

**Bell, Tammi [DOT]**

---

**From:** Nordholm, Gail [DOT]  
**Sent:** Tuesday, March 11, 2008 12:54 PM  
**To:** Bell, Tammi [DOT]  
**Subject:** Reminder for the March 20, 2008 Federal-aid Overview Seminar

**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,  
Office of Local Systems, Craig Markley, Office of Systems  
Planning

**FROM:** Office of Local Systems

**SUBJECT:** Reminder for the March 20, 2008 Federal-aid Overview  
Seminar

**DATE:** March 11, 2008

On March 20, 2008, the first of three Federal-aid Overview Seminars will be held in Charles City at the North Iowa Area Community College, Charles City Center. If you plan to attend the seminar in Charles City, but have not yet registered, please do so by March 18, 2008.

These seminars will be held on a rotating basis in different Iowa DOT Districts each year. When the seminar is held in your District, we strongly recommend that you send one or two representatives of your agency or firm. It is not necessary to attend a seminar this year or every year, but we strongly recommend attending at least one seminar every three years.

For additional information, including dates, locations, and registration instructions, [click here to view the Federal-aid Overview Seminar Brochure](#).

**If you have any questions, please do not reply to this message.**  
Instead, you may contact me by phone or e-mail, as shown below.

Sincerely,

M.J. "Charlie" Purcell  
Deputy Director, Office of Local Systems  
Iowa Department of Transportation  
phone: 515-239-1532  
e-mail: [Charlie.Purcell@dot.iowa.gov](mailto:Charlie.Purcell@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.dot.state.ia.us/local\\_systems/mailing/main\\_mailing.htm](http://www.dot.state.ia.us/local_systems/mailing/main_mailing.htm)



## 2008 Federal-aid Overview Seminars

Iowa Department of Transportation

**Why attend?** The Federal-aid Overview Seminars are one part of an increased effort by the Iowa DOT to provide quality training for Local Public Agency (LPA) and consultant staff that are involved with Federal-aid projects or programs. These seminars will provide an overview of the entire Federal-aid project delivery process, including: planning and programming, environmental review, design, right-of-way acquisition, contract letting and award, construction, and project close-out.

**Who should attend?** These seminars are specifically designed for LPA staff and consultants that are new to the Federal-aid process and those that are infrequently involved with Federal-aid projects. The Iowa DOT also recommends all LPA and consultant staff involved with Federal-aid projects attend once every three years as a refresher on Federal-aid requirements and procedures.

**When and where?** These seminars will be held on a rotating basis in at least two districts each year. You may attend any of these seminars; however, we encourage LPA staff to attend the seminar located in your district or an adjacent district. For 2008, the dates and locations are as follows:

Mar 20, 2008 – District 2, North Iowa Area Community College Charles City Center  
200 Harwood Drive, Charles City, IA 50616 ([click here for map](#))

Apr 17, 2008 – District 1, Scheman Building, Rooms 230-240  
Iowa State Center, Ames, IA 50010 ([click here for map](#))

Apr 23, 2008 – District 4, Cass County Community Center  
805 West 10th Street, Atlantic, IA 50022 ([click here for map](#))

### How do I register?

Choose one of the following methods:

1. Print the form on the last page of this brochure, complete it, and mail or fax it to:

Iowa Department of Transportation  
Office of Local Systems: Attn. Gail Nordholm  
Ames, IA 50010  
Fax: 515-817-6674 Phone: 515-239-1528

2. [Click here to download a registration form in Microsoft Word format.](#) Complete the form, attach it to an e-mail, and send it to [Gail.Nordholm@dot.iowa.gov](mailto:Gail.Nordholm@dot.iowa.gov).

**Note:** If you have already registered with the Office of Systems Planning for this seminar, you do not need to register again.

How much does it cost? Free

When do I need to register? Please register at least two weeks prior to the seminar date. Space is limited, so please register early! Registrations will be accepted on a first-come, first-serve basis.

**What will I get?** These seminars will consist of presentations on a variety of topics by Iowa DOT staff from several different offices, based on the subject matter. Participants will receive training materials which will include: copies of all presentations, the Federal-aid Project Development Guide, and other reference information.

The content of each seminar is the same, except for the seminar held in District 1. The District 1 seminar will include additional presentations that provide more specific guidance for recipients of Federal funding from the Grant Programs administered by the Iowa DOT Office of Systems Planning. These programs include the Transportation Enhancement, Federal Recreational Trails, National Scenic Byways, Safe Routes to School, and Iowa Clean Air Attainment Program. For more information, refer to the agendas on the following pages.

