

Local Systems Bureau Orientation & Resources

Nicole Moore, P.E.

Director, Local Systems Bureau

Local Systems Culture

- ▶ Service Mentality
- ▶ Who we Serve and Collaborate with:
 - ▶ Cities: 942
 - ▶ Counties: 99
 - ▶ Consultants: numerous
- ▶ Be a Spokesperson for Iowa's Cities and Counties (LPAs) - their "Voice"
- ▶ Opportunity to build positive relationships with cities, counties, & other partners
- ▶ Local Systems can play a beneficial role in the Public Works and consulting industry

Our mission is to work with our transportation partners and provide guidance in the development and implementation of projects to ensure compliance with state and federal requirements. Only together can we and will we continue to improve the quality of transportation in Iowa.



LOCAL SYSTEMS HOME

COVID-19

CONTACT US

▶ CONTACT LOCAL PARTNERS

INSTRUCTIONAL
MEMORANDUMS AND
FEDERAL-AID GUIDE

LOCAL SYSTEMS EMAILS

TRAININGS & VIDEOS

PRE-LETTING RESOURCES

▶ POST-LETTING RESOURCES

▶ COUNTY REPORTS, FUNDING,
RESOURCES

BID AND QUOTE THRESHOLDS

CITY REPORTS AND FUNDING

BRIDGE INFORMATION &
RESOURCES

▶ STREET FINANCE REPORT
(SFR)

EQUIPMENT RATES

MAPS

FEDERAL-AID SWAP
INFORMATION

FHWA EMERGENCY RELIEF
PROGRAM

TEST-TRAINING VIDEOS

LOCAL SYSTEMS

CONTACT US

SEND US YOUR COMMENTS

You can help us serve you better by letting us know what you think about this Web site.

- Did you find what you need?
- If you found what you were looking for, was it easy or difficult to find?
- What other information can we provide that would be useful to you?
- Were there any links that did not work or files that could not be accessed?

[Deputy Director, Nicole Moore](#)

800 Lincoln Way
Ames, Iowa 50010
Phone: 515-239-1528

 [Organization chart](#)

 [Regions Map](#)

✓ [Iowa DOT utility
coordination contacts](#)

✓ [District contact information](#)

✓ [Right of Way Bureau Local
Public Agency Coordinators](#)

CONTACT INFORMATION

Albright, Joe

Project Development Technician

515-357-0205

[EMAIL JOE](#)

