to receive just compensation under the Iowa Code.
Input:	<ul style="list-style-type: none"> <li>• Completion of good faith negotiations</li> <li>• Right of way notice to landowner in the case of eminent domain action</li> <li>• Current report of liens</li> <li>• Plan showing the right of way design and layout</li> <li>• Cross sections</li> <li>• Appraisal of the real estate value</li> <li>• Survey plat and description for permanent acquisitions and, in the case of eminent domain actions, survey descriptions for temporary acquisitions</li> <li>• Staking of the proposed acquisition (in the case of eminent domain actions)</li> <li>• Compliance with notification requirements of Iowa Code Chapter 6B (in the case of eminent domain actions)</li> </ul>
Output:	Legal transfer of the title from the landowner to the state of Iowa (State) occurs using properly executed signed documents or the eminent domain process; the landowners would receive just compensation. (Possession of required right of way occurs unless personal property relocation is required.)
Affected Parties:	Office of Right of Way, District Office, Office of Contracts, and Office of Traffic & Safety – Utilities section
Responsible Office:	The Office of Right of Way is responsible for the overall management of the event and for entering the event's completion date, along with any additional information specific to this event, into PSS.
<b>R05</b>	<b>Right of Way Relocation</b>
Action:	Assist the owner, tenant, or business in finding alternative housing or an alternative business location.
Purpose:	To provide decent, safe, and sanitary housing for displaced residents or to help re-establish business operations.
Input:	<ul style="list-style-type: none"> <li>• Identification of owner- or tenant-occupied residences or businesses affected by the acquisition (needed for the relocation study)</li> <li>• Signed acquisition contract or acquisition through eminent domain (needed after the study and prior to paying relocation benefits)</li> <li>• Appraisal of real estate value (needed to determine owner- or tenant-occupied residential relocation benefits)</li> </ul>

Output:	A vacated property (The owner, tenant, or business has relocated to alternative housing or facilities, and the property is clear for demolition or removal of structures.)
Affected Parties:	Office of Right of Way, District Office, and Office of Contracts
Responsible Office:	The Office of Right of Way is responsible for the overall management of the event and for entering the event's completion date, along with any additional information specific to this event, into PSS.
<b>R07</b>	<b>Right of Way Field Exam</b>
Action:	Review in the field what impacts the proposed right of way and project have on the properties along the project.
Purpose:	<p>To provide an on-site review of the proposed design.</p> <p>To make final adjustments, if needed, to minimize adverse impacts on affected properties while ensuring that all construction and maintenance needs are covered by the proposed right of way.</p> <p>To confirm that access needs of the properties are being addressed in accordance with Iowa DOT's Access Policy.</p>
Input:	<ul style="list-style-type: none"> <li>• Plans to Right of Way (D05)</li> <li>• Reports of record ownership</li> <li>• Cross sections</li> <li>• Mitigation sites</li> <li>• Regulated materials determination</li> <li>• Plan showing right of way design and layout</li> </ul>
Output:	Recommended adjustments to the right of way plan to complete the Right of Way Layout (R01)
Affected Parties:	Office of Right of Way, District Office, Office of Design, Office of Bridges & Structures, Project Management Team, and local officials
Responsible Office:	The Office of Right of Way is responsible for the overall management of the event and for entering the event's completion date, along with any additional information specific to this event, into PSS.
<b>RR00</b>	<b>Office of Rail Concept Review</b>
Action:	Review and evaluate the project concept for impacts on railroads that would require an agreement and/or special provision. Project concepts to be reviewed would involve repair and rehabilitation of bridge and culvert structures, extensive riprap projects that protect a road embankment, and bridge or surface improvements including repair and replacement of various structural elements and roadway surfaces.

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Purpose:	<p>To allow the Office of Rail Transportation to review projects at early stages of development, including the purpose of and need for the project, to determine whether there is railroad involvement.</p> <p>To consider impacts on railroads at the earliest practical time in project development, to avoid and minimize impacts to the extent practicable, and to diligently pursue cooperation and consultation so that Iowa DOT and railroad companies are involved at key decision points.</p>
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Input:	<ul style="list-style-type: none"> <li>• Current project files, such as bridge and roadway maintenance reports/bridge maintenance repair recommendations, existing bridge and roadway plans, rating files, sufficiency inventory and appraisal (SI&amp;A)</li> <li>• Programming schedule and cost data</li> <li>• Survey for revetment projects</li> <li>• Assistance from the Office of Design in identifying traffic control, erosion, and other pertinent issues</li> </ul>
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Output:	<p>Office of Rail Transportation review date</p> <p>Determination of involvement by the Office of Rail Transportation and railroad companies</p> <p>Railroad clearance issues</p> <p>Railroad company(ies) involved</p> <p>Notes from the Office of Rail Transportation on its initial review of the project concept</p>
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Affected Parties:	Office of Rail Transportation, District Office, Office of Design, Office of Bridges & Structures, and Project Management Team
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Responsible Office:	The Office of Rail Transportation is responsible for the overall management of the event and for entering the event's completion date, along with any additional information specific to this event, into PSS.
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<b>RR01</b>	<b>Initial Railroad Concurrence Review</b>
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Action:	Meet with the railroad company(ies) to introduce new projects, provide project background information, and obtain concurrence on the feasibility of the project as presented from the railroad company's point of view.
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Purpose:	<p>To consider impacts on railroads at the earliest practical time in project development, to avoid and minimize impacts to the extent practicable, and to diligently pursue cooperation and consultation so that appropriate railroad companies are involved at key decision points.</p> <p>To provide information to the railroad company(ies) to gain concurrence that the purpose and need sufficiently addresses the specific project issues.</p> <p>To identify any railroad company concerns that can be addressed during the project development process.</p>
Input:	<ul style="list-style-type: none"> <li>• Project plans, preferably from the Design Field Exam (D02) or Drainage Design and Miscellaneous Layout to Office of Design (B02) stage or greater, if available</li> <li>• Bridge maintenance reports/bridge maintenance repair recommendations, existing bridge plans, rating files, and sufficiency inventory and appraisal (SI&amp;A)</li> <li>• Programming schedule and cost data</li> <li>• Survey for revetment projects</li> <li>• Assistance from the Office of Design in identifying traffic control, erosion, and other pertinent issues</li> </ul>
Output:	Additional information from the railroad company(ies) that may guide the alternatives development phases
Affected Parties:	District Office, Office of Design, Office of Bridges & Structures, and Project Management Team
Responsible Office:	The Office of Rail Transportation is responsible for the overall management of the event and for entering the event's completion date, along with any additional information specific to this event, into PSS.
<b>RR02</b>	<b>Railroad Review of ROW Easement</b>
Action:	<p>Determine right of way needs, and provide right of way needs and an estimate of just compensation, as defined by the Iowa Code, to the railroad company's real estate department for review. The estimate should also include damage caused by the acquisition. Specific activities include the following:</p> <ul style="list-style-type: none"> <li>• Receive right of way design and layout from the Office of Right of Way. <ul style="list-style-type: none"> <li>○ Identify property ownership, and order title information.</li> <li>○ Determine the proposed right of way needs, both permanent and temporary.</li> <li>○ Complete the right of way plan, with a parcel checklist showing owner's names and areas of proposed acquisition.</li> </ul> </li> <li>• Determine a value basis for negotiation for right of way.</li> <li>• Provide right of way needs and an estimate of just compensation to the railroad company's real estate department for review.</li> <li>• Receive input from the railroad company to develop an exhibit for the Construction &amp; Maintenance Agreement.</li> </ul>