## Federal-Aid Overview Seminar Agenda – Districts 2 and 4

District 2: Mar 20, 2008, Charles City, North Iowa Area Community College Charles City Center

District 4: Apr 23, 2008, Atlantic, Cass County Community Center

Time	Agenda Item	Time	Agenda Item
9:00 – 9:05	<b>Welcome</b> <ul style="list-style-type: none"> <li>• Introductions</li> <li>• Purpose and Format</li> <li>• Breaks and Facilities</li> </ul>	2:00 – 2:30	<b>Contract Letting and Award – Iowa DOT Process</b> <ul style="list-style-type: none"> <li>• Competitive Bidding Requirements</li> <li>• Contract Time</li> <li>• Bidding Documents</li> <li>• Letting Process</li> </ul>
9:05 – 9:30	<b>Federal-aid Basics</b> <ul style="list-style-type: none"> <li>• Process Overview</li> <li>• Planning and Programming</li> <li>• FHWA Authorization</li> <li>• Reimbursement</li> <li>• In-Kind Contributions</li> <li>• Nondiscrimination Requirements</li> </ul>	2:30 – 2:45	<b>Break and Refreshments</b> (provided)
9:30 – 10:00	<b>Initial Project Development</b> <ul style="list-style-type: none"> <li>• Consultant Selection</li> <li>• Funding Agreement</li> <li>• Project Scheduling and Submittals</li> <li>• Concept Statement</li> <li>• Project Tracking</li> </ul>	2:45 – 3:15	<b>Construction Oversight</b> <ul style="list-style-type: none"> <li>• Pre-construction Meeting</li> <li>• Project Inspection Duties</li> <li>• Materials Testing and Certification</li> <li>• Change Orders</li> <li>• EEO / AA and Wage Rate Compliance</li> <li>• Prompt Payment</li> </ul>
10:00 – 10:30	<b>Environmental Review</b> <ul style="list-style-type: none"> <li>• Applicable Laws and Regulations</li> <li>• Concept Statement and Environmental Data Sheet</li> <li>• Types of Environmental Documents</li> <li>• Coordination with Resource Agencies and Public Involvement</li> <li>• NEPA Clearance and Final Design / Right-of-Way Acquisition</li> </ul>	3:15 – 3:45	<b>Project Close-out</b> <ul style="list-style-type: none"> <li>• Inspection and Acceptance of Field Work</li> <li>• Pre-audit Checklist and Procedures</li> <li>• Construction Audits</li> <li>• Materials Audits</li> <li>• Final Payment</li> <li>• Interest Payments</li> <li>• Final Federal Reimbursement</li> </ul>
10:30 – 10:45	<b>Break and Refreshments</b> (provided)	3:45 – 4:00	<b>Closing Remarks</b> <ul style="list-style-type: none"> <li>• Seminar Evaluations</li> <li>• Top Ten Things to Remember</li> </ul>
10:45 – 11:00	<b>Other Permits</b> <ul style="list-style-type: none"> <li>• 404 Permit</li> <li>• Iowa DNR Flood Plain Permit</li> <li>• NPDES Storm Water Permit</li> <li>• Work on Iowa DOT Right-of-way</li> </ul>		
11:00 – 11:30	<b>Design and Plan Reviews – Iowa DOT Lettings</b> <ul style="list-style-type: none"> <li>• Design Guidelines</li> <li>• Preliminary Plans</li> <li>• Check and Final Plans</li> </ul>		
11:30 – 12:00	<b>Right-of-Way</b> <ul style="list-style-type: none"> <li>• Appraisals</li> <li>• Appraisal Waiver Process</li> <li>• Acquisition and Relocation</li> <li>• FHWA Authorization of ROW Costs</li> <li>• Project Development Certification (right-of-way review)</li> </ul>		
12:00 – 1:30	<b>Lunch Break</b> (own your own)		
1:30 – 2:00	<b>Utilities and Railroads</b> <ul style="list-style-type: none"> <li>• Utility Relocations</li> <li>• Railroad Coordination</li> </ul>		

# Federal-Aid Overview Seminar Agenda – District 1

April 17, 2008, Ames, Scheman Building, Room 230-240 (except as indicated below)