DESCRIPTION OF DUTIES

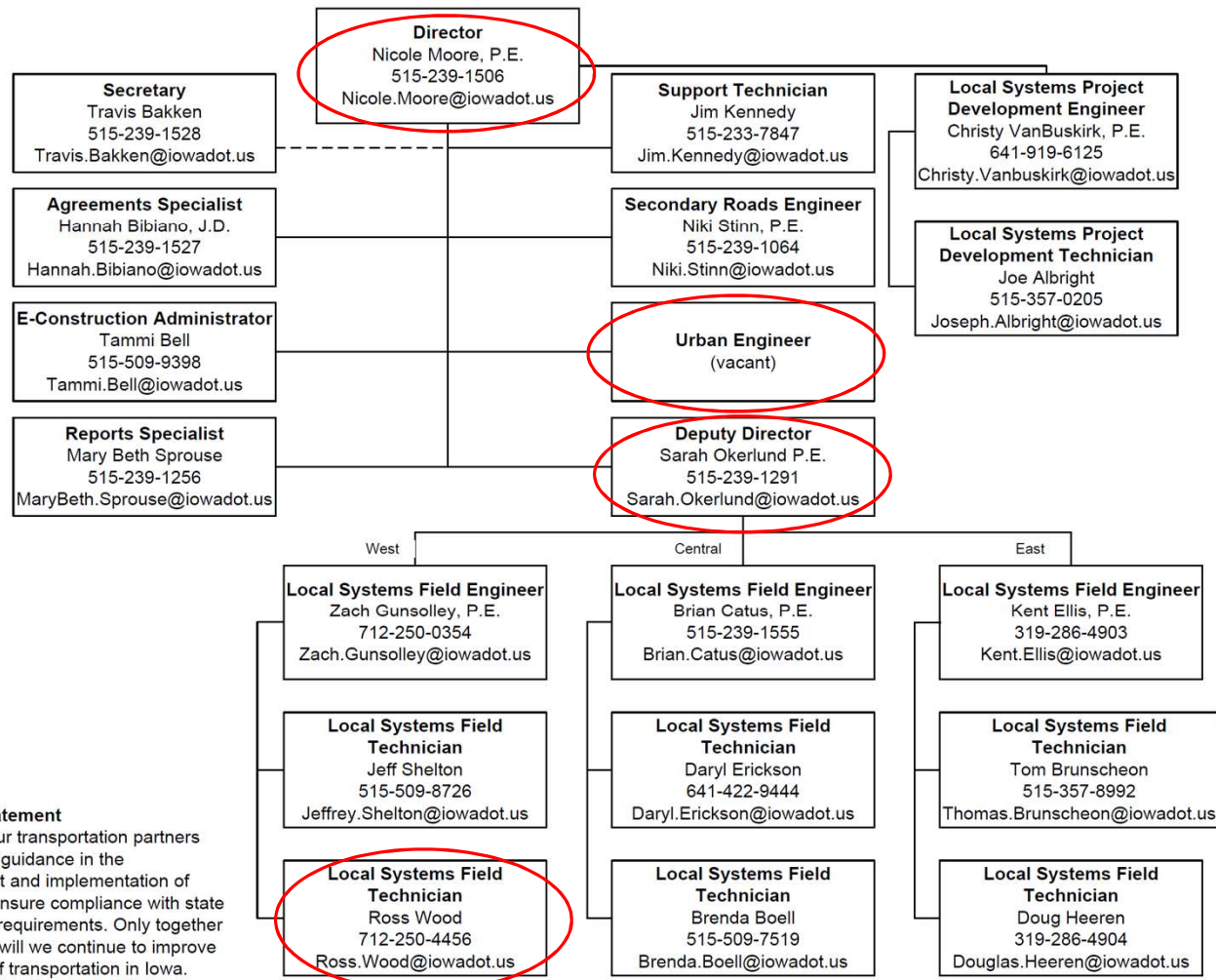
- Plan development review and contract document preparation: includes all stages of project plan development for local agencies in the State which may include the concept statement and preliminary, check, and final plans.
- Submittal of the final plans and contract documentation for submittal to the Contracts and Specifications Bureau.
- Also perform plan reviews, reviews contract documentation, and offers guidance to the local entities for locally let projects.
- Assist local agencies in programming and funding for Federal and/or State-aid projects so that their funding