Purpose:	To provide sufficient right of way design and layout in order to allow a railroad company's real estate department to review it and to work with the Office of Rail Transportation to create an exhibit for the Construction & Maintenance Agreement.
Input:	<ul style="list-style-type: none"> <li>• Plans to Right of Way (D05)</li> <li>• Cross sections</li> <li>• Mitigation sites</li> <li>• Plan showing the right of way design and layout</li> <li>• Regulated materials determination</li> <li>• Parcel file containing: <ul style="list-style-type: none"> <li>○ Legal description of the total property</li> <li>○ Plot plan and summary sheet</li> <li>○ Survey plat and legal description (T02) (survey plats <b>ARE</b> required for temporary easements)</li> </ul> </li> </ul>
Output:	<p>Initial right of way layout pending public input</p> <p>Written estimate of just compensation for use in negotiation of the rights to be acquired</p>
Affected Parties:	Office of Rail Transportation, District Office, Office of Design, Office of Bridges & Structures, Project Management Team, Office of Right of Way
Responsible Office:	The Office of Rail Transportation, Office of Right of Way, Office of Design, or Office of Bridges & Structures is responsible for the overall management of the event and for entering the event's completion date, along with any additional information specific to this event, into PSS.
<b>RR03</b>	<b>Final Railroad Concurrence Point</b>
Action:	Submit a near complete set of plans to the Office of Rail Transportation with all the design information necessary for the Office of Rail Transportation to complete its analysis of the type, size, and location (TS&L) of the structures or surfaces.
Purpose:	To provide the Office of Rail Transportation with the design information it needs to complete its railroad negotiations/review, and its assessment of the TS&L of the culverts, bridges, and other drainage structures required on the project.
Input:	<ul style="list-style-type: none"> <li>• Plans and cross sections from the Plans to Right of Way (D05) submittal or greater</li> <li>• Complete right of way parcel file containing the items listed under Railroad Review of ROW Easement (RR02)</li> <li>• Final Construction &amp; Maintenance Agreement</li> <li>• Draft of contract specifications and a decision on protective insurance limits</li> <li>• Sheet submittals from other offices or consultants, completed soils information (S03), and any comments received during plan review</li> </ul>
Output:	Updated draft plans and cross sections including adjustments from the field exam and proposed ditch grades

Affected Parties:	Office of Rail Transportation, District Office, Office of Design, Office of Bridges & Structures, Project Management Team, Office of Right of Way
Responsible Office:	The Office of Rail Transportation is responsible for the overall management of the event and for entering the event's completion date, along with any additional information specific to this event, into PSS.
RR04	Railroad Agreement
Action:	Update the railroad company on the project status and obtain concurrence on Construction & Maintenance Agreement language. Ensure that the Construction & Maintenance Agreement, with all exhibits attached, has been reviewed and is adequate to advance to the execution stage.
Purpose:	<p>To gain concurrence with the railroad company, at the final stages of development, that the preferred alternative sufficiently addresses the concerns of the railroad company.</p> <p>To ensure that the information provided and the data collected are adequate for the railroad company to convey title to land, and execute agreement documents within the project schedule.</p>
Input:	<ul style="list-style-type: none"> <li>• Final plans (D06/D07/D08/D09)</li> <li>• Cross sections</li> <li>• Plan showing the right of way design and layout</li> <li>• Traffic control and construction staging</li> <li>• Exhibit for right of way containing: <ul style="list-style-type: none"> <li>○ Legal description of the total property</li> <li>○ Plot plan and summary sheet</li> <li>○ Survey plat and legal description (T02) (survey plats <b>ARE</b> required for temporary easements)</li> <li>○ Compensation estimate or appraisal</li> </ul> </li> </ul>
Output:	<p>Executed Agreement</p> <p>Removal of railroad clearance on project</p> <p>Notice to Systems Operations Bureau – Specifications section for creation of SP, SS, or DS (Design will use specification language to select appropriate Bid Items for Railroad Protective Insurance and other insurance requirements prior to plan turn-in date.)</p>
Affected Parties:	District Office, Office of Design, Office of Bridges & Structures, Systems Operations Bureau – Specifications section, Office of Right of Way
Responsible Office:	The Office of Rail Transportation is responsible for the overall management of the event and for entering the event's completion date, along with any additional information specific to this event, into PSS.

<b>RR05</b>	<b>Railroad Protective Insurance Review Post Letting</b>
Action:	Receive from the presumed low bidder its insurance policy with described limits of coverage indicated by Bid Items. Confirm the inclusion of bid items consistent with the insurance requirements for the project (occurs post letting but prior to contract award). Provide this policy document to the railroad company's risk management department for review and concurrence prior to Iowa DOT executing the contract with the contractor.
Purpose:	To verify that the contractor has submitted the insurance documents called for in the bid items attached to the contract, and to provide an opportunity for the railroad company to review the insurance coverage that has been taken out by the contractor to cover the railroad company for work in the railroad right of way.
Input:	<ul style="list-style-type: none"> <li>• Specifications attached to plans prior to plan turn-in</li> <li>• Selected Bid Items based on specification language added to plans</li> </ul>
Output:	<p>Concurrence from the railroad company's risk management department</p> <p>An executed contract with a contractor as the project advances to the construction phase</p>
Affected Parties:	Office of Rail Transportation, District Office, Office of Construction, Project Management Team, Office of Contracts, Office of Finance
Responsible Office:	The Office of Contracts is responsible for the overall management of the event and for entering the event's completion date, along with any additional information specific to this event, into PSS.
<b>S01</b>	<b>Potential Borrow and Alignment Review</b>
Action:	Review corridor and plan information for any grade or alignment changes that are necessary based on the Office of Design – Soils Design section's considerations, and identify multiple potential borrow sites. <b>Potential borrow and alignment reviews</b> are most common for grading projects but may be applicable to other project types as well.
Purpose:	To allow the Office of Design – Soils Design section's considerations and constraints to be incorporated into selection of the final horizontal and vertical alignment, and to allow survey coverage of and all clearances (for example, archaeological and environmental) for potential borrow sites to begin.
Input:	<ul style="list-style-type: none"> <li>• Any available Environmental Impact Statement (EIS)-type information</li> <li>• Proposed corridor limits</li> <li>• Aerial photograph layout</li> <li>• Grade and alignment proposals</li> <li>• General borrow need, if known or estimated</li> <li>• Any other available and pertinent information</li> </ul> <p>Note: This information is needed as soon as possible after preliminary engineering is completed and environmental data are collected (that is, as soon as corridor, alternative alignments, and other listed information is available).</p>

Output:	Documentation (submittal memo with attachments or links to include, but not be limited to, aerial photographs and design files) of any horizontal or vertical restrictions or any alignment area to avoid for geotechnical reasons, and of the limits of all potential borrow areas. The submittal will include discussion as necessary and appropriate.
Affected Parties:	Office of Design – Soils Design section
Responsible Office:	The Office of Design is responsible for the overall management of the event and for entering the event’s completion date, along with any additional information specific to this event, into PSS.
<b>S02</b>	<b>Identification of Soils Related ROW Issues</b>
Action:	Identify all soils-related items affecting right of way and/or requiring more right of way for a given project. Typically include final borrow selection as well as stability berms, backslope benches, and other stability features. Design changes made by others during this event must be conveyed as soon as possible to the Office of Design – Soils Design section to avoid delaying this event. Identification of soils-related right of way issues is most common for grading projects but may be applicable to other project types as well.
Purpose:	To allow right of way acquisition to start in a timely manner.  Note: The Identification of Soils Related ROW Issues (S02) submittal is a part of the overall Plans to Right of Way (D05) submittal.
Input:	<ul style="list-style-type: none"> <li>• Plan and profile sheets updated after the field exam to include all changes (except minor details) and considered final with respect to alignment and grade; includes “packaging” for grading projects (that is, breaking up a larger project into smaller grading projects), if known or estimated</li> <li>• Project cross sections</li> <li>• Final borrow need and distribution (mass diagram)</li> <li>• Project breaks</li> <li>• Location of all bridges, culverts, etc.</li> </ul> <p>Note: Completion of the Identification of Soils Related ROW Issues (S02) event requires that most of the drilling be performed, which may require several months to complete. The above information is needed as soon as possible after the field exam has been completed, all necessary approvals have been obtained, and the final alternative has been selected.</p>
Output:	Documentation (submittal memo with attachments or links to include, but not be limited to, aerial photographs, plan sheets, and cross sections) defining additional right of way areas to acquire for the purposes of the Office of Design – Soils Design section (for example, final borrows and stability berms). The submittal will include a conceptual borrow design and discussion as necessary and appropriate.
Affected Parties:	Office of Design – Soils Design section and Office of Materials

Responsible Office:	The Office of Design is responsible for the overall management of the event and for entering the event's completion date, along with any additional information specific to this event, into PSS.
<b>S03</b>	<b>Soils Design Complete</b>
Action:	Complete and turn in all soils and soils-related work for grading and grading-related projects, including soils plan and profile sheets (Q sheets); subgrade treatment tab; longitudinal subdrain tab; shrinkage tab; incorporation of all stability items (for example, benches, berms, blankets, and drains) onto Q sheets and cross sections; all soils usage (that is, select) information on final cross sections; <a href="#">geotechnical designs</a> for remediation, etc., on final cross sections; borrow sheets (R sheets) with final borrow design (plan view and profiles); borrow cross sections with identification and delineation of all soil types; any other required tabs; and anything else pertaining to soils design.
Purpose:	To provide all soils design requirements and plan sheets, etc., from the Office of Design – Soils Design section to a final design section in the Office of Design, and to provide all soils design sheets, tabs, and other items pertaining to soils design that go in the contract plans.  Note: The Soils Design Complete (S03) submittal becomes a part of the overall design plan turn-in.
Input:	<ul style="list-style-type: none"> <li>• Final plan and profile sheets</li> <li>• Final cross sections</li> <li>• Detailed borrow need from each borrow site</li> <li>• Any staging and packaging information</li> <li>• Any project breaks or similar item</li> <li>• All related final project information, including such things as culverts that will be let separately from the grading project with a different project number</li> </ul> <p>Note: Project changes made at this time may delay completion of the Soils Design Complete (S03) event. The above information is needed after the contract packaging and during or near the end of final plan development. It is assumed that no grade or alignment changes occur during final plan development.</p>
Output:	Turn-in (to the Office of Design – Design section) of all items listed above in “Action.” The submittal will include discussion as necessary and appropriate.
Affected Parties:	Office of Design – Soils Design section and Office of Materials
Responsible Office:	The Office of Design is responsible for the overall management of the event and for entering the event's completion date, along with any additional information specific to this event, into PSS.