Time	Agenda Item	Time	Agenda Item
9:00 – 9:05	<b>Welcome</b> <ul style="list-style-type: none"> <li>• Introductions</li> <li>• Purpose and Format</li> <li>• Breaks and Facilities</li> </ul>	1:15 – 1:45	<b>Contract Letting and Award – Iowa DOT Process</b> <ul style="list-style-type: none"> <li>• Competitive Bidding Requirements</li> <li>• Contract Time</li> <li>• Bidding Documents</li> <li>• Letting Process</li> </ul>
9:05 – 9:30	<b>Federal-aid Basics</b> <ul style="list-style-type: none"> <li>• Process Overview</li> <li>• Planning and Programming</li> <li>• FHWA Authorization</li> <li>• Reimbursement</li> <li>• In-Kind Contributions</li> <li>• Nondiscrimination Requirements</li> </ul>	1:45 – 2:15	<b>Contract Letting and Award – Local Process</b> <ul style="list-style-type: none"> <li>• Eligible Contracts</li> <li>• Bidding Documents</li> <li>• Bid and Quote Process</li> <li>• Bid and Quote Requirements</li> </ul>
9:30 – 10:00	<b>Initial Project Development</b> <ul style="list-style-type: none"> <li>• Consultant Selection</li> <li>• Funding Agreement</li> <li>• Project Scheduling and Submittals</li> <li>• Concept Statement</li> <li>• Project Tracking</li> </ul>	2:15 – 2:30	<b>Break and Refreshments</b> (provided)
10:00 – 10:30	<b>Environmental Review</b> <ul style="list-style-type: none"> <li>• Applicable Laws and Regulations</li> <li>• Concept Statement and Environmental Data Sheet</li> <li>• Types of Environmental Documents</li> <li>• Coordination with Resource Agencies and Public Involvement</li> <li>• NEPA Clearance and Final Design / Right-of-Way Acquisition</li> </ul>	2:30 – 3:00	<b>Construction Oversight</b> <ul style="list-style-type: none"> <li>• Pre-construction Meeting</li> <li>• Project Inspection Duties</li> <li>• Materials Testing and Certification</li> <li>• Change Orders</li> <li>• EEO / AA and Wage Rate Compliance</li> <li>• Prompt Payment</li> </ul>
10:30 – 10:45	<b>Break and Refreshments</b> (provided)	3:00 – 3:30	<b>Project Close-out</b> <ul style="list-style-type: none"> <li>• Inspection and Acceptance of Field Work</li> <li>• Pre-audit Checklist and Procedures</li> <li>• Construction Audits</li> <li>• Materials Audits</li> <li>• Final Payment</li> <li>• Interest Payments</li> <li>• Final Federal Reimbursement</li> </ul>
10:45 – 11:00	<b>Other Permits</b> <ul style="list-style-type: none"> <li>• 404 Permit</li> <li>• Iowa DNR Flood Plain Permit</li> <li>• NPDES Storm Water Permit</li> <li>• Work on Iowa DOT Right-of-way</li> </ul>	3:30 – 3:45	<b>Project Close-out for Non-Highway Projects</b> <ul style="list-style-type: none"> <li>• Specifications</li> <li>• Materials Acceptance</li> <li>• Verification of In-Kind Work</li> </ul>
11:00 – 11:30	<b>Design and Plan Reviews – Iowa DOT Lettings</b> <ul style="list-style-type: none"> <li>• Design Guidelines</li> <li>• Preliminary Plans</li> <li>• Check and Final Plans</li> </ul>	3:45 – 4:00	<b>Closing Remarks</b> <ul style="list-style-type: none"> <li>• Seminar Evaluations</li> <li>• Top Ten Things to Remember</li> </ul>
11:30 – 12:00	<b>Right-of-Way</b> <ul style="list-style-type: none"> <li>• Appraisals</li> <li>• Appraisal Waiver Process</li> <li>• Acquisition and Relocation</li> <li>• FHWA Authorization of ROW Costs</li> <li>• Project Development Certification (right-of-way review)</li> </ul>	4:00 – 4:30	<b>Optional Sessions – Grant Program Q&amp;A</b> <ul style="list-style-type: none"> <li>• Transportation Enhancement (Room 250)</li> <li>• Safe Routes to School (Room 252)</li> <li>• Federal Recreational Trails (Room 230-240)</li> <li>• National Scenic Byways (Room 230-240)</li> <li>• Iowa Clean Air Attainment Program (Room 230-240)</li> </ul>
12:00 – 12:45	<b>Lunch</b> (provided, Room 220)		
12:45 - 1:15	<b>Utilities and Railroads</b> <ul style="list-style-type: none"> <li>• Utility Relocations</li> <li>• Railroad Coordination</li> </ul>		



Iowa Department  
of Transportation  
**2008 Federal-aid Overview Seminars**  
Iowa Department of Transportation

**Registration Form**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Agency or Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Check the box next to the session you would like to attend (check only one).

- Mar 20, 2008 – District 2, Charles City, North Iowa Area Community College, Charles City Center
- Apr 17, 2008 – District 1, Ames, Scheman Building
- Apr 23, 2008 – District 4, Atlantic, Cass County Community Center