

Nordholm, Gail [DOT]

From: Nordholm, Gail [DOT]
Sent: Wednesday, January 14, 2009 8:17 AM
To: Nordholm, Gail [DOT]
Subject: Local Agency Contract Administration

TO: County Engineers, City Representatives, and Consultants
Gail Nordholm Iowa DOT - Local Systems gail.nordholm@dot.iowa.gov

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

FROM: Office of Local Systems

SUBJECT: Local Agency Contract Administration

DATE: January 14, 2009

The Federal Highway Administration (FHWA) is putting 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. Several new Instructional Memorandums have been issued, the Iowa Department of Transportation is conducting Federal Aid oversight seminars around the state, and we are also keeping track of training that local agency and consultant personnel attend.

One of the classes that is being 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 20 & 21, 2009 at the East Materials Conference Room
Fairfield – February 3 & 4, 2009 at the District 5 Materials Training Room
Atlantic – February 17 & 18, 2009 at the District 4 Materials Training Room

Sioux City – March 3 & 4, 2009 at the District 3 Training Room
Mason City – March 17 & 18, 2009 at the District 2 Materials Training
Room
Cedar Rapids – March 31 & April 1, 2009 at the Cedar Rapids
Construction Residency Training Room

Class size is limited to 25 per session, so early enrollment is suggested.
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.iowadot.gov/materials/training_index.html

Or, you can contact your local District Materials Office for more
information on how to sign up.

District 1	Debi Crook	515-239-1844	debi.crook@dot.iowa.gov
District 2	Eileen West	641-423-7676	eileen.west@dot.iowa.gov
District 3	James Yanak	712-239-4713	james.yanak@dot.iowa.gov
District 4	Richard Meyer	712-243-7649	richard.meyer@dot.iowa.gov
District 5	Ellen Davidson	641-472-3103	ellen.davidson@dot.iowa.gov
District 6	John Couser	319-366-0446	john.couser@dot.iowa.gov

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/mailling/main_mailing.htm