

Bell, Tammi [DOT]

From: Nordholm, Gail [DOT]
Sent: Tuesday, February 17, 2009 10:24 AM
To: Bell, Tammi [DOT]
Subject: 2009 Federal-aid Overview Seminars

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, and Joe Jurasic - FHWA

FROM: Office of Local Systems

SUBJECT: Federal-aid Overview Seminars

DATE: February 17, 2009

Over the past few years, the Federal Highway Administration has conducted several reviews of the Iowa DOT's administration and oversight of the Local Public Agency (LPA) Federal-aid projects. Several of these reviews recommended the Iowa DOT provide additional training to LPA and consultant staff that are involved with Federal-aid projects.

In response, the Iowa DOT has developed the Federal-aid Overview Seminars. These seminars will provide a complete overview of the entire Federal-aid project development and construction process. They are designed for LPA and consultant staff that are new to Federal-aid procedures or need a refresher.

These seminars will be held on a rotating basis in several 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.

A brochure containing additional information, including dates, locations, and registration instructions is available on-line at:

http://www.iowadot.gov/local_systems/mailing/2009/february/fed-aid_overview_brochure.pdf

To register for a seminar, please click on the link below. You will be directed to the registration form found on the Local Systems web site. Please be sure to fill out the form completely so we have all of your information and click Submit.

http://www.iowadot.gov/local_systems/publications/im/federalaid_seminar_registration.html

Space is limited, so please register early.

We will be monitoring attendance at these seminars and other training opportunities. LPAs with active Federal-aid projects but no representation at these seminars or other training opportunities will be contacted and encouraged to attend. We will provide notice and additional information concerning other training opportunities as they become available.

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
Director, Office of Local Systems
Iowa Department of Transportation
515-239-1532
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



2009 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? You may attend any of the seminars; however, we encourage LPA staff to attend the seminar located in your district or an adjacent district. For 2009, the dates and locations are as follows:

Mar 11, 2009 – District 6, Kirkwood Center for Continuing Education
7725 Kirkwood Blvd. S.W., Cedar Rapids, IA 52404 ([click here for map](#))

Mar 19, 2009 - District 3, Buena Vista University, Siebens Forum
610 West 4th Street, Storm Lake, IA 50588 ([click here for map](#))

Apr 9, 2009 – District 5, Indian Hills Community College, Advanced Technology Center
525 Grandview Ave., Ottumwa, IA 52501 ([click here for map](#))

Apr 30, 2009 – District 1, Iowa State University, Scheman Building
Iowa State Center, Ames, IA 50010 ([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
800 Lincoln Way, Ames, IA 50010
Fax: 515-817-6674 Phone: 515-239-1528

2. [Click here to access the registration form on the web page.](#) You may also print the last page of this brochure, fill it out, and email or fax it to Gail Nordholm at gail.nordholm@dot.iowa.gov or 515-817-6674.

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 Ames. The Ames seminar will include break-out sessions to 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.

Federal-Aid Overview Seminar Agenda

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

* Lunch and the optional break-out sessions will be provided at the Ames location only.



Iowa Department
of Transportation
2009 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 11, 2009 – District 6
Kirkwood Center for Continuing Education
7725 Kirkwood Blvd. S.W., Cedar Rapids, IA 52404
- Mar 19, 2009 – District 3
Buena Vista University, Siebens Forum
610 West 4th Street, Storm Lake, IA 50588
- Apr 9, 2009 – District 5
Indian Hills Community College, Advanced Technology Center
525 Grandview Ave., Ottumwa, IA 52501
- Apr 30, 2009 – District 1
Iowa State University, Scheman Building
Iowa State Center, Ames, IA 50010