**Pre-Installation Steps for Speed Feedback (SFB) sign**

**(Draft Dated 9/22/23 v9)**

**District (Traffic Tech):** **Receive an inquiry from a city. Confirm they are eligible:**

\_\_\_\_\_\_ Is the location(s) on a Primary Highway? (Excluding Interstates & Freeways)

\_\_\_\_\_\_ Is the City’s population between 1,000+/- & 10,000+/-?

\_\_\_\_\_\_ Are they willing to take ownership and maintain sign(s) after install?

**District (Traffic Tech):** **If “Yes” to all 3 above, schedule a site visit with City Representative**.

\_\_\_\_\_ e-mail them a blank TCD (SFB Specific) form with added language about ownership and maintenance responsibilities or send them to the website form here: <https://iowadot.gov/traffic/Speed-Feedback-Signs>

\_\_\_\_\_ Ask City where they would like them. If no preference, DOT recommends at 1st speed reduction.

\_\_\_\_\_ Complete the ‘Site visit / Installation details’ form for each location. <https://iowadot.gov/traffic/Speed-Feedback-Signs>

\_\_\_\_\_ Scan in the above mentioned form(s) and e-mail to [ron.mcdaniel@iowadot.us](mailto:ron.mcdaniel@iowadot.us) in TAS along with a signed TCD permit application. Include a map showing all the proposed locations.

\_\_\_\_\_ Confirm with local garage that they will hang the SFB and Static Speed Limit sign on the pole.

\_\_\_\_\_ Order any Static Speed Limit Signs from Sign Shop (if necessary). Have delivery to local garage. Charge to NHSN-000-T(275)--2R-00).

**TAS:** **Receive: 1) TCD permit, 2) Site visit / Installation details, and 3) Map attachments from District:**

\_\_\_\_\_\_\_ (Ron & Willy) Confirm application meets the criteria and is signed by City (Electronic or signed/scanned).

\_\_\_\_\_\_\_ (Ron) Review the TCD Permit and forward to State Traffic Engineer for signature.

\_\_\_\_\_\_\_ (Chris) Return a signed copy to Ron, Brad & Traffic Tech.

\_\_\_\_\_\_\_ (Brad) Add location to TCD Database & Statewide SFB map (color code as “pending” or “installed”)

\_\_\_\_\_\_\_ (Ron/Willy) Add information to DOT excel spreadsheet in Sharepoint. (much of this info can be in the GIS layer, but keeping track of allocated inventory will be important. (Willy & Ron to work on details of this).

**TAS:** Once TCD has been approved, proceed to enter a work order into [“Smart Sheets”](https://app.smartsheet.com/dashboards/fJH3rJx6qcfGxCWG24F83gHvF5CJcfMPVg5QP4x1) to get Baker Electric to install the Footings/Base/Poles. (The contractor’s price to install assumes they can do 4 locations in one day-trip.)

* Description: Town, Route/Direction, Speed Limit, GSP Coordinates
* Sign Font Size: 12” or 18”
* Sign vendor: Traffic Logix (12”), Carmanah (18”) or Stalker (18”)
* Length of Pole: Copy from application (13’, 15’, 16’, or 18’)
* Install Pole only? Or do we need contractor to hang SFB sign also (usually, DOT Maintenance will hang SFB sign and static sign). In some cases we can ask Econolite/Baker to install the SFB.

**TAS:** Using the “Procurement Support” section in WorkDay, create a requisition for the warehouse to ‘pick & deliver’ SFB signs to the nearest DOT garage to where the signs will be installed. See Route Truck and monthly calendar for “cut-off” dates for each route.

**TAS:** Send an e-mail to the DOT Maintenance Supervisor(s) for the area(s). This is giving them a heads up that:

* A contractor will be in the area within a month (or two) to install the footings/base & pole.
* Static Speed Limit sign(s) (if being replaced) are being sent to their garage (ordered by Traffic Tech).
* The SFB sign and solar panels will be dropped off at their garage by DOT Delivery truck.
* After poles are installed, another e-mail notice will be given. At that time, DOT sign crews can be dispatched to: hang the SFB sign, connect the solar panels, install the static speed limit sign and remove the old post/sign.
* Include a set of instructions on how to put together the SFB sign and solar panels.

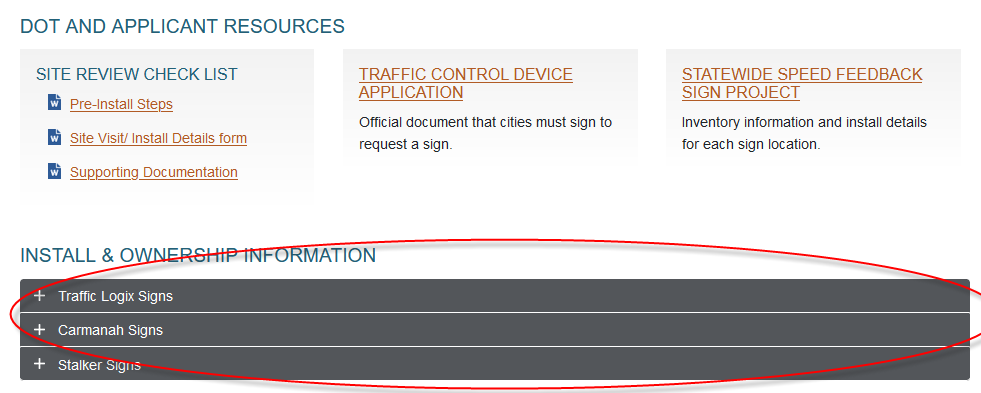
**TAS:** Tracking/Project Management. Keeping good records on installation dates in the DOT spreadsheet will be important and useful for ownership and warranty questions. Also, a future research effort will need to know when each location is fully operational. Attend bi-weekly coordination calls (Every other Tuesday at 9am).

**TAS:** After Pole/Base/Footing installation has been completed, send 2nd e-mail to the DOT Maintenance Supervisor and Traffic Tech. Tell them the pole is available to have the SFB sign/solar panels and Speed Limit signs installed at their convenience.

**District (Maintenance Supervisor):** When you have possession of both signs (SFB sign/solar panel & new static speed limit sign (if applicable), schedule your sign crews to install the signs.

After installation and operational, please notify Ron McDaniel ([ron.mcdaniel@iowadot.us](mailto:ron.mcdaniel@iowadot.us)) & your Traffic Tech.

Owner’s Manuals: <https://iowadot.gov/traffic/Speed-Feedback-Signs>



**TAS:** Update DOT Spreadsheet (on Sharepoint) with install date & notify Hossein with locations, placement date & operation start dates.

**District (Traffic Tech):**  Notify the city that the installation is finished and that the signs are now theirs to own and maintain. Include copies of the owner’s manual & warranty information found here: <https://iowadot.gov/traffic/speedfeedbacksigns>