Local Systems Bureau

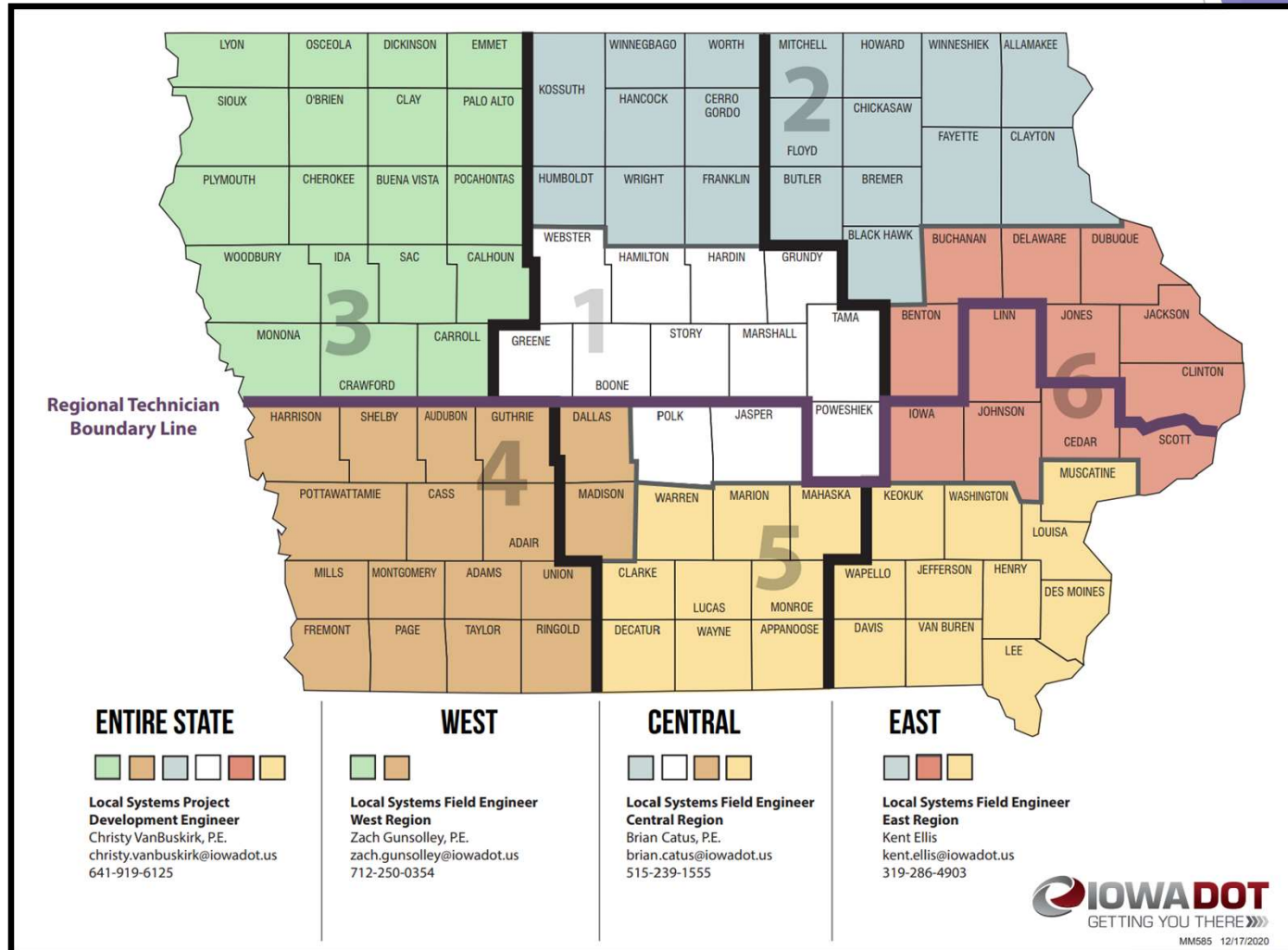
Organization Chart

October 29, 2021



Mission Statement
 Work with our transportation partners and provide guidance in the development and implementation of projects to ensure compliance with state and federal requirements. Only together can we and will we continue to improve the quality of transportation in Iowa.

Regional field staff



Urban Engineer Position

- ▶ We are advertising! Position open until November 24.
- ▶ Partnerships & Collaboration with Cities in Iowa
- ▶ Fast-paced environment
- ▶ Values include communication, teamwork, customer service, positive attitude
- ▶ Making Lives Better Through Transportation
- ▶ DOT offers great benefits!



TO: nicole.moore@iowadot.us
FROM: Iowa DOT, Local Systems Bureau
SUBJECT: Job Opening - Local Systems Bureau - Urban Engineer
DATE: October 26, 2021

Local Public Agency Partners,

Are you looking for a new challenge? Do you enjoy working with cities to assist them with their Public Works projects and program administration? Do you thrive working in a fast-paced environment where communication, teamwork, customer service, and a positive attitude are valued and appreciated? The Iowa DOT, Local Systems Bureau is hiring for our Urban Engineer Position. Sarah Okerlund, our former Urban Engineer, has recently been promoted to the Deputy Director position within Local Systems.

Our Local Systems Mission Statement is "Our mission is to work with our transportation partners and provide guidance in the development and implementation of projects to ensure compliance with state and federal requirements. Only together can we and will we continue to improve the quality of transportation in Iowa."

The Urban Engineer position serves as the primary liaison to the cities across Iowa and is involved in many aspects of program administration. This position performs a wide variety of administrative and advanced professional engineering and planning functions related to local government programs. The Urban Engineer serves as a lead worker and exercises a considerable degree of independent judgment in making decisions.

The salary range for the Urban Engineer position is \$72,779.20 to \$111,924.80. It is posted to the Iowa Department of Administrative Services website here [Local Systems Urban](#)

Want to hear from us?!?



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GETTING YOU THERE

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COVID-19

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CITY REPORTS AND FUNDING

BRIDGE INFORMATION & RESOURCES

STREET FINANCE REPORT

LOCAL SYSTEMS

EMAIL LIST

WHAT ARE THE LOCAL SYSTEMS EMAILS

As a service to local governments, the Local Systems Bureau distributes a variety of transportation-related information via e-mail on a regular basis. This information typically includes: changes to policies or procedures; funding opportunities; conferences, workshops or other training opportunities; job openings at the Iowa DOT, local governments or other transportation agencies; and other information that may be of interest to local transportation officials, their consultants and other transportation agencies.

