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

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

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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

Director
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Urban Engineer
(vacant)

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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.
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?!?

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

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.

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.

Unsubscribe

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.

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, etc.

County-Only

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

Job Opportunities

Job opportunities Local Systems is asked to send. Job opportunities may include Iowa DOT positions, City positions, or County positions.
Local Systems Bureau: Services we Provide

- Guidance - [https://iowadot.gov/local_systems/im/lpa-ims](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 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 or 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](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
  - New core programs
    - Carbon Reduction
    - PROTECT (for resiliency)
  - STBG suballocation unchanged at 55%
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
Questions?

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