<b>S04</b>	<b>Soils Submittal to Bridge</b>
Action:	Complete and turn in all structure-related soils and foundation work for bridges, culverts, and similar projects, including Soils Profile Sheets (SPS); the Report of Bridge Sounding; the Supplemental Report of Bridge Sounding (which includes settlement analysis, stability analysis, and input and recommendations on the type and design of foundation needed); core-outs or other types of needed ground improvements; and other items pertaining to soils- and foundation-related issues for the structure.
Purpose:	To provide to the Office of Bridges & Structures all soils design information and evaluation needed for use in design of foundation elements and in <a href="#">final bridge design</a> plans as well as soils or soils-related plan sheets that go in the final bridge plans.  Note: The Soils Submittal to Bridge (S04) becomes a part of the overall bridge plan turn-in. Portions of the Soils Submittal to Bridge (S04) become a part of the overall bridge plan.
Input:	<ul style="list-style-type: none"> <li>• Type, size, and location (TS&amp;L) of the culvert or bridge (also referred to as a Situation Plan)</li> <li>• Any other pertinent information available</li> </ul>
Output:	Turn-in (to the Office of Bridges & Structures) of all items listed above in “Action.” The submittal will include discussion as necessary and appropriate.
Affected Parties:	Office of Design – Soils Design section and Office of Materials
Responsible Office:	The Office of Design is responsible for the overall management of the event and for entering the event’s completion date, along with any additional information specific to this event, into PSS.
<b>T01</b>	<b>Existing ROW, Property and Sections Lines in CADD</b>
Action:	Locate or establish all property lines, section lines, existing road centerlines, and rights of way. Enter this information into GEOPAK and MicroStation, and create an ASCII or GPK file for the use of the Office of Design and the Office of Right of Way.
Purpose:	To locate, by analysis of the evidence and judgment, the exact location of all legal land lines and lines of occupation. This information is for the use of the Office of Design, the Office of Right of Way, and the District Land Surveyor.

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Input:	<ul style="list-style-type: none"> <li>• Global positioning system (GPS) control coordinates and monument locations</li> <li>• Aerial photographs</li> <li>• Proposed road corridor</li> <li>• Land owner records</li> <li>• Report of liens</li> <li>• County and city records</li> <li>• Section corner reference ties</li> <li>• Existing road as-built plans</li> <li>• Subdivision plats</li> <li>• Recorded surveys</li> <li>• Original government surveys</li> <li>• Original road establishment records</li> <li>• Permission to enter the properties</li> <li>• Fixed date of completion</li> </ul>
Output:	<p>A layer produced in CADD with all lines shown graphically and an electronic file in ASCII or GPK form</p> <p>Certified Public Section Corner Certificates recorded on all section corners that will be used for the legal descriptions</p>
Affected Parties:	Office of Design, Office of Right of Way, and District Land Surveyor
Responsible Office:	The District is responsible for the overall management of the event and for entering the event's completion date, along with any additional information specific to this event, into PSS.
<b>T02</b>	<b>Acquisition Plats and Legal Descriptions</b>
Action:	Complete acquisition plats and legal descriptions for all parcels for a specific project.
Purpose:	To define the land parcels that will be acquired for a specific project by legally prescribed means dictated in the Iowa Code.
Input:	<ul style="list-style-type: none"> <li>• Final design for each parcel of land</li> <li>• Complete set of final road plans</li> <li>• District survey (T01) information</li> <li>• Fixed date for completion</li> </ul>
Output:	A legally certified land acquisition plat and legal description that meets the full requirements of the Iowa Code
Affected Parties:	Office of Design, Office of Right of Way, and District Land Surveyor
Responsible Office:	The District is responsible for the overall management of the event and for entering the event's completion date, along with any additional information specific to this event, into PSS.

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<b>TD01</b>	<b>Preliminary Traffic Engineering Layout</b>
<b>Action:</b>	Determine the location, legend, and support structure type (overhead, independent structure or bridge, ground mounted) for Type B signs; location for signals; and location and support (pole or tower) for lights.
<b>Purpose:</b>	To allow avoidance of structure or structure footing for underground facilities.  To allow review of impacts on design criteria such as the potential impact of median footing protection on sight distance.  To allow the collection of soils data needed for subsequent design.
<b>Input:</b>	Plan and profile sheets considered final with respect to alignment and grade
<b>Output:</b>	A strip map or plan sheets indicating Type B signs, signal, or lighting layout
<b>Affected Parties:</b>	Office of Traffic & Safety – Traffic Engineering section, Office of Design, Office of Bridges & Structures, Office of Right of Way, and District Office
<b>Responsible Office:</b>	The Office of Traffic & Safety is responsible for the overall management of the event and for entering the event’s completion date, along with any additional information specific to this event, into PSS.
<b>TD03</b>	<b>Traffic Engineering Info to Bridges</b>
<b>Action:</b>	Incorporate changes from initial reviews. Plans should be of adequate detail to design supports and define any right of way needs.
<b>Purpose:</b>	To allow acquisition of any right of way necessary for signing, signals, or lights.  To allow the Office of Bridges & Structures to begin design of non-standard support structures.
<b>Input:</b>	<ul style="list-style-type: none"> <li>• Any changes necessitated by review of preliminary layout</li> <li>• Final cross sections</li> </ul>
<b>Output:</b>	Plans indicating sign location and size, and anticipated supporting structure type and size
<b>Affected Parties:</b>	Office of Traffic & Safety – Traffic Engineering section, Office of Design, Office of Bridges & Structures, and District Office
<b>Responsible Office:</b>	The Office of Traffic & Safety is responsible for the overall management of the event and for entering the event’s completion date, along with any additional information specific to this event, into PSS.

TD05	Plans for Other Offices
Action:	Submit final plans.
Purpose:	To provide plans for the letting process. Submittal for inclusion with another office's plan allows for assembly as a portion of a larger plan set.
Input:	Structural plans for non-standard supports
Output:	A final set of plans, requirements for special provisions, and construction estimate
Affected Parties:	Office of Traffic & Safety – Traffic Engineering section, Office of Design, Office of Bridges & Structures, and District Office
Responsible Office:	The Office of Traffic & Safety is responsible for the overall management of the event and for entering the event's completion date, along with any additional information specific to this event, into PSS.
TE0	Threatened/Endangered Species Review
Action:	Review the action area to determine the likely presence or absence of any federally or state-listed plant or animal species. Reviews may be conducted via office data or field work depending on the project details.
Purpose:	To locate, identify, and characterize any federally or state-listed plant or animal species, or its habitat, within potential impact areas for a project.  To allow full consideration of protected natural resources when evaluating alternatives or projects.  To identify any resource agency concerns that can be addressed during the project development process.
Input:	<ul style="list-style-type: none"> <li>• Maps, aerial photographs, or plan sheets showing project details, including any potential impact areas for a project</li> <li>• Property owner information for parcels within potential impact areas for a project</li> <li>• Geographic Information Systems (GIS) maps of known federally or state-listed plant or animal species locations from resource agencies</li> <li>• Data from environmental scoping process</li> <li>• Coordination with federal, state, or local resource agencies</li> </ul>
Output:	A habitat or species survey report or technical memo for review and comment by the resource agencies and for inclusion in the environmental document and Section 404 permit  Compliance with Iowa DOT's Endangered Species Act coordination procedures
Affected Parties:	Office of Location & Environment, District Office, Office of Design, Office of Bridges & Structures, and Project Management Team

