Bell, Tammi [DOT]

From: Nordholm, Gail [DOT]
Sent: Thursday, January 14, 2010 7:37 AM
To: Bell, Tammi [DOT]
Subject: Contract Administration for Local Agency Classes

TO: County Engineers, City Representatives, and Consultants
tammi.bell@dot.iowa.gov

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

FROM: Office of Local Systems

SUBJECT: Contract Administration for Local Agency Classes

DATE: January 14, 2010

Due to the large demand for these classes in the past, we have made a change to the program this year. We have been presenting the class for beginners for 5 years and were noticing that some enrollees were signing up every year. In some locations, the classes filled up so fast that there wasn't room for the new employees, who we were really targeting for this class. So, this year we have added an advanced class for agency and consultant personnel that have attended the beginning class and have field experience, but want to take it to the next level. The advanced class is one day and will be offered in each district. We will still be offering the two day beginners class, but only in three locations – Carroll, Ames, and Cedar Rapids.

The advanced class will include a presentation about Utility issues and how to make the utility coordination process run more smoothly. Next, we have taken the materials audit portion out of the beginning class and moved it into the advanced sessions. Participants will go through a materials audit together and then will work through one on their own and then review it as a class. The remainder of the class will concentrate on the final review of a project (I.M. 3.910) – the Final Review and Audit Process Flowcharts, the Pre-Audit Checklist, and the Final Forms Packet Checklist. The class will also include a review of I.M. 3.930, the Interest Payment Procedures.

Dates and locations for these classes are:

Basic: January 19 & 20 in Ames
February 23 & 24 in Carroll
March 2 in Cedar Rapids

Advanced: January 21 in Ames

February 10 in Fairfield
March 4 in Cedar Rapids
March 10 in Sioux City
March 16 in Mason City
March 18 in Atlantic

For more information, or to register for these classes please contact the following:

District 1:	Debi Crook	debi.crook@dot.iowa.gov	515-239-1844
District 2:	Eileen West	eileen.west@dot.iowa.gov	641-424-2203
District 3:	Tony Yanak	james.yanak@dot.iowa.gov	712-239-4713
District 4:	Richard Meyer	richard.meyer@dot.iowa.gov	712-243-7649
District 5:	Ellen Davidson	ellen.davidson@dot.iowa.gov	641-472-3103
District 6:	John Couser	john.couser@dot.iowa.gov	319-366-0446

If you have any questions, **please do not reply to this note**. Instead, you may contact Chris Anderson by e-mail at christie.anderson@dot.iowa.gov or by phone at 515-239-1819, or Brian Squier by e-mail at brian.squier@dot.iowa.gov or by phone at 515-239-7915.

Thank you,

Brenda Boell
Office of Local Systems
Phone: 515-239-1437
Fax: 515-817-6565
brenda.boell@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 Office of Local Systems Weekly Mailings web page at: http://www.iowadot.gov/local_systems/mailing/main_mailing.htm