[Subscribe to emails](#)

QUESTIONS?
Call 515-239-1528

HOW DO I SUBSCRIBE / UNSUBSCRIBE?

If you would like to receive our emails at multiple e-mail addresses, complete a request for each e-mail address. Likewise, if there are multiple individuals at your company or agency that would like to receive our emails, a request will need to be completed for each person.

Get the latest information from Local Systems. [Subscribe here](#)

https://iowadot.gov/local_systems/Local-Systems-Emails/Local-Systems-Emails

CHANGE SUBSCRIPTION

- Modify preferences for Local Systems emails

UNSUBSCRIBE

- Easily unsubscribe in one click from email subscriptions

ABOUT EACH SUBSCRIPTION TYPE

CITY-ONLY

City-related news and information, such as Street Finance Report, City Bridge Program, and various other items related to cities but not counties or consultants.

COUNTY-ONLY

County-related news and information, such as Annual Reports, Budget & Program, Farm-to-Market Funding, County HBP Funding, etc.

LOCAL SYSTEMS- GENERAL

Choose this option to receive updates on news and information that affects both cities and counties. This may include Instructional Memorandums, Legislation,

JOB OPPORTUNITIES

Job opportunities Local Systems is asked to send. Job opportunities may include Iowa DOT positions, City positions, or County positions.



Instructional Memorandums to Local Public Agencies Table of Contents

Some I.M.s are written either to counties or cities; others are written to both counties and cities. The intended audience is indicated in the "To:" field of the I.M. as well as the Table of Contents below. Many of the I.M.s are referenced by the Federal-aid Project Development Guide (Federal-aid Guide). These I.M.s are marked with an asterisk (*). For more information about the relationship between the [Federal-aid Guide](#), the [Non-Federal-aid Guide](#), and I.M.s, refer to the [Guide and I.M.s web page](#). The funding type is listed in the Table of Contents below, and will be labeled for Federal-aid (F.A.), Federal-aid Swap (Swap), State-aid (State), Farm-to-Market (F.M.) or Local; if the I.M. applies to all types of funding, "All" will be used as the Funding type.

Note: The I.M.s have been transitioned into a new numbering system; please see the [I.M. Renumbering Conversion Chart](#). Some of the I.M.s are not yet complete, as shown in light grey text. Most of the links to the [Code of Federal Regulations](#) (CFR) and the [United States Code](#) (USC) have been removed from the individual I.M.s below. To get to the general CFR and USC, you can click on the links above and search each respective page.

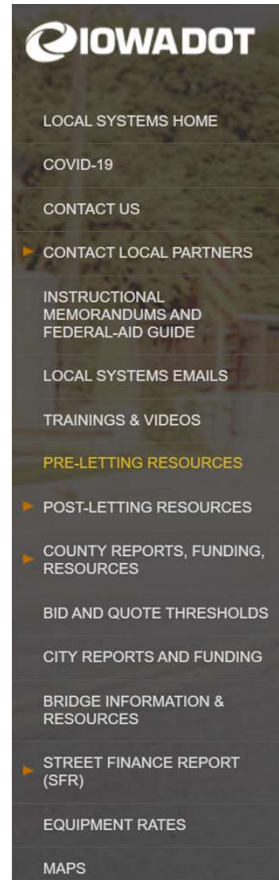
No.	Subject	Revision Date	Funding	Written To
Chapter 1 – Administration				
Chapter 2 – County Road System				
Chapter 3 – Project Development				
Chapter 4 – Environmental Regulations				
Chapter 5 – Letting and Contracts				
Chapter 6 – Construction				
Chapter 7 – Maintenance				
Chapter 8 – Miscellaneous Information				
Chapter 1 – Administration				
Section 1.0 -- General				
1.000	Iowa DOT Oversight of LPA Projects	June 15, 2021	All	Both
	Attachment A - Project Submittal Table for Each Funding Type	June 15, 2021	All	Both
	Attachment B – Administering Bureau Responsibilities Flowchart	June 15, 2021	All	Both
1.010	Acronym List	December 31, 2019	All	Both
1.020	References to the Iowa Code	August 7, 2020	All	Counties
1.070*	Title VI and Nondiscrimination Requirements	June 29, 2018	F.A.	Both
1.080*	ADA Requirements	October 1, 2013	All	Both
	Attachment A – Sample Curb Ramp Transition Plan (Word)	August 24, 2012	All	Both
Section 1.1 -- Programs				
1.100*	Highway Bridge Programs for Cities and Counties	December 31, 2020	All	Both
	Attachment A – City Bridge Priority Point Rating Worksheet (Word)	April 24, 2018	F.A., Swap	Cities
	Attachment B – County Bridge Priority Point Rating Worksheet (Word)	April 29, 2020	All	Counties
	Attachment C – Touchdown Points and Limits of Participation	July 18, 2011	F.A., Swap	Both
	Attachment D – County HBP Fiscal Constraint Requirements	July 18, 2011	F.A., Swap	Counties
1.150	Federal-aid Swap Program	August 7, 2020	Swap	Both
	Attachment A - Federal-aid Swap Policy Approved by the Iowa DOT Commission February 13, 2018	August 7, 2020	Swap	Both