Responsible Office:	The Office of Location & Environment is responsible for the overall management of the event and for entering the event's completion date, along with any additional information specific to this event, into PSS.
TE1	Threatened/Endangered Species Consultation and Clearance
Action:	Consult informally or formally with resource agencies.
Purpose:	To secure concurrence regarding the determination of effect on federally or state-listed plant or animal species for a project.  To satisfy Iowa DOT's Endangered Species Act Section 7 procedures and/or Iowa Code requirements.
Input:	<ul style="list-style-type: none"> <li>• A habitat or species survey report or technical memo for review and comment by the resource agencies and for inclusion in the environmental document and Section 404 permit</li> <li>• Maps, aerial photographs, or plan sheets showing project details, including any potential impact areas for a project</li> <li>• Property owner information for parcels within potential impact areas for a project</li> <li>• Geographic Information Systems (GIS) maps of known federally or state-listed plant or animal species locations from resource agencies</li> <li>• Data from environmental scoping process</li> </ul>
Output:	<p>Compliance with Iowa DOT's Endangered Species Act coordination procedures, which may include some or all of the following:</p> <ul style="list-style-type: none"> <li>• A summary letter/memo and concurrence from reviewing resource agencies for inclusion in the environmental document – If the resource agencies do not concur, further studies may include additional habitat surveys, presence/absence surveys, collection of other additional data, and/or a Biological Assessment.</li> <li>• If a Biological Assessment is required, concurrence of the findings of the Biological Assessment by the U.S. Fish and Wildlife Service (USFWS) and Iowa Department of Natural Resources (Iowa DNR).</li> <li>• A Biological Opinion provided by USFWS.</li> <li>• An Incidental Take Statement provided by USFWS.</li> <li>• A concurrence/project review statement provided by Iowa DNR.</li> <li>• A green sheet listing any commitments agreed to with the resource agencies with respect to federally or state-listed plant or animal species.</li> </ul>
Affected Parties:	Office of Location & Environment, District Office, Office of Design, Office of Bridges & Structures, and Project Management Team
Responsible Office:	The Office of Location & Environment is responsible for the overall management of the event and for entering the event's completion date, along with any additional information specific to this event, into PSS.

<b>TMP1</b>	<b>Work Zone Significant Project Determination</b>
<b>Action:</b>	Review project concept against traffic volumes and location.
<b>Purpose:</b>	To determine if a project will be classified as a “Significant Project” in accordance with Iowa DOT’s Policies and Procedures Manual (PPM) 500.18. If a project is classified as significant, a Transportation Management Plan (TMP) will be required. Decisions on how to stage traffic and construct the project will be considered based on whether this project has been classified as being significant.
<b>Input:</b>	<ul style="list-style-type: none"> <li>• Location description</li> <li>• Final concept</li> <li>• Traffic volumes</li> </ul>
<b>Output:</b>	A determination regarding whether a project should be classified as a “Significant Project”
<b>Affected Parties:</b>	District Office, Office of Traffic & Safety, Office of Design, and Highway Division Management Team (HDMT)
<b>Responsible Office:</b>	The Office of Traffic & Safety is responsible for the overall management of the event and for entering the event’s completion date, along with any additional information specific to this event, into PSS.
<b>TMP2</b>	<b>Work Zone Significant Project Plan Review</b>
<b>Action:</b>	Submit the Transportation Management Plan (TMP) for review and comment.
<b>Purpose:</b>	To complete the TMP so that the information it contains may be used during final design as detailed decisions are made on how to stage traffic and construct the project. Road user and worker safety and accessibility in temporary traffic control zones shall be an integral and high priority element of every project. For “Significant Projects,” a TMP is required and shall consist of a Temporary Traffic Control Plan, a Transportation Operations Plan, and a Public Information Plan.
<b>Input:</b>	<ul style="list-style-type: none"> <li>• Location</li> <li>• Final concept</li> <li>• Preliminary design</li> <li>• Traffic volumes</li> </ul>
<b>Output:</b>	Transportation Management Plan
<b>Affected Parties:</b>	District Office, Office of Traffic & Safety, and Office of Design
<b>Responsible Office:</b>	The Office of Traffic & Safety is responsible for the overall management of the event and for entering the event’s completion date, along with any additional information specific to this event, into PSS.

<b>U00</b>	<b>Preliminary Utility Review</b>
<b>Action:</b>	<p>Conduct a preliminary review of utilities in the project area, and update the Project Scheduling System (PSS) to reflect the information obtained. Specific activities include the following:</p> <ul style="list-style-type: none"> <li>• Obtain the plans and concept, if available, and check for utility conflicts.</li> <li>• Run the Design Request System (One Call) to determine the extent of utilities in the project area, and put the reports in the project folder.</li> <li>• Select the utilities present in PSS, and answer basic questions if possible.</li> <li>• If major conflict is possible, communicate with the utility to determine the scope and whether early coordination is needed for possible design changes.</li> <li>• Put all information obtained in the project folders, and update PSS.</li> </ul>
<b>Purpose:</b>	<p>To determine possible conflicts with utilities in the area.</p> <p>To alert utilities to the upcoming project if it is warranted.</p> <p>To gather utility information that is easily obtained.</p>
<b>Input:</b>	A defined field study area bounding the range of alternatives to be developed
<b>Output:</b>	Preliminary information gathered and stored in the proper project folders
<b>Affected Parties:</b>	Office of Design – Preliminary Survey section, Office of Location & Environment, and District Office
<b>Responsible Office:</b>	The Office of Traffic & Safety is responsible for the overall management of the event and for entering the event’s completion date, along with any additional information specific to this event, into PSS.
<b>U01</b>	<b>General Project Info Submitted to Utilities</b>
<b>Action:</b>	Submit preliminary notices to utilities, and request their present location information. Put information received in the project folders, update the Project Scheduling System (PSS), and provide information in the concurrence point process.
<b>Purpose:</b>	To determine possible conflicts in the preliminary design process so alignments can be chosen or altered to minimize utility relocation costs.
<b>Input:</b>	Alternatives for Concurrence Point 3 – Alternatives to be Carried Forward (CP3) chosen and presented in spatial format
<b>Output:</b>	Conflict information to facilitate alignment selection in early design stages
<b>Affected Parties:</b>	Office of Design – Preliminary Survey section, Office of Location & Environment, and District Office

