**Subject:** Primary County, Phase Number - D5 Submittal

**D5 - ROW Submittal:**

Primary County:

Project Code:

Phase Number:

Phase Location:

Work Code:

  Project Directory Number:

**D5 Submittal Folder:**  [Place](http://www.iowadot.gov/design/mkretlo/Local%20Settings/mkretlo/Projects/9106503004/Design/D3Submittal/D3sub%20Warren.PDF)\_link\_here

**Project Documentation File**:  [Place](http://www.iowadot.gov/design/mkretlo/Local%20Settings/mkretlo/Projects/9106503004/Design/D3Submittal/D3sub%20Warren.PDF)\_link\_here

This waterway is (or is not) on a state water trail or paddling route.

**D5 Checklist**

Traffic will be maintained via:

[ ]  No change [ ]  Staging [ ]  Runaround [ ]  Detour [ ]  Other

Project Packaging

☐ A. This project will be let as one package and completed with standard construction practices in likely a single construction season.

☐ B. This is a multiyear series of projects that are design to allow:

* Each structure to be let separately.

•    Separate grading project(s) of less than approximately $3 to $4 million each.

* Separate paving project(s) of less than approximately $10 to $12 million each.
* Standard construction practices on all projects without significant night work.
* Each project is typically a one-year construction season.

☐ C. I am notifying the Project Manager to request a packaging meeting be scheduled.

*Add information to address any incomplete items below:*

 **Yes N/A No**

 [ ]  [ ]  [ ]  Completed x-section .pdf available.

 [ ]  [ ]  [ ]  Culverts and structures complete

 [ ]  [ ]  [ ]  S2 complete (stability berms complete)

 [ ]  [ ]  [ ]  Overhead signs and signals preliminary location identified.

 [ ]  [ ]  [ ]  Structure TS+L for all 4’ and larger, pipes or culverts.

 [ ]  [ ]  [ ]  Splash basins for pipe culverts sized and located.

 [ ]  [ ]  [ ]  Intercepting ditch locations identified.

 [ ]  [ ]  [ ]  Access Rights to be acquired.

 [ ]  [ ]  [ ]  Entrance (PDA) locations match access control letter.

 [ ]  [ ]  [ ]  Entrance profile(s) on the plans and x-sections

 [ ]  [ ]  [ ]  Entrances labeled as Proposed, Closed or U.A.C.

 [ ]  [ ]  [ ]  Final ditching complete

 [ ]  [ ]  [ ]  Special Mitigation ROW requirements identified.

 [ ]  [ ]  [ ]  Railroad within 50’ of project

 [ ]  [ ]  [ ]  Temporary easements identified.

 [ ]  [ ]  [ ]  Unique features (ex. Ponding easements, snow borrows, etc.)

 [ ]  [ ]  [ ]  Side road construction or relocations

**Machine Guidance Electronic Files Checklist**

*Add information to address any incomplete items below:*

 **Yes N/A No**

 [ ]  [ ]  [ ]  Files named correctly.

 [ ]  [ ]  [ ]  Proposed Corridors 3D Breaklines and Terrain files

 [ ]  [ ]  [ ]  Do the plans match the Corridor Models and Alignment files.

 [ ]  [ ]  [ ]  Unique features Modeled (ex. Bridge Berms, Walls, Benching, etc.)

 [ ]  [ ]  [ ]  Are there gaps in the 3D Breaklines and Terrain files.

 [ ]  [ ]  [ ]  Do the 3D Breaklines Files match Pavement/Grading elevations where Tie-Ins exist.

 [ ]  [ ]  [ ]  Do the 3D Breaklines and Terrain files match existing Tie-In grades and slopes.

 [ ]  [ ]  [ ]  Do the 3D Breaklines and Terrain files show correct cross slopes/transitions.

*(For interstate inlay or reconstruction projects, or other outside agencies, place pdf on the FTP site and include the instructions to access the site with the email)*

These files have also been placed on the FTP site for FHWA retrieval. See instructions below.

If you have any questions or comments, feel free to email me.