Local Systems Bureau: Services we Provide

- ▶ Guidance - https://iowadot.gov/local_systems/im/lpa-ims
 - ▶ Federal-aid Guide
 - ▶ Non-Federal-aid Guide
 - ▶ Instructional Memorandums (I.M.s)
- ▶ Federal and State-aid projects
 - ▶ Project Development Oversight
 - ▶ Construction Inspection questions and Contract Administration Oversight
- ▶ General Questions - all projects

Local Systems Website

- ▶ Pre-Letting Resources:
 - ▶ Project Development Information
 - ▶ Targeted Small Business Information
 - ▶ DOT Forms
- ▶ Post-Letting Resources:
 - ▶ Forms, Claim Reimbursement
 - ▶ Appia & Doc Express Resources
 - ▶ Inspection Worksheets (Excel)
- ▶ Bridge Information
- ▶ County & City Reports and Funding
- ▶ Bid Threshold Information
- ▶ Trainings and Videos
- ▶ Maps!
- ▶ Federal-aid Swap Information
- ▶ FHWA Emergency Relief (ER) Program



LOCAL SYSTEMS

PRE-LETTING RESOURCES

PROJECT DEVELOPMENT INFORMATION

MANUALS, GUIDES AND POLICIES

[Instructional Memorandums to Local Public Agencies \(I.M.s\) and the Federal-Aid Project Development Guide](#)

These documents provide guidance and information for local public agency and consultant staff regarding a wide range of topics, including processes and procedures for local public agency federal-aid transportation projects.

[Iowa County Engineering: A Resource Guide for County Engineers](#)

This publication is designed for new county engineers and provides information about the county engineer's role and responsibilities as part of county government in Iowa. This document also serves as a convenient quick-reference guide for experienced county engineers.

[Policy for Accommodating Utilities on the County and City Non-Primary Federal-Aid Road System](#)

Policies and procedures for utility accommodation and relocation as part of a federally funded local public agency improvement project.

[Right of Way Information Packet \(LPA Manual\)](#)

This manual provides extensive guidance to local public agencies to help them comply with Federal and State requirements when acquiring property rights, including the Uniform Act. For additional assistance, please contact one of the [Local Public Agency Coordinators](#) in the Right of Way Bureau.

LOCAL SYSTEMS

CITY FUNDING AND INFORMATION

IOWA DOT FUNDING GUIDE

Basic information on all of the different federal and state funding programs that are available to public agencies in Iowa.

TIME-21 PAYMENTS

This report shows each city and county's monthly payments of Transportation Investment in the Economy in the 21st Century (TIME-21). The monthly payment for TIME-21 is the **Road Use Tax Fund (RUTF)** payment distributed to counties and cities monthly.

CITY PAYMENTS

 [TIME-21 - fiscal year 2021](#)

 [TIME-21 - fiscal year 2020](#)

 [TIME-21 - fiscal year 2019](#)

Monthly fluctuations in TIME-21 revenue at the end of a fiscal year, and beginning of a fiscal year, are due to the fact that annual vehicle registration revenue goes to the RUTF until it reaches a cap of \$392 million for the fiscal year. Once the RUTF hits the cap, all remaining annual registration revenue goes to the TIME-21 Fund. In the first half of the year, revenue is distributed with a one-month lag (i.e. it is collected one month and distributed to DOT, cities and counties the next month) while TIME-21 revenue is distributed with a two-month lag (i.e. it is collected one month and distributed two-months later). The impact of these issues is illustrated in the following chart.

