



Iowa DOT / AGC / ACEC Partnering
Committee B-1
Communicating Standards and
Expectations



B-1 Communicating Standards & Expectations

Mission Statement

- A. Identify methods of communicating mutual expectations
- B. Develop recommendations to identify performance expectations and methods to provide feedback on plan quality.
- C. Recommend procedures to provide training on Iowa DOT project processes and ACEC members' questions.
- D. Identify best practices to provide construction feedback to the design engineers.
- E. Identify best practices to document project requirements.
- F. Identify methods for proactive training for design automation.

Committee Members

| Iowa DOT | ACEC |
|----------------------------|---|
| Ron Meyer – OBS | Rich Voelker – Snyder & Associates, Inc. |
| Nathan Thede - Design | Brian Higginbotham – HGM Associates |
| Thomas Hamski - Design | Troy Jerman – McClure Engineering Company |
| Mark Callahan – District 2 | David Dougherty – HR Green, Inc. |
| | |

Finding / Recommendations

A. Identify methods of communicating mutual expectations

Background

- Significant amount of information available, example: Design Manual
- Helps to know context and reasons for policies, particularly when they change
- Internal DOT policies and procedures not widely known to consultants

Recommendations

- 1 Add Workshops to Annual Meeting
- 2 Prioritize Design Manual Changes (Team A-1)
- 3 Publish DOT Internal Project Development Procedures
- 4 Example Plan Accessibility
 - a. Collaborate with DOT PM or District for specific situation
 - b. Suggested enhancements to Office of Contracts website search engine “Plans and Estimation Proposals”

Finding / Recommendations

B. Identify performance expectations and provide feedback on plan quality

Background

- Design Manual and Office manuals
- Plan review comments & project meetings
- RFI's from contractors
- Inconsistency in timely plan review
- Disconnects between guidance and practice

Recommendations

- 5 Implement Consultant Evaluation Process
 - a. Iowa DOT-ACEC-FHWA developed form
 - b. Encourage District and Office open dialogue
 - c. PMO conduct annual meetings
 - d. Simple Web-based surveys
 - e. **Recommend ACEC-Iowa DOT Partnering Committee to finalize**
- 6 Review Comment Accountability
 - a. Iowa DOT PM active role
 - b. Consultant identify key elements
 - c. Design review meeting ahead of D5
 - d. Plan review meeting within DM5 event
 - e. Automated conference call if comments not received

Finding / Recommendations

C. Provide training on Iowa DOT project processes/answer questions

Background

- Understanding of Consultant needs
- Broad range of skills
- Lack of Consultant community feedback
- DOT will continue to offer training on major changes in procedures or technology

Recommendations

- 7 Improved feedback system
 - a. Ahead of events, DOT request training needs
 - b. ACEC solicit and compile Consultant input
 - c. ACEC identify gaps in procedures and manuals
 - d. ACEC review websites to validate availability of needed information

Finding / Recommendations

D. Best practices to provide construction feedback to the design engineers

Background

- Feedback needed from construction for continuous improvement
- Designer provide valuable input on ramifications of field change

Recommendations

- 8 Construction Feedback to the Design Process
 - a. Designer attend Pre-con, establish RCE check-in frequency
 - b. 85% complete project (construction) review w/ Consultant, DOT PM, RCE, DCE and Contractor
 - c. Designer prepare report summary
 - d. Resolve Consultant scope, compensation and limits of authority/responsibility

Finding / Recommendations

E. Identify best practices to document project requirements

Background

- Today: Concept Statement, Design Criteria Tables, Design Exceptions
- Gaps: Documenting design decisions, methods & assumptions, context or constraints throughout project development process

Recommendations

- 9 Design Decision Memo – Amend Design Manual Chapter 1C-8
 - a. Convey project purpose, key design constraints and decisions from D2 through Preconstruction
 - b. Live document
 - c. Major elements that influence critical design aspects, not detailed listing of all decisions
 - d. Request for Services needs to include Concept Statement and supporting project background
 - e. Encourage use of a methods and assumptions document

Finding / Recommendations

F. Identify methods for proactive training for design automation

Background

- Iowa DOT regularly offers training for major changes
- Lack of understanding of Consultant training needs
- Lack of feedback from Consultants

Recommendations

10 Active management of training needs

- a. DOT continue to offer training for major automation changes/DOT identified needs
- b. Prior to ACEC Meetings/Workshops, DOT to solicit training need feedback
- c. ACEC actively manage input from Consultant community
- d. ACEC ongoing clearinghouse for training needs

Next Steps

- Partnering Council will review and advance implementation
- Categories
 - Partnering Council action
 - Annual Meeting Planning Committee
 - Informational – just do it
 - DOT process/manual updates
 - ACEC procedure implementation