

Action on Team Recommendations

November 28, 2000

Team: IDOT/CEC/FHWA - COPEs

Contact: John Bender - Ament Engineering, Ron Meyer - DOT

#	Recommendations	Responsible for Implementation	Completion Date	Status
1	Conduct an information fair to improve communication of policies and standards.	DOT and FHWA Coordinating Group	Completed	The information fair was held in conjunction with the 1998 Annual meeting.
2.	Revise the updated schedule of various resources.	Design Methods	6/99	Complete. See http://www.dot.state.ia.us/Design/rsclist.htm
3.	Revise method of updating information on CompuServe	Contracts & Proj Dev Internet Group	6/99	Complete. Now available at http://www.ia.bidx.com
4.	Develop a set of Sample Plans and CADD Standards	Design Methods, Bridges & Structures	In progress	See http://www.dot.state.ia.us/design/index.htm http://www.dot.state.ia.us/bridge/bridge.htm
5.	Maintain Resource List and assign responsibility to a specific office.	Design Methods	12/99	Complete
6.	Develop a filing system for technical memos.	Development Support	1999	Currently under review by a DOT/CEC partnered team.
7.	Define who has authority to change standards by memo.	Development Support	1999	Same as 6
8.	Coordinate revisions to eliminate need for technical memos.	Development Support	1999	Same as 6

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9	Catalog memos and make available electronically.	Development Support	1999	Same as 6
10	Create a format to index memos for most current version, etc.	Development Support	1999	Same as 6
11	Make consultants aware of Cost Determination Policy on first contact.	External Audits	Completed	Complete: External Audits hands out copies of Cost Determination Policy and Federal Acquisition Regulations at site audits.
12	Make Cost Determination Policy available electronically.	External Audits	6/99	Pending development of Audits home page.
13	External Audits discuss Cost Determination Policy at CEC annual meeting.	External Audits	Tabled	Tabled since External Audits now presents the policy at audit site and will have copies available at Information Fair.
14	Assure that local jurisdictions and consultants understand DOT policies.	Local Systems	ongoing	This is a continuing charge of Local Systems.
15	Appoint a new team, if necessary to study communication of policies.	Partnering Council	Dropped	This was not identified as a priority at 1998 Partnering Workshop.
16	Develop a comprehensive plan check procedure.	Interdivisional Management Team - Proj Dev, Planning, Engineering	1999	Checklists have been developed and can be found at: http://www.dot.state.ia.us/design/index.htm http://www.dot.state.ia.us/bridge/bridge.htm
17	Hold periodic design/concept review meetings.	Individual offices	1/98	This is a continuing charge to each office.

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18	Use addenda to keep project on schedule.	Contracts		
19	Explore ways to utilize Internet to speed up documents from plan turn-in to letting.	Contracts, Internet Committee	6/99	Contractors will be allowed to test bidding electronically beginning with the 11/14/00 letting and may submit actual electronic bids in January, 2001. http://www.ia.bidx.com
<u>20</u>	Send final plans to engineers as well as bidders.	Contracts	8/98	Began in 1998.

October 1, 1997

TO: Communication Of Policies and Engineering Standards (COPES) Team

FROM: Partnering Council Co-Chairs--
Tom Cackler, Iowa Department of Transportation
Mike Ament, Ament Engineering

RE: Team Report and Recommendations

On behalf of the Partnering Council, we want to thank you for your excellent report and recommendations for providing information to consultants. The survey and resource list were particularly interesting. We know it required a significant personal commitment on your part to participate in the team and your contribution is much appreciated.

Your recommendations have been accepted, but before considering your work complete we ask you to do two things. First, because you've made a large number of recommendations, we need to know what to act on first. Second, did you notice any opportunities for "quick fixes" in the course of your team's work? If you will identify your priorities and immediate action opportunities, you will make the job of implementation more effective.

Thank you again for being part of improving our processes.

MEMO SENT TO:

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