Responsible Office:	The Office of Traffic & Safety is responsible for the overall management of the event and for entering the event's completion date, along with any additional information specific to this event, into PSS.
<b>U02</b>	<b>Project Notification to Utilities</b>
Action:	<p>Provide preliminary notification to utilities in the project area, and update the Project Scheduling System (PSS) to reflect the information obtained. Event U02 is required for Point 25 projects. Specific activities include the following:</p> <ul style="list-style-type: none"> <li>• Obtain the plans and concept, if available, and check for utility conflicts.</li> <li>• Send available information to utility companies, and request a reply within 90 days.</li> <li>• Run the Design Request System (One Call) to determine the extent of utilities in the project area, and put the reports in the project folder if not done previously.</li> <li>• Select the utilities present in PSS, and answer basic questions if possible.</li> <li>• If major conflict is possible, communicate with the utility to determine the scope and whether early coordination is needed for possible design changes.</li> <li>• Put all information obtained in the project folders, and update PSS.</li> </ul>
Purpose:	<p>To determine the number of possible utility conflicts and which utilities are in the area.</p> <p>To alert utilities to the upcoming project if it is warranted.</p> <p>To gather utility information that is easily obtained.</p>
Input:	Design Field Exam (D02) with field exam plans
Output:	Preliminary information, including utility-provided maps and plans if available, stored in the project utility folder
Affected Parties:	Office of Design and District Office
Responsible Office:	The Office of Traffic & Safety is responsible for the overall management of the event and for entering the event's completion date, along with any additional information specific to this event, into PSS.

<b>U03</b>	<b>1st Plan Submittal to Utilities</b>
<b>Action:</b>	<p>Submit Right of Way Layout (R01) and design plan (D05) drawings to the utility companies. Record information received from the utility companies (their replies detailing whether they are impacted and their work plans if they are impacted are due within 90 days of Iowa DOT U03 drawing submittal). Event U03 is required for Point 25 projects. Specific activities include the following:</p> <ul style="list-style-type: none"> <li>• Send plans to all utility companies unless it is known that they are not impacted.</li> <li>• Select the utilities present in the Project Scheduling System (PSS), and answer basic questions if possible.</li> <li>• Communicate with utilities to revise plans if needed, and request more information if needed.</li> <li>• Put all information obtained in the project folders, and update PSS.</li> </ul>
<b>Purpose:</b>	<p>To determine the number of possible utility conflicts and which utilities are in the area.</p> <p>To alert utilities to the upcoming project if it is warranted.</p> <p>To gather more information on utilities.</p>
<b>Input:</b>	<ul style="list-style-type: none"> <li>• Plans to Right of Way (D05)</li> <li>• Right of Way Layout (R01)</li> </ul>
<b>Output:</b>	Utility-provided maps and plans, if available, stored in the project utility folder
<b>Affected Parties:</b>	Office of Design and District Office
<b>Responsible Office:</b>	The Office of Traffic & Safety is responsible for the overall management of the event and for entering the event's completion date, along with any additional information specific to this event, into PSS.
<b>U04</b>	<b>2nd Plan Submittal to Utilities</b>
<b>Action:</b>	<p>Submit revised Right of Way Layout (R01) and design plan (D05) drawings to the utility companies if revisions have been made. Record information received from the utility companies (their replies detailing whether they are impacted and their work plans if they are impacted are due within 60 days of Iowa DOT U04 drawing submittal). Event U04 is required for Point 25 projects. Specific activities include the following:</p> <ul style="list-style-type: none"> <li>• Send plans to all utility companies unless it is known that they are not impacted. Send plans if there have been changes or if Iowa DOT requires the utilities to change their plans since the first plan submittal (U03).</li> <li>• Communicate with utilities to revise plans if needed, and request more information if needed.</li> <li>• Put all information obtained in the project folders, and update the Project Scheduling System (PSS).</li> </ul>

Purpose:	To determine the final plans and schedule for utilities that require relocation because of the project.
Input:	<ul style="list-style-type: none"> <li>Plans to Right of Way (D05)</li> <li>Right of Way Layout (R01)</li> </ul>
Output:	<p>Utility-provided maps and plans, if available, stored in the project utility folder</p> <p>Approved utility work plans and relocation schedule</p>
Affected Parties:	Office of Design and District Office
Responsible Office:	The Office of Traffic & Safety is responsible for the overall management of the event and for entering the event's completion date, along with any additional information specific to this event, into PSS.
<b>U05</b>	<b>Utility Agreement</b>
Action:	Request cost estimates and plans from utilities. For utilities that meet requirements for payment of relocation expenses, write an agreement and have it signed by both the utility and Iowa DOT personnel. Pre-audit and staff action is completed for amounts more than \$50,000. Put notes in the Project Scheduling System (PSS).
Purpose:	To reimburse utilities that meet requirements for Iowa DOT coverage of relocation cost.
Input:	<ul style="list-style-type: none"> <li>Plans to Right of Way (D05)</li> <li>Right of Way Layout (R01)</li> </ul>
Output:	Approved agreement to cover the cost of relocations when reimbursement is warranted
Affected Parties:	Office of Finance
Responsible Office:	The Office of Traffic & Safety is responsible for the overall management of the event and for entering the event's completion date, along with any additional information specific to this event, into PSS.
<b>U06</b>	<b>Notice to Proceed to Utility</b>
Action:	Give utilities official notice to proceed with the relocation, and record information in the Project Scheduling System (PSS). Notice is given at least 30 days before the utility is to move per its work plan. Event U06 is required for Point 25 projects.
Purpose:	To give utilities the notice to proceed with their relocation.
Input:	Completed right of way purchases
Output:	Notification sent to utilities

