

**From:** [Nordholm, Gail \[DOT\]](#)  
**To:** [Nordholm, Gail \[DOT\]](#)  
**Subject:** Contract Administration for Local Agencies  
**Date:** Thursday, January 13, 2011 1:26:00 PM

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**TO:** County Engineers, City Representatives, and Consultants

**CC:** District Local Systems Engineers; Service Bureau; Chris Anderson and Brian Squier, Office of Materials; and Office of Local Systems

**FROM:** Office of Local Systems

**SUBJECT:** Contract Administration for Local Agencies

**DATE:** January 13, 2011

Again this year we are holding two levels of contract administration for local agencies. We will be offering the two day beginners class in three locations – Ames, Fairfield, and Mason City. The advanced class, for personnel that have attended the beginning class and have field experience, are one day and will be offered in each district.

The beginning class teaches students about Roles & Responsibilities of the Contractor and the Project Engineering staff, Contract Documents, Davis-Bacon and Equal Employment Opportunity, Record Keeping (setting up a field book, forms that may be required in the field, etc.).

The advanced class will include a presentation about Utility issues and how to make the utility coordination process run more smoothly. District Materials staff will discuss materials audits, issues that they have encountered and how to resolve them, and new requirements for materials inspection and acceptance. 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 18 & 19 in Ames
- February 15 & 16 in Fairfield
  - March 22 & 23 in Mason City

- Advanced: January 20 in Ames
- February 17 in Fairfield
  - February 23 in Atlantic
  - March 1 in Cedar Rapids
  - March 9 in Sioux City
  - March 24 in Mason City

**For more information on the classes and to download an application, please click on the following link:**

<http://www.iowadot.gov/training/ttcp/registration.html>

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

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|------------------------------|--|--------------|
| District 1: Brian Squier     | <a href="mailto:brian.squier@dot.iowa.gov">brian.squier@dot.iowa.gov</a>           | 515-233-7915 |
| or Chris Anderson            | <a href="mailto:christie.anderson@dot.iowa.gov">christie.anderson@dot.iowa.gov</a> | 515-239-1819 |
| District 2: April Concepcion | <a href="mailto:april.concepcion@dot.iow.gov">april.concepcion@dot.iow.gov</a>     | 641-423-7676 |
| District 3: Paul Orr         | <a href="mailto:paul.orr@dot.iowa.gov">paul.orr@dot.iowa.gov</a>                   | 712-239-4713 |
| District 4: Jim Murray       | <a href="mailto:james.murray@dot.iowa.gov">james.murray@dot.iowa.gov</a>           | 712-243-7650 |
| District 5: Ellen Davidson   | <a href="mailto:ellen.davidson@dot.iowa.gov">ellen.davidson@dot.iowa.gov</a>       | 641-472-3103 |
| District 6: Lynn Gemmer      | <a href="mailto:lynn.gemmer@dot.iowa.gov">lynn.gemmer@dot.iowa.gov</a>             | 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](mailto:christie.anderson@dot.iowa.gov) or by phone at 515-239-1819, or Brian Squier by e-mail at [brian.squier@dot.iowa.gov](mailto:brian.squier@dot.iowa.gov) or by phone at 515-239-7915.

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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](http://www.iowadot.gov/local_systems/mailing/main_mailing.htm)