[TIME-21 BAR CHART](#)

ROAD USE TAX FUND (RUTF)

STATE FISCAL YEAR	IOWA DOT PER CAPITA FORECAST
SFY 2022	\$125.50
SFY 2023	\$126.50
SFY 2024	\$127.50
SFY 2025	\$128.00
SFY 2026	\$129.00

Local Systems Website

- ▶ City Bridge Program - letters due October 1 every year
- ▶ City Street Finance Report (SFR) - due December 1
- ▶ Work with SUDAS and Public Works Service Bureau
- ▶ TIME-21 and RUTF information
- ▶ Census 2020 Information
- ▶ Collaborate with SUDAS & Public Works Service Bureau (PWSB)

Local Systems Website

- ▶ Bid and Quote Thresholds
- ▶ Horizontal Infrastructure
 - ▶ Construction
 - ▶ Maintenance
- ▶ Vertical Infrastructure
 - ▶ Construction
 - ▶ Maintenance

- ▶ Equipment Rates

LOCAL SYSTEMS

BID & QUOTE THRESHOLDS

HORIZONTAL OR VERTICAL INFRASTRUCTURE?

STEP 1

GENERAL GUIDANCE

Determine if the work is horizontal or vertical infrastructure, according to the definitions below.

Horizontal infrastructure: any publicly owned road, bridge or culvert.

Vertical infrastructure: As defined in [761 Iowa Administrative Code Chapter 180](#).



STEP 2

Determine if the work is considered "construction, reconstruction, or improvement"; or if it is considered "maintenance and repair", using the definitions at the bottom of this page.

Note: Examples of horizontal infrastructure work considered to be "construction, reconstruction or improvements" and horizontal infrastructure work considered to be "maintenance and repair" are provided for cities and counties in the [City Street Finance Report Instructions](#) and [County Annual Report Instructions, respectively](#).

ADDITIONAL DETAILS

HORIZONTAL INFRASTRUCTURE

1. CONSTRUCTION

A. Cities

For construction, reconstruction, or improvement work estimated to exceed the current competitive bid threshold, bid the work and follow the procedures in [Iowa Code sections 26.3 through 26.13](#). For cities, [Iowa Code 314.1\(2\)](#) makes Iowa Code 26.3 through 26.13 applicable to Horizontal Construction. 2017 Iowa Acts – [Senate File 438](#) also applies. Section 2 of the bill added Iowa Code Section 26.16, which was effective beginning April 13, 2017.

B. Counties

For construction, reconstruction, or improvement work estimated to exceed the current competitive bid threshold, bid the work and follow the procedures in [Iowa Code Section 331.341](#). County contracts for improvements which may be paid for from the secondary road fund shall be awarded in accordance with sections [309.40](#) to [309.43](#), [310.14](#), [314.1](#), [314.2](#), and other applicable state law. Counties do not follow the procedures of [Iowa Code Chapter 26](#), due to the definition in Iowa Code Section 26.2.

2. MAINTENANCE

Maintenance or repairs, regardless of the costs; and construction, reconstruction or improvement work estimated to be less than or equal to the current bid threshold, are not subject to the bid thresholds. This work may be accomplished by competitive bids, competitive quotes, city or county forces, or informal

Local Systems Trainings

- ▶ Work with Iowa LTAP on various subjects - Accessible Sidewalks & Curb Ramps (ADA), Multidisciplinary Roadway Safety, various conferences and workshops
- ▶ Local Systems Regional Spring Trainings
 - ▶ 2020 - cancelled but recorded - on our website
 - ▶ 2021 - 4 live virtual trainings - recorded and on our website
 - ▶ https://iowadot.gov/local_systems/Trainings-Videos
 - ▶ TPMS Development training videos are on our website
- ▶ Federal-aid Overview Training
- ▶ Federal-aid Swap Overview Training
- ▶ Doc Express and Appia
- ▶ Other DOT Training - TTCP

Did you know?