Affected Parties:	District Office
Responsible Office:	The Office of Traffic & Safety is responsible for the overall management of the event and for entering the event's completion date, along with any additional information specific to this event, into PSS.
<b>U07</b>	<b>Utility Bid Attachment</b>
Action:	Prepare and submit the Utility Bid Attachment (UBA) to the Office of Contracts, and record information in the Project Scheduling System (PSS). The UBA contains utility information of value to contractors and is included in the contract documents for letting. Event U07 is required for Point 25 projects.
Purpose:	To give contractors useful information they can use to bid on jobs where utilities may impact their costs.
Input:	Information from the utility companies
Output:	UBA document submitted to the Office of Contracts
Affected Parties:	Office of Contracts and District Office
Responsible Office:	The Office of Traffic & Safety is responsible for the overall management of the event and for entering the event's completion date, along with any additional information specific to this event, into PSS.
<b>VE1</b>	<b>Value Engineering Study during Planning Phase</b>
Action:	During the planning stages of project development, use a multidisciplinary team to generate alternatives, design variations, or other methods and concepts that offer higher value and/or lower life-cycle costs without sacrificing safety, quality, and environmental attributes of the project.
Purpose:	To improve project quality, foster innovation, eliminate unnecessary and costly design elements, compare the proposed alternatives to other <a href="#">value engineering (VE)</a> alternatives, and determine if there are other equal or better means to accomplish the same function at a lower life-cycle cost.
	Note: A VE study may be conducted at any time, but this event is intended to allow studying the early decisions of corridor and alignment during the planning stage.

Input:	<ul style="list-style-type: none"> <li>• Aerial photographs</li> <li>• Office of Location &amp; Environment CADD files</li> <li>• Preliminary bridge locations</li> <li>• Property owner information</li> <li>• Utilities, railroads, and other facilities within the project corridor that could affect project costs</li> <li>• Wetlands and other environmentally sensitive areas</li> <li>• Key concerns of stakeholders</li> <li>• List of project commitments</li> </ul>
Output:	Completed VE study for distribution to the VE coordinator, who compiles and distributes to the Federal Highway Administration (FHWA) a VE workbook report detailing the VE team's findings and recommendations
Affected Parties:	District Office, Office of Design, Office of Bridges & Structures, Office of Right of Way, Office of Traffic & Safety, Office of Location & Environment, and Project Management Team
Responsible Office:	The Office of Design is responsible for the overall management of the event and for entering the event's completion date, along with any additional information specific to this event, into PSS.
<b>VE2</b>	<b>Value Engineering Study during Design Phase</b>
Action:	During the design stages of project development, use a multidisciplinary team to generate alternatives, design variations, or other methods and concepts that offer higher value and/or lower life-cycle costs without sacrificing safety, quality, and environmental attributes of the project.
Purpose:	To improve project quality, foster innovation, eliminate unnecessary and costly design elements, compare the proposed alternatives to other value engineering (VE) alternatives, and determine if there are other equal or better means to accomplish the same function at a lower life-cycle cost.  Note: The purpose is not to reopen or reconsider the location selection or environmental commitments already made or about to be made.
Input:	<ul style="list-style-type: none"> <li>• Aerial photographs</li> <li>• Office of Design CADD files</li> <li>• Bridge type, size, and location (TS&amp;L) determinations</li> <li>• Property owner information</li> <li>• Utilities, railroads, and other facilities within the project corridor that could affect project costs</li> <li>• Wetlands and other environmentally sensitive areas</li> <li>• Key concerns of stakeholders</li> <li>• List of project commitments</li> </ul>

Output:	Completed VE study for distribution to the VE coordinator, who compiles and distributes to the Federal Highway Administration (FHWA) a VE workbook report detailing the VE team's findings and recommendations
Affected Parties:	District Office, Office of Design, Office of Bridges & Structures, Office of Right of Way, Office of Traffic & Safety, Office of Location & Environment, and Project Management Team
Responsible Office:	The Office of Location & Environment is responsible for the overall management of the event and for entering the event's completion date, along with any additional information specific to this event, into PSS.
<b>W00</b>	<b>Preliminary Wetland Review</b>
Action:	Review project concept statement with regard to waters of the U.S., including wetlands, threatened and endangered species, and other natural resource issues. This review consists of a desktop review followed by a field review, if necessary.
Purpose:	<p>To provide information about natural resources to affected parties as early as possible during the project development process.</p> <p>To identify Section 404 permit requirements early in the project development process, such as whether a Section 404 permit will be required and what type of Section 404 permit may be necessary.</p> <p>To provide internal parties with project-specific recommendations for project development, particularly recommendations for avoidance or minimization of sensitive natural resources.</p> <p>To identify potential mitigation needs for the project, including, but not limited to, wetlands, streams, and federally or state-listed species.</p>
Input:	<ul style="list-style-type: none"> <li>• Project concept statement (Pre-Design Concept [D00]; Bridge Office Concept [B00]/type, size, and location [TS&amp;L]; Detailed Damage Inspection Report [DDIR]; etc.)</li> <li>• Aerial photographs</li> <li>• Geographic Information Systems (GIS) data sets</li> </ul>
Output:	Preliminary Wetland Review (W00) memo to the responsible office that includes a summary of natural resources in the vicinity of the project, regulatory and permit requirements, project development recommendations, and mitigation needs. Generally, a Preliminary Wetland Review (W00) memo is provided within 1 month of the Pre-Design Concept (D00).
Affected Parties:	Office of Location & Environment, District Office, Office of Design, Office of Bridges & Structures, and Project Management Team
Responsible Office:	The Office of Location & Environment is responsible for the overall management of the event and for entering the event's completion date, along with any additional information specific to this event, into PSS.