**To:**

Hofer, Brad;

**Cc:**

Kennerly, Michael; Nicholson, Kent; Nelson, James S; Nop, Michael; Musgrove, Wes; Meyer, Ronald; Ellis, Jimmy; Majors, Shawn; Gent, Steve; Poole, Chris; Stokes, Danny; Swenson, Mark A; Jackson, Mike; Wright, Eric; Anderson, Stuart; Laaser-Webb, Jan; Bradley, Bryan; Sorenson, Willy; Azeltine, Brad; Cuva, Nicole; Brink, Kenneth; Poole, Angela; Dell, Mark; Smith, Brian; Van Dyke, Mark; Ta, Dung; Pohlen, Nathan; Heeren, Douglas; Cagle, Gregory; Blue, Dana; Cook, Sarah;

**District 1:**

Smyth, Allison; Vortherms, Jeremey; Passick, Sean; Adey, Ben; Matulac, Donna;

Location and Environment (Cultural, T&E, Water, PI)

Becker, Janee; Garton, Jill; Brewer, Valerie;

Asberry, Claire; Boone, Greene

Carlson, Michael; Polk, Story, Webster

Beavers, Brandy; Jasper, Poweshiek

Sloppy, Mark; Marshall, Tama

Walls, Brandon; Grundy, Hamilton, Hardin

**District 2:**

Humpal, Nickolas; Kelly, Mary; Eilders, Miranda; Erickson, Daryl;

 Smith, Kevin; *Bridge Projects*

Location and Environment (Cultural, T&E, Water, PI)

Bacon, Jeff; Struecker, Brock; Walls, Brandon; Brewer, Valerie;

**District 3:**

Felix, Jessica; Tymkowicz, Shane; Thayer, Michael; Huju, Todd; Pryor, Dylan; Sievers, Laura;

Williams, Doug; *(Maintenance and 3R Projects)*

Location and Environment (Cultural, T&E, Water, PI)

Becker, Janee; Struecker, Brock; Walls, Brandon; Brewer, Valerie;

**District 4:**

Schram, Scott; Mayberry, Wes; Epperson, Nathaniel; Fox, Bill;

Lechnowsky, Orest; Kohl, Jason; Harrison, Pottawattamie, Mills, Fremont, Page, Montgomery, & Shelby

Malone, Travis; Mocha, Nicholas; Audubon, Cass, Adams, Taylor, Guthrie, Adair, Union, Ringgold, Dallas, & Madison

Cihacek, Joseph; Harrison, Shelby, Pottawattamie, Mills, Montgomery, Fremont, & Page

Waltersdorf, Bethany; Audubon, Guthrie, Dallas, Cass, Adair, Madison, Adams, Union, Taylor, & Ringgold

Location and Environment (Cultural, T&E, Water, PI)

Woodcock, Jacob; Garton, Jill; Asberry, Claire; Rees, Jon;

**District 5:**

Younie, Bob; McElmeel, Steven; Claeys, Mark; Clancy, Bonnie;

Location and Environment (Cultural, T&E, Water, PI)

Woodcock, Jacob; Garton, Jill; Beavers, Brandy; Rees, Jon;

**District 6:**

Schnoebelen, Jim; Tibodeau, Jesse; Flockhart, Steven;

Location and Environment (Cultural, T&E, Water, PI)

Bacon, Jeff; Struecker, Brock; Sloppy, Mark; Rees, Jon;

**Railroad impacts:**

Quam, Tami;

**Projects on new alignment or adding lanes to create a multilane facility:**

Mauer, Paul; Clement, Jodi; Bernhard, Charles;

**For Interstate Projects:**

Program.Delivery-IA@dot.gov

**NEPA contacts whenever Federal Aid is involved.**

District 1,3 – Newell, DeeAnn; Schwienebart, Christine;

District 2,5 – Newell, DeeAnn; Leanos, Pedro;

District 4,6 – Newell, DeeAnn; Schwake, Christine;

**When Machine Guidance Electronic Files are required:**

**To:** Thiel, Michael;

**CC:** Paul, Nick; Nielsen, Stuart; Richardson, Curtis; Bowman, Tommy;

 Filides, Brandon; Wilkinson, Cedric;

**District TSMO Engineers:**

Swisher, Andy; District 1, District 2 (except Blackhawk Co.), and I-35 in District 5

Yates, Austin; District 3 and District 4

Abuissa, Newman; District 6, District 5 (except I-35), and Blackhawk Co. (District 2)

