

From: [Nordholm, Gail \[DOT\]](#)
To: [Nordholm, Gail \[DOT\]](#)
Subject: 2010 Federal-aid Overview Seminars
Date: Thursday, April 01, 2010 7:44:00 AM

TO: County Engineers, City Representatives, and Consultants

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

FROM: Office of Local Systems

SUBJECT: 2010 Federal-aid Overview Seminars

DATE: April 1, 2010

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.

This year the seminars will be held in-person at the Iowa DOT headquarters in Ames and through a webinar. A brochure containing additional information, including dates, locations, and registration instructions is available on-line at:

http://www.iowadot.gov/local_systems/mailing/2010/march/fed-aid_overview_brochure.pdf

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,

Donna Buchwald, P.E.
Deputy Director, Office of Local Systems
Iowa Department of Transportation
515-239-1051
Donna.Buchwald@dot.iowa.gov

Some of the documents referenced above are in Adobe Acrobat's Portable
Document Format (PDF). 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



Iowa Department of Transportation

2010 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? There are several different ways to participate. You may attend the in-person seminar located in District 1, Ames; the webinar at your district's host site; or you may participate in the webinar individually or with your own group. To participate in a webinar individually or with your own group, you will need a computer with internet access and a speaker telephone. A webinar consists of a slide presentation that the presenter advances on your computer screen and whose voice is heard over your telephone. Questions may be asked by typing a note on your keyboard, or by unmuting your phone and stating it. The in-person and the webinar seminars are scheduled from 9:00 a.m. to 4:00 p.m., with 1 hour lunch and will follow the same agenda with the same content. For 2010, the dates and locations are as follows:

April 20, 2010, in-person:

District 1, Iowa Department of Transportation
East/West Materials Conference Rooms
800 Lincoln Way, Ames, IA 50010

April 27, 2010, webinar host sites:

District 2, Northern Iowa Area Community College
500 College Drive, Mason City, IA 50401

District 3, District Office Conference Room
2800 Gordon Drive, Sioux City, IA 51102

District 4, District Office North Conference Room
2210 E 7th Street, Atlantic, IA 50022

District 5, District Materials Conference Room
307 W Briggs, Fairfield, IA 52556

District 6, District Materials Conference Room
430 16th Avenue SW, Cedar Rapids, IA 52406

For a map of all the seminar locations, [click here](#).

If the DOT's available webinar seats are all filled for the April 27, additional webinar date(s) may be added.

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, e-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
gail.nordholm@dot.iowa.gov

2. [Click here to access the registration form on the web page.](#)

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 at the District 1 presentation on April 20, 2010, in Ames will receive training materials which will include copies of all presentations, the Federal-aid Project Development Guide, and other reference information. For those attending the webinar at a District host site and if registered by April, 13, training materials will be available for you at the District host site. For those participating in the webinar individually or with their own group, the training materials will be available on the [Office of Local Systems website](#) on approximately April 13.

Federal-Aid Overview Seminar Agenda

Agenda Item

Welcome

- Introductions
- Purpose and Format
- Breaks and Facilities

Federal-aid Basics

- Process Overview
- Planning and Programming
- FHWA Authorization
- Reimbursement
- In-Kind Contributions
- Nondiscrimination Requirements

Initial Project Development

- Consultant Selection
- Funding Agreement
- Project Scheduling and Submittals
- Concept Statement
- Project Tracking

Environmental Review

- 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

Break and Refreshments (provided)

Other Permits

- 404 Permit
- Iowa DNR Flood Plain Permit
- NPDES Storm Water Permit
- Work on Iowa DOT Right-of-way

Design and Plan Reviews – Iowa DOT Lettings

- Design Guidelines
- Preliminary Plans
- Check and Final Plans

Right-of-Way

- Appraisals
- Appraisal Waiver Process
- Acquisition and Relocation
- FHWA Authorization of ROW Costs
- Project Development Certification (right-of-way review)

Lunch

Agenda Item

Utilities and Railroads

- Utility Relocations
- Railroad Coordination

Contract Letting and Award – Iowa DOT Process

- Competitive Bidding Requirements
- Contract Time
- Bidding Documents
- Letting Process

Contract Letting and Award – Local Process

- Eligible Contracts
- Bidding Documents
- Bid and Quote Process
- Bid and Quote Requirements

Break and Refreshments (provided)

Construction Oversight

- Pre-construction Meeting
- Project Inspection Duties
- Materials Testing and Certification
- Change Orders
- EEO / AA and Wage Rate Compliance
- Prompt Payment

Project Close-out for Highway Projects

- Inspection and Acceptance of Field Work
- Pre-audit Checklist and Procedures
- Construction Audits
- Materials Audits
- Final Payment
- Interest Payments
- Final Federal Reimbursement

Project Close-out for Non-Highway Projects

- Specifications
- Materials Acceptance
- Verification of In-Kind Work

Closing Remarks

- Seminar Evaluations
- Top Ten Things to Remember



2010 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).

- April 20, 2010 – District 1
Iowa Department of Transportation
East/West Materials Conference Rooms
800 Lincoln Way, Ames, IA 50010

- April 27, 2010 – District 2
Northern Iowa Area Community College
500 College Drive, Muse Norris Conference Center
Mason City, IA 50401

- April 27, 2010 – District 3
Iowa Department of Transportation
2800 Gordon Drive, Materials Conference Room
Sioux City, IA 51102

- April 27, 2010 – District 4
Iowa Department of Transportation
2210 E Seventh Street, District Conference Room
Atlantic, IA 50022

- April 27, 2010 – District 5
Iowa Department of Transportation
307 W Briggs, Materials Conference Room
Fairfield, IA 52556

- April 27, 2010 – District 6
Iowa Department of Transportation
430 16th Avenue SW, Conference Room
Cedar Rapids, IA 52406

- April 27, 2010 – Personal location. If others will join you at your location, **only one person should register** using this form. However, please list the above personal information of others who will be attending the webinar with you at your location below. All of those with the same company and/or address as the person registering can indicate identical information with “same”.