<b>W01</b>	<b>Wetland Design Review</b>
Action:	Review preliminary project design (Design Field Exam [D02] letter and plans) with regard to waters of the U.S., including wetlands, threatened and endangered species, and other natural resource issues.
Purpose:	To provide feedback regarding the Design Field Exam (D02), borrow selection, and other design related issues.
Input:	<ul style="list-style-type: none"> <li>• Design Field Exam (D02) plans</li> <li>• Preliminary borrow location and design plans</li> </ul>
Output:	A Wetland Design Review (W01) memo to the responsible office that includes regulatory and permit requirements, project development recommendations, and mitigation needs. Generally, a Wetland Design Review (W01) memo is provided within 1 month after the Design Field Exam (D02) concept.
Affected Parties:	Office of Location & Environment, District Office, Office of Design, Office of Bridges & Structures, and Project Management Team
Responsible Office:	The Office of Location & Environment is responsible for the overall management of the event and for entering the event's completion date, along with any additional information specific to this event, into PSS.
<b>W02</b>	<b>Wetland Field Work</b>
Action:	Perform field work to identify and quantify waters of the U.S., including wetlands, that would be impacted by the project.
Purpose:	<p>To perform wetland delineations and stream determinations in order to determine whether a Section 404 permit will be required for a project.</p> <p>To collect the field data that are necessary to prepare and submit the Section 404 permit application.</p>
Input:	<p>Detailed project information, including:</p> <ul style="list-style-type: none"> <li>• Roadway alignment</li> <li>• Structure details</li> <li>• Right of way needs</li> <li>• Project schedule</li> </ul>
Output:	Field data, including wetland delineation forms, stream determination forms, ground-level photographs, and maps showing sample point locations and impacted water resources, which are then incorporated into the Section 404 permit application. Generally, Wetland Field Work (W02) is completed at least one full growing season prior to 404 Permit Submittal (W03).
Affected Parties:	Office of Location & Environment – Water Resources section, District Office, Office of Design, Office of Bridges & Structures, and Project Management Team

Responsible Office:	The Office of Location & Environment is responsible for the overall management of the event and for entering the event's completion date, along with any additional information specific to this event, into PSS.
<b>W03</b>	<b>404 Permit Submittal</b>
Action:	Submit the Section 404 permit application to resource agencies, including the U.S. Army Corps of Engineers (USACE), the Iowa Department of Natural Resources (Iowa DNR), the U.S. Environmental Protection Agency (EPA), and the U.S. Fish and Wildlife Service (USFWS).
Purpose:	To submit the Section 404 permit application to resource agencies for their review in order to obtain Section 404 authorization from USACE and Section 401 authorization from Iowa DNR.
Input:	Detailed project information, including: <ul style="list-style-type: none"> <li>• Roadway alignment</li> <li>• Structure details</li> <li>• Plans to Right of Way (D05) limits</li> <li>• Right of way needs</li> <li>• Project schedule</li> </ul>
Output:	Notice to the responsible office that the Section 404 permit application has been submitted. Generally, Section 404 Permit Submittal (W03) occurs 13 months prior to the first letting for larger projects that will require an Individual Permit and 6 months prior to the first letting for smaller projects covered by a Nationwide or Regional Permit.
Affected Parties:	Office of Location & Environment – Water Resources section, District Office, Office of Design, Office of Bridges & Structures, Project Scheduling Engineer, and Project Management Team
Responsible Office:	The Office of Location & Environment is responsible for the overall management of the event and for entering the event's completion date, along with any additional information specific to this event, into PSS.
<b>W04</b>	<b>404 Permit Clearance</b>
Action:	Submit a memo notifying affected parties that a project has received Section 404 and Section 401 authorization. Include in this memo other permit and project information, including the permit number, permit type, authorization date, expiration date, applicable standard notes and general specifications, permit special conditions, and mitigation information.
Purpose:	To inform affected parties that a project has received Section 404 and Section 401 authorization for a particular project.  To inform affected parties of special notes or permit conditions that may apply to a project.

Input:	<ul style="list-style-type: none"> <li>• Section 404 permit</li> <li>• Section 401 Water Quality Certification</li> </ul>
Output:	<p>Clearance memo that notifies the responsible office of permit receipt. It is Iowa DOT's goal to receive Section 404 permits at least 6 months in advance of the letting.</p> <p>Entry and indexing of the Section 404 permit into the Electronic Records Management System (ERMS).</p>
Affected Parties:	Office of Location & Environment – Water Resources section, District Office, Office of Design, Office of Bridges & Structures, and Project Management Team
Responsible Office:	The Office of Location & Environment is responsible for the overall management of the event and for entering the event's completion date, along with any additional information specific to this event, into PSS.
<b>W05</b>	<b>Mitigation Submittal to Other Offices</b>
Action:	Submit mitigation plan sheet(s) to affected parties for inclusion in project letting plans.
Purpose:	<p>To provide affected parties with design and details of on-site wetland, stream, or federally or state-listed species mitigation areas to be included in plan sets developed by other offices.</p> <p>To provide a method for smaller, on-site mitigation measures to be incorporated into the overall roadway or bridge/culvert project so that a separate contract for mitigation construction is not necessary.</p>
Input:	<p>Detailed project information, including:</p> <ul style="list-style-type: none"> <li>• Roadway alignment</li> <li>• Structure details</li> <li>• Plans to Right of Way (D05) limits</li> <li>• Right of way needs</li> <li>• Completed design for proposed mitigation measures</li> </ul>
Output:	Submittal of mitigation plan sheet(s) to affected parties, at least 2 weeks prior to plan turn-in by the responsible office
Affected Parties:	Office of Location & Environment – Water Resources section, District Office, Office of Design, and Office of Bridges & Structures
Responsible Office:	The Office of Location & Environment is responsible for the overall management of the event and for entering the event's completion date, along with any additional information specific to this event, into PSS.

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W06	Mitigation Post Construction Report
Action:	Complete a Post-Construction Report for a wetland or stream mitigation site for the U.S. Army Corps of Engineers (USACE) and the Iowa Department of Natural Resources (Iowa DNR).
Purpose:	To satisfy conditions of the Section 404 permit; these conditions require Iowa DOT to provide USACE and Iowa DNR with a Post-Construction Report upon completion of the mitigation site. The Post-Construction Report provides the resource agencies with evidence that a site has been completed and that the site was constructed to meet the requirements of the Section 404 permit.
Input:	<ul style="list-style-type: none"> <li>• Post-construction survey for a mitigation site</li> <li>• Documentation of any changes made during construction of the site</li> <li>• Verification of plant species seeded and/or planted at the site</li> </ul>
Output:	A Post-Construction Report that includes permit information, mitigation site location and design objectives, as-constructed details and drawings of the mitigation site, and seeding and planting information. The report must be completed by the date specified in the Section 404 permit, which is usually within 1 year of mitigation project completion.
Affected Parties:	Office of Location & Environment
Responsible Office:	The Office of Location & Environment is responsible for the overall management of the event and for entering the event's completion date, along with any additional information specific to this event, into PSS.

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