

Project Development Orientation

Locally Procured Contracts

Locally Procured Projects

I.M. 3.720 Local Lettings – Federal Aid

- http://www.dot.state.ia.us/local_systems/publications/2001_packet/packet_toc.pdf

Locally Procured Federal-aid Contracts – I.M. 3.720

Qualifying Types of Work

1. The contract work will be reimbursed by one or more of the following Federal transportation programs:

- • Transportation Enhancement
- • Federal Recreational Trails
- • National Scenic Byways
- • Safe Routes to School (infrastructure projects only)

If the contract work will be reimbursed by *any other* type of Federal funds, the contract shall be let by the Iowa DOT.

2. The contract work is part of a public improvement project.

3. If the contract work includes construction of a bicycle or pedestrian trail that involves grading or hard surface paving, such as asphalt or concrete, and the estimated contract cost is less than \$100,000.

Locally Procured/Constructed

- **Procurement Methods – What's needed?**
- Pre-Award Checklist and Certification - Attachment A
- Post-Award Checklist and Certification - Attachment B
- Supplemental Agreement - Attachment C
- Disadvantaged Business Enterprise

Locally Procured/Constructed

- **Forms**

Bidding Proposal for County / City Projects (Form 740384). This Iowa DOT form must be used for taking sealed bids for qualifying federal-aid projects.

Request for Quotation (Form 740386).

DBE Commitment (Form – 517012)

Permits

Permit Types

- 404 Permit – Wetlands, Army CORPS
- National Pollution Discharge Elimination System (NPDES) - Storm Water Permit
- Right of Way (Primary System or DOT right of way) – Contact the Engineering Operations Technician in your district
- Utility Permits

404 Permit – Clean Water Act

- Typically three permit levels
 - Nationwide Permits (NWP)
 - Regional Permit (RP)
 - Individual Permit (IP)

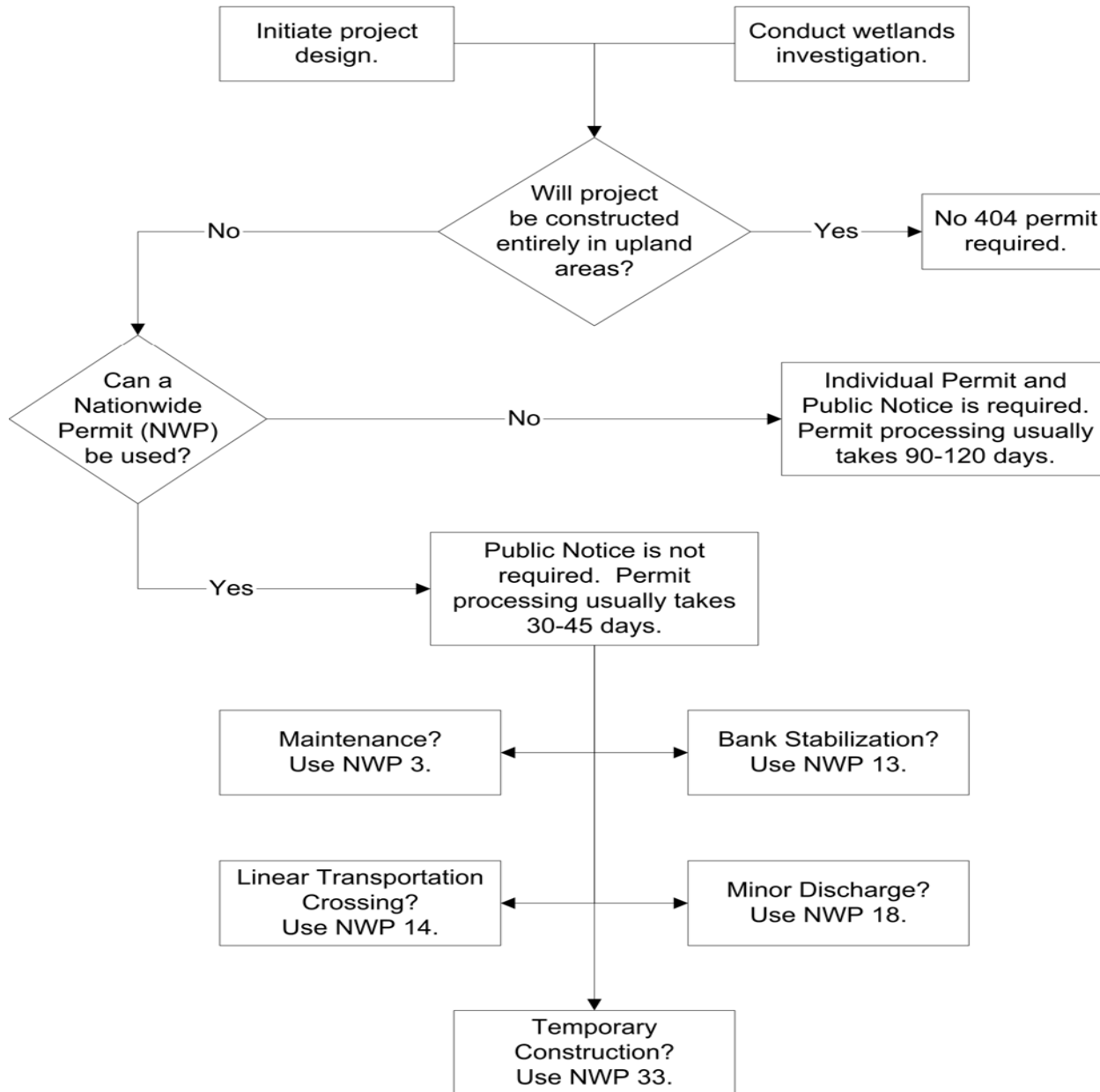
404 Permit - Clean Water Act

- Details on thresholds for Nationwide Permits are found in I.M. 3.13 and Corps Fact Sheet 5(IA)
- Projects not meeting the criteria for NWP or RPs require Individual Permits which will require more time for notification of interested parties
- Unless the State is the lead agency, -
All permitting activities are the responsibility of the Local Public Agency

404 Permit - Clean Water Act

- The Corps must be notified when any discharges will occur on waters of the U.S. including wetlands and any time temporary construction is anticipated
 - Appendix A in I.M. 3.13 provides guidance
- Mitigation will be required for any impacts greater than 0.1 acres
- Impacts greater than 0.5 acres will likely require an Individual Permit

Section 404 Permit Determination Process



- **Scott Marler**
- Iowa Department of Transportation, Water Resources Program Manager
- (515) 239-1510
- Scott.Marler@dot.iowa.gov

Storm Water Permit Currently Index 8

Storm Water Permit - 8

- National Pollutant Discharge Elimination System (NPDES) permit may be needed to address storm water runoff from construction sites
- http://www.dot.state.ia.us/local_systems/publications/2001_packet/stormwater_permits.pdf

Storm Water Permits - 8

- **Which projects will require a storm water permit?**
- All projects that disturb greater than or equal to 1 acre of land will require a NPDES permit from the Iowa Department of Natural Resources (Iowa DNR).

Storm Water Permits – 8

Steps for Compliance

- Prepare Project Plans
- Develop Storm Water Pollution Prevention Plan (PPP)
- PPP States: All contractors/subcontractors shall conduct their operations in a manner that minimizes erosion and prevents sediments from leaving the project area.
- A sample Pollution Prevention Plan (PPP) can be found at:
http://www.dot.state.ia.us/local_systems/publications/2001_packet/sample_ppp.pdf

Storm Water Permits – 8 Steps for Compliance

- Give Public Notice
 - 1 Day, 2 Newspaper
- Apply for Permit
 - Notice of Intent
 - Proof of public notification, and the applicable fees to the Iowa DNR
- Implement Pollution Prevention Plan
- Submit Notice of Discontinuance

Storm Water Permits – 8 Steps for Compliance

- **Public Notice of Storm Water Discharge**

http://www.iowadnr.com/water/stormwater/forms/pub_gen2.pdf

- **Notice of Intent**

<http://www.iowadnr.com/water/stormwater/forms/5421415.pdf>

- **Notice of Intent Discontinuance**

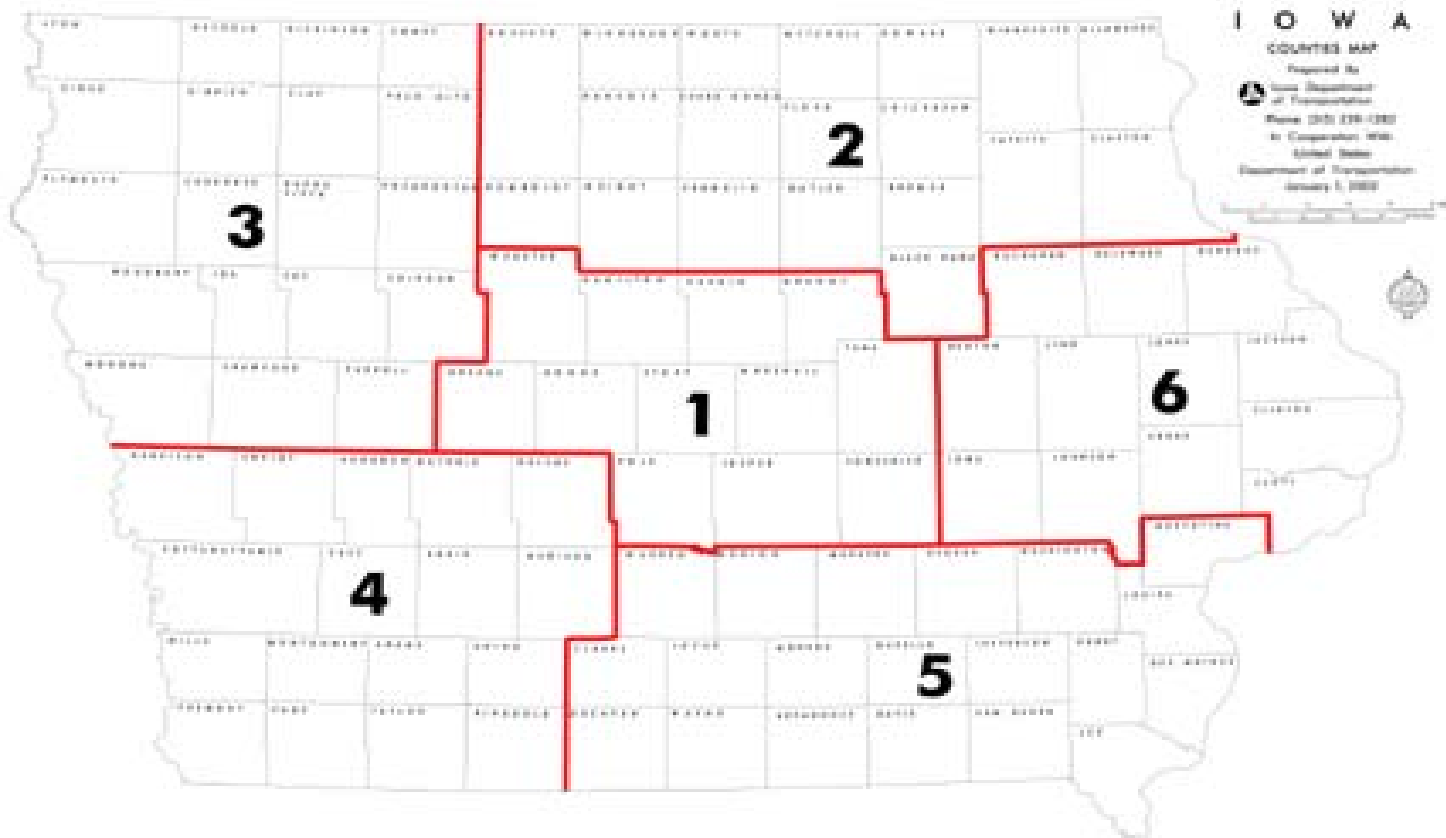
http://www.iowadnr.com/water/stormwater/forms/2_nod.pdf

Right of Way & Utility Permits

- Technical assistance and guidance on accommodation, permits, adjustments, relocations, agreements and billings.
- Handled by the DOT's area Engineering Operations Technicians (EOT)

http://www.dot.state.ia.us/local_systems/utilities/main_utilities.htm

District Area Map



Project Development Certification

Project Development Certification - Index No. 8

Project Development Certification link:

- http://www.dot.state.ia.us/local_systems/publications/2001_packet/packet_toc.pdf

Project Development Certification - Index No. 8

- **Certification that assures compliance with all applicable Federal and State laws, rules and policies and verifies the project is ready to proceed to the letting process**
- **Items covered:**
 - **Railroad Agreements**
 - **Utility Agreements**
 - **Right of Way / Access Agreements**
- **A copy must be filed with the Iowa DOT prior to letting and in accord with the PDC Memo**



PROJECT DEVELOPMENT CERTIFICATION

Before completing this form, carefully read the [Project Development Certification Instructions](#) provided in Index No. 8 of the [Project Development Information Packet](#) for Local Public Agency (LPA) Federal-aid Projects. Submit this form in accordance with the [Critical Path Memorandum for Project Development](#), located in the General Information section of the Packet.

City _____

Project Number _____

County _____

1. RAILROADS

- a. Is there a railroad crossing or railroad property within the project limits? Yes No (If No, skip to No. 2)
- b. Is any work on railroad facilities or railroad right-of-way required? Yes No (If No, skip to No. 2)
- c. Is an agreement needed with the railroad? Yes No (If No, and 1.b is checked Yes, attach letter from railroad and skip to No. 2)
- d. Has the railroad agreement been fully signed? Yes No (If Yes, attach a copy of the railroad agreement. If No, the project will not be submitted for letting, unless a Public Interest Finding is requested and approved for this condition – see instructions for more information.)

2. UTILITIES

- a. Are any utility relocations or adjustments required by this project? Yes No (If No, skip to No. 3)
- b. Have all the known affected utilities been relocated? Yes No (If Yes, skip to No. 3)
- c. Have all the known affected utilities been notified? Yes No (If Yes, give date of notice) _____
- d. For any affected utilities not yet relocated, are all required to relocate by an existing permit, franchise agreement, or executed relocation agreement? Yes No (If No, the project will not be submitted for letting, unless a Public Interest Finding is requested and approved for this condition – see instructions for more information.)

3. PRIMARY HIGHWAY

- a. Will work be performed on Iowa DOT right-of-way or will access to Iowa DOT right-of-way be affected? Yes No (If No, skip to No. 4)
- b. Have the applicable permits for work on Iowa DOT right-of-way been obtained? Yes No
(If No, when are they anticipated?) _____
(approximate date)

4. RIGHT OF WAY

- a. Is additional right-of-way (permanent or temporary easements, fee title) required? Yes No (If No, sign and date this form in the space provided below)
- b. Permanent right-of-way and/or access rights for _____ parcels have been acquired, except the _____ parcels scheduled for condemnation listed on page 2.*
- c. Temporary construction easements for _____ parcels have been acquired, except the _____ parcels scheduled for condemnation listed on page 2.*
- d. Were all of the parcels acquired using the Appraisal Waiver process? Yes No

*Note: Exceptions should only be listed for Items 4.b or 4.c if the parcel is scheduled for condemnation. Possession of all other parcels and / or access rights shall be acquired by the date this form is submitted. After the condemnation hearings for the parcels listed on page 2 are complete, provide written confirmation to the Iowa DOT that the condemnation hearings were held. This confirmation shall be received as soon as possible, but no later than 10 days prior to letting; otherwise the project may be withdrawn from the letting.



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City _____

Project Number _____

County _____

5. RELOCATION

- a. Will any persons or businesses be displaced by this project? Yes No (If No, sign and date in the space provided below)
- b. If yes, all eligible relocatees, _____ residential and _____ businesses, except those _____ listed on the reverse side have obtained and relocated into replacement housing and business locations. An inspection of the project was made on site. Decent, safe, and sanitary housing has been offered and is available to residential relocatees. Barring unforeseen circumstances beyond our control, the listed occupants will relocate by the date and manner indicated.

LPA CERTIFICATION

As the authorized representative of the LPA named above, I hereby certify the following: (1) I have read and understand the instructions for this form and the information supplied on this form is correct. (2) The LPA has complied with all applicable Federal and State laws, rules, and policies related to the development of this project. (3) All of the necessary railroad and utility work has either been completed or the necessary arrangements have been made to complete this work concurrent with the project construction without undue delay or additional cost to the project. (4) If any exceptions are listed for Items 4 or 5 above, it is in the public's best interest for this project to enter the Iowa DOT letting process. The LPA shall provide the notice(s) required for Item 4 above and is aware of the possible consequences for failing to do so.

Name _____

Signature _____

Title _____

Date _____

FOR IOWA DOT USE ONLY

Iowa DOT Office of Right of Way Based upon the information provided by the LPA for Items 4 and 5 above, I believe all necessary property rights for this project have been acquired or listed as exceptions. The DOT reserves the right to further review the LPA's procedures for the right-of-way acquisitions and relocations to ensure compliance with the applicable Federal and State laws, rules and policies.

Iowa DOT Administering Office I have reviewed all items above and have determined that this project is ready to enter the Iowa DOT letting process, subject to approval by the Office of Right of Way if needed. If applicable, I concur with the LPA's public interest finding for Items 4 or 5.

This form (is) (is not) being routed to the Office of Right of Way: (for review of Items 4 and 5) or (for information).

Signature _____

Signature _____

Date _____

Date _____

Critical Path Dates and Information

– I.M. 3.005

Critical Path Dates and Information

– I.M. 3.005

I.M. 3.005 represents a broad overview of the project development process timeline from the submittal of the Concept Statement to project letting

Critical Path Dates and Information

- I.M. 3.005

- **Project Types**

Critical Path Dates and Information

– I.M. 3.005

- **Major Type Projects:**

These projects typically involve any of the following: wetlands, 4(f) lands; railroad crossings, historical structures or historical districts, right-of-way or easement acquisitions, or federal-aid for consultant work.

- Examples include relocating a road on new alignment, major reconstruction, a major bridge, or a historical structure.
- Note: All projects requiring a hydraulic or structural review should follow the schedule for “Major” type projects.

Critical Path Dates and Information

– I.M. 3.005

- **Minor Type Projects:**

These projects typically do not involve any of the items listed for the “Major” type projects. Examples include an asphalt resurfacing project or bike trail surfacing project on an existing railroad bed.

- Proper submittals received by these dates will normally make the letting, unless the project involves special issues concerning right of way, railroads, or environmental/historical impacts.
- Early submittals are always encouraged.

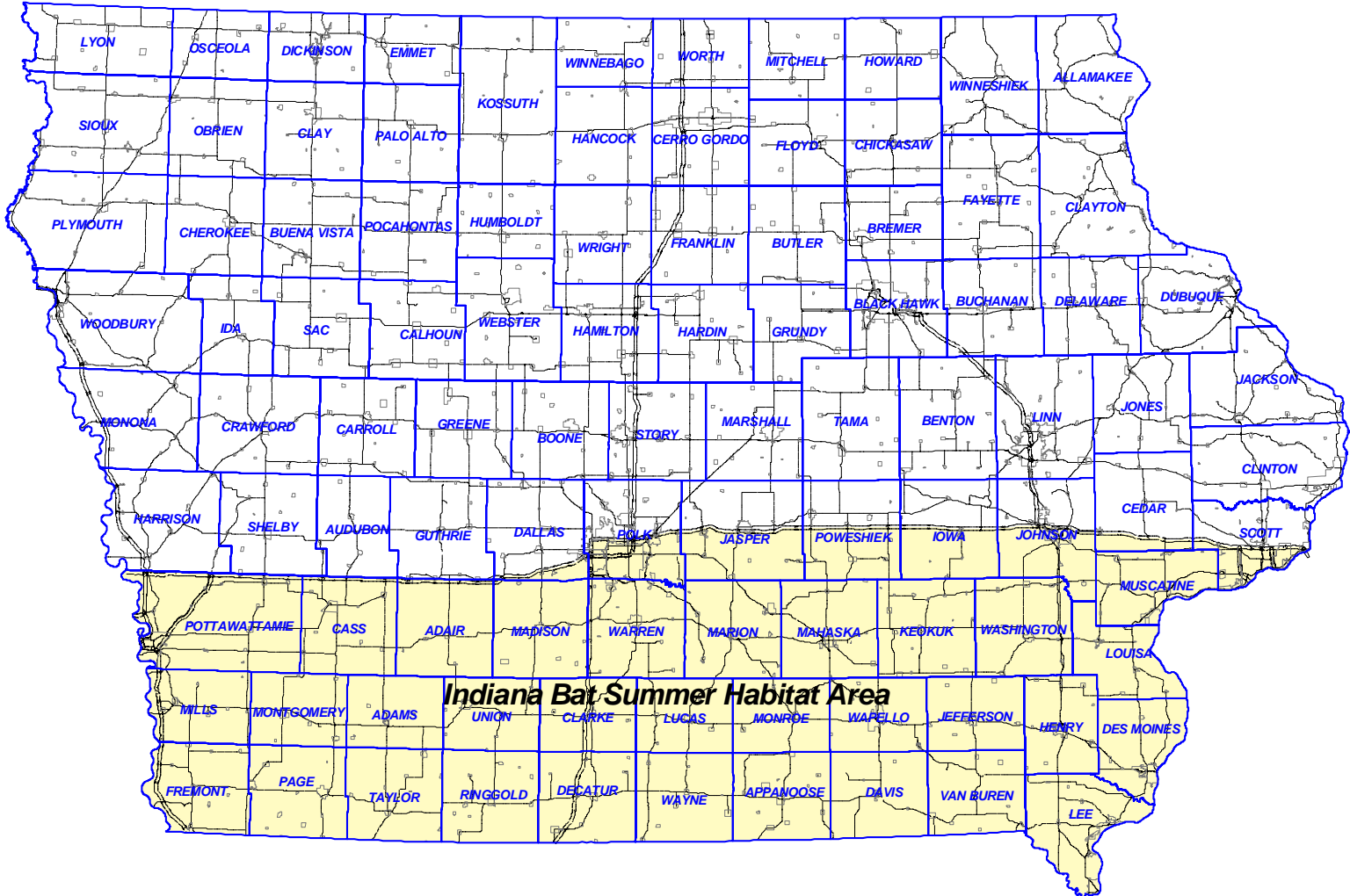
Concept Statement		Preliminary Plans		Check Plans		Final Plans and PDC	Contracts	Letting	Fiscal Year
Major (42 weeks)	Minor (16 weeks)	Major (16 weeks)	Minor (11 weeks)	Major (6 weeks)	Minor (5 weeks)	(2 weeks)	Turn-in	Date	
11/15/05	05/16/06	05/16/06	06/20/06	07/25/06	08/01/06	08/22/06	09/05/06	11/21/06	2007
12/13/05	06/13/06	06/13/06	07/18/06	08/22/06	08/29/06	09/19/06	10/03/06	12/19/06	
01/17/06	07/18/06	07/18/06	08/22/06	09/26/06	10/03/06	10/24/06	11/07/06	01/17/07	
02/14/06	08/15/06	08/15/06	09/19/06	10/24/06	10/31/06	11/21/06	12/05/06	02/20/07	
03/14/06	09/12/06	09/12/06	10/17/06	11/21/06	11/28/06	12/19/06	01/02/07	03/20/07	
04/18/06	10/17/06	10/17/06	11/21/06	12/26/06	01/02/07	01/23/07	02/06/07	04/17/07	
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11/14/06	05/15/07	05/15/07	06/19/07	07/24/07	07/31/07	08/21/07	09/04/07	11/20/07	2008
12/12/06	06/12/07	06/12/07	07/17/07	08/21/07	08/28/07	09/18/07	10/02/07	12/18/07	
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03/13/07	09/11/07	09/11/07	10/16/07	11/20/07	11/27/07	12/18/07	12/31/07	03/18/08	
04/17/07	10/16/07	10/16/07	11/20/07	12/26/07	01/02/08	01/22/08	02/05/08	04/15/08	
05/15/07	11/13/07	11/13/07	12/18/07	01/22/08	01/29/08	02/19/08	03/04/08	05/20/08	
06/12/07	12/11/07	12/11/07	01/15/08	02/19/08	02/26/08	03/18/08	04/01/08	06/17/08	
07/17/07	01/15/08	01/15/08	02/19/08	03/25/08	04/01/08	04/22/08	05/06/08	07/15/08	
08/14/07	02/12/08	02/12/08	03/18/08	04/22/08	04/29/08	05/20/08	06/03/08	08/19/08	
09/11/07	03/11/08	03/11/08	04/15/08	05/20/08	05/27/08	06/17/08	07/01/08	09/16/08	
10/16/07	04/15/08	04/15/08	05/20/08	06/24/08	07/01/08	07/22/08	08/05/08	10/21/08	

Endangered Species

Indiana Bats

- Construction activities in southern Iowa restricted to after September 15 and before April 15
- U.S. Fish and Wildlife service considers all counties with areas south of I-80 as having potential for summer habitat
- Projects with tree removal are subject to certain guidelines

Areas of State Where USFWS Indiana Bat Guidelines Apply



END