- ▶ Administrative Functions
 - ▶ Administer Federal-aid and State-aid Programs
 - ▶ Updating all the guidance (I.M.s, Federal-aid Guide, Non-Federal-aid Guide, etc)
 - ▶ Doc Express/Appia/E-Construction initiatives
 - ▶ Legislative, Regulatory & Policy Research and Analysis
 - ▶ Street Finance Reports, County Annual Reports and Budgets and Programs
- ▶ Agreements
 - ▶ Funding Agreements (Federal-aid and State-aid)
 - ▶ Project Agreements for Primary Highways affecting cities/counties
 - ▶ Agreements for other state agencies (DNR, Parks and Institutions, etc)
- ▶ Project Development duties - Concept, Preliminary Plans, Check & Final Plans, ensure clearances are in order, etc.
- ▶ Contracts and Specifications lets \$1.3 Billion per year
 - ▶ Urban \$127 Million
 - ▶ Farm-to-Market \$178 Million, Local Secondary \$30 Million
 - ▶ Interstate \$560 Million, Primary \$313 Million
- ▶ Construction and Contract Administration oversight (Federal-aid and State-aid)

Federal Transportation Bill: IIJA

- ▶ IIJA - Infrastructure Investment and Jobs Act - AKA: Bipartisan Infrastructure Plan
- ▶ Passed by Senate on August 10, 2021 (67-27 vote)
- ▶ Increases Highway Trust Fund (HTF) program funding by 23.6% compared to current
 - ▶ 90% of total HTF funding provided to states via core formula programs (92% current)
 - ▶ Translation = Slightly less to core programs, but offset by increase in total funding
- ▶ Core formula programs retained, 2 new added
 - ▶ Existing core programs
 - ▶ National Highway Performance Program (NHPP)
 - ▶ STBGP
 - ▶ HSIP
 - ▶ Railway-Highway Crossings
 - ▶ Safety-related Programs (set-aside from HSIP)
 - ▶ CMAAQ
 - ▶ Metropolitan Planning Program
 - ▶ National Highway Freight Program
 - ▶ STBG suballocation unchanged at 55%
- ▶ New core programs
 - ▶ Carbon Reduction
 - ▶ PROTECT (for resiliency)



Federal Transportation Bill: IIJA

- ▶ New \$27.5B formula-based FHWA bridge program
 - ▶ Eligible uses: highway bridge replacement, rehabilitation, preservation, protection, or construction
 - ▶ 75% by state share of total cost of replacing Poor bridges
 - ▶ 25% by state share of total cost of rehabbing Fair bridges
 - ▶ \$45M minimum per state per year
 - ▶ 15% off-system set-aside
- ▶ New discretionary grant programs
 - ▶ Bridge Investment Program (\$9.2B)
 - ▶ FFY'21 Bridge Replacement & Rehab was \$1.08B
 - ▶ Minimum award = \$2,500,000
 - ▶ Rural Surface Transportation Grant Program
 - ▶ Competitive grants to improve and expand surface transportation in rural areas
 - ▶ Increase connectivity
 - ▶ Improve safety & reliability of movement of people and freight
 - ▶ Generate regional economic growth
 - ▶ Improve quality of life
 - ▶ Minimum award = \$25,000,000

2-Aug-21

TOTAL FY 2022 - FY 2026 ESTIMATED APPORTIONMENTS, PUERTO RICO HIGHWAY PROGRAM, AND OTHER PROGRAMS DISTRIBUTED BY FORMULA UNDER THE SENATE AMENDMENT IN THE NATURE OF A SUBSTITUTE AS INTRODUCED TO H.R. 3684 (INFRASTRUCTURE INVESTMENT AND JOBS ACT)

State	General Fund Supplemental Appropriations						Total
	Federal-aid Highway Apportioned Programs 1/	Puerto Rico Highway Program	Bridge Replacement, Rehabilitation, Preservation, Protection and Construction Program 2/, 3/	National Vehicle Electric Formula Program 4/, 5/, 6/	Construction of Ferry Boats and Ferry Terminal Facilities Program 6/, 7/, 8/, 9/	Appalachian Development Highway System 6/, 10/	
Hawaii	1,166,068,214	-	339,025,730	17,680,364	374,415	[TBS]	1,523,148,723
Idaho	1,971,924,882	-	225,000,000	29,899,106	-	[TBS]	2,226,823,988
Illinois	9,802,000,344	-	1,373,444,455	148,621,459	6,895,645	[TBS]	11,330,961,903
Indiana	6,569,262,951	-	400,567,730	99,605,738	-	[TBS]	7,069,436,419
Iowa	3,388,270,559	-	431,646,890	51,374,369	-	[TBS]	3,871,291,818
Kansas	2,605,337,335	-	225,000,000	39,503,201	-	[TBS]	2,869,840,536
Kentucky	4,580,778,665	-	438,188,650	69,455,682	1,999,365	[TBS]	5,090,422,362

Questions?

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