**IOWA DEPARTMENT OF TRANSPORTATION**

**TO OFFICE:** District # **DATE: {**Date}

**ATTENTION:** District Engineer **REF.:** {County} County

 {Phase #}

**FROM:** Field Exam Engineer or DPE or Consultant Project Code: {Pin}

**OFFICE:** Design

**SUBJECT:** Field Exam Review (D02)

 A field exam was held on {D02 field exam date} to review the proposed plan for {Work Code} of the {Phase Location} {Bridge / Culvert / Roadway} over {Road or Stream}.

Those present included the following: {Attendance}

This project involves…. {From D00 Concept Statement}

{Mainline} is a service level “{S\_level}” roadway. The {Program Year} ADT is estimated to be {Program Year VPD} VPD with {Program Year Trucks}% trucks. The {Design Year} ADT is estimated to {Design Year VPD} VPD with {Design Year Trucks}% trucks.

The field exam plans were developed based on the concept. The proposed project will involve {Work Code} of the Existing {Existing Description} with a {New Description} utilizing {Staging / offsite detour}. The project {May or will not} involve changing the vertical or horizontal alignments. {This will require a minimum grade raise of {Grade Raise} to meet clearance requirements over {Road or Stream} and thus requires approximately {Mainline change} of roadway reconstruction.}

{Special existing conditions}

{NEPA section}

The typical section adjacent to the {Bridge approaches / Culvert / Roadway} will be {Pavement width} wide pavement with {Shoulder width} {Shoulder type} and consist of {Mainline type}. {District typical preferences}

{Design Bureau notes}

{District Notes}

{Location Environment Bureau}

{Special Notes / existing equipment notes}

{Traffic critical project notes}

Plan sheets may be viewed at:

{*Add ProjectWise Link*}

This project is currently scheduled for a {Letting Month Year} letting. The estimated cost of construction shown in the project concept was **$ 0,000,000**.

**Field Exam letter, electronic submittal, sent by the Field Exam Engineer or Section Engineer.**

**You can use the sample email below to paste the text and cc list into your email.**

Hello,

The link below contains the D2 letter for

County : {County} \*Directly from Masterworks

Project Code : {Phase #} \*Directly from Masterworks

Phase Number : {Phase #} \*Directly from Masterworks

Location : {Phase Location} \*Directly from Masterworks

Work Code : {Work Code} \*Directly from Masterworks

Project Directory : {*Add ProjectWise Link*} \*Directly from Masterworks

{Masterworks project link}

{ProjectWise Document Link}

Thank you,

{Sender signature}

**District Engineers:**

District 1 - Smyth, Allison;

District 2 - Humpal, Nickolas;

District 3 - Felix, Jessica;

District 4 - Schram, Scott;

District 5 - Younie, Bob;

District 6 - Schnoebelen, Jim;

**Cc:** Nicholson, Kent; {Assistant Design Bureau Director}; Brakke, Chris; Nelson, James S; Nop, Michael; Ellis, Jimmy; Majors, Shawn; Swenson, Mark A; Stokes, Danny; Hofer, Brad; Sorenson, Willy; Wright, Eric; Brink, Kenneth; Poole, Chris; Laaser-Webb, Jan; Anderson, Stuart; Sprengeler, Dan; Cuva, Nicole; Assistant Design Bureau Director}; Bartholomew, John; Dell, Mark; Harris, Rachel; Pohlen, Nathan; Bradley, Bryan; Smith, Brian; Ta, Dung; Van Dyke, Mark; Heeren, Douglas; Cagle, Gregory; Blue, Dana; Cook, Sarah; Hucker, Ben; Worrel, Brian; Meyer, Ronald; Buss, Ashley; Add DPE’s or Field Exam Engineer

**Design Project Engineers:**

Holst, Jason; Flattery, Paul; