

Bell, Tammi [DOT]

From: Bell, Tammi [DOT]
Sent: Wednesday, January 09, 2008 11:38 AM
To: Bell, Tammi [DOT]
Subject: Local Agency Contract Admin. Courses - NEW DATES!

TO: County Engineers, City Representatives, and Consultants
Tammi Bell Iowa DOT - Local Systems tammi.bell@dot.iowa.gov

CC: District Local Systems Engineers, Service Bureau
and Office of Local Systems

FROM: Office of Local Systems

SUBJECT: Local Agency Contract Admin. Courses – NEW DATES!

DATE: January 9, 2008

The Ames session in January and the Cedar Rapids session in February are both full. So, we have added two new class dates and locations. They are:

Cedar Rapids – April 7& 8, 2008 at the Cedar Rapids Construction
Residency Training Room
Ames – April 16 & 17, 2008 at the East Materials Conference Room

These new sessions both have a few spaces left if anyone is interested. Also, there are still a limited number of spaces in Atlantic on January 29 & 30th and in the Mason City session on Feb. 26 & 27, but they are filling up fast. So, if you or any of your staff are interested in attending, please make your reservations early!

If you would like to register by phone, the district training officers can be reached at the numbers listed here:

District 1 (Ames) Debi Crook 515-239-1844
District 2 (Mason City) Eileen West 641-423-7676
District 3 (Sioux City) Tony Yanak 712-239-4713
District 4 (Atlantic) Richard Meyer 712-243-7649
District 5 (Fairfield) Ellen Davidson 641-472-3103
District 6 (Cedar Rapids) John Couser 319-366-0446

Thanks,

Brenda L. Boell
Office of Local Systems
515-239-1437
brenda.boell@dot.iowa.gov

1/15/2008

Original note sent Dec. 27, 2007 follows:

As most of you have probably heard by now, the Federal Highway Administration (FHWA) has put more emphasis on federal funds that are used by local agencies. The Office of Local Systems is being proactive in their response to the FHWA's concerns. There are several new Instructional Memorandums being issued, the Iowa Department of Transportation will be conducting Federal Aid oversight seminars around the state, and we will also be keeping track of training that local agency and consultant personnel attend.

One of the classes that will be closely watched is the Contract Administration for Local Agencies. At this time, attendance is not mandatory, but is strongly encouraged. If records show that inspection personnel are not attending available training sessions periodically, participation may become a requirement of all staff performing inspection on federal aid projects.

With this in mind, I would like to remind you of this season's upcoming sessions. There is no charge for this training. Sessions are two full days of training. Subjects include Roles and Responsibilities of the Administering Engineer's Office, Construction Inspection Duties, Contractor Responsibilities, Contract Documents, Davis Bacon requirements, Equal Employment opportunity, Disadvantaged Business Enterprises, Record Keeping, Storm Water Site Inspections, Materials Inspections and Audits, and preparing for a Final Review. The locations and dates for the training are as follows:

Ames – January 23 & 24, 2008 at the East Materials Conference Room
Atlantic – January 29 & 30, 2008 at the District 4 Materials Training Room
Cedar Rapids – February 19 & 20, 2008 at the Cedar Rapids Construction
Residency Training Room
Mason City – February 26 & 27, 2008 at the District 2 Materials Training
Room

Class size is limited to 25 per session, so early enrollment is suggested. As we have done in the past, if the number of requests far exceeds the maximum class sizes, addition dates and locations may be added. However, there is no guarantee that they will be needed, so I would suggest that if one of these dates and sites fits into your schedule, that you sign up promptly.

Registration information can be found in the Technical Training & Certification Program Information and Registration Booklet for Highway Materials & Construction. It is available on the web at the following address: <http://www.dot.state.ia.us/materials/training.htm>
Or, you can contact your local District Materials Office for more information on how to sign up.

Again, in the last several years these classes filled up very quickly, so make sure you reserve your space early!

Please do not hit the reply option in your e-mail note.

Thanks,

Brenda L. Boell
Office of Local Systems
515-239-1437
brenda.boell@dot.iowa.gov

Note: Documents are in Adobe Acrobat's pdf format. If you do not have the Adobe Acrobat Reader software, you can download it free of charge at <http://www.adobe.com/products/acrobat/readstep.html>.

Mailings are available at the Local Systems Weekly Mailing web address http://www.iowadot.gov/local_systems/mailing/main_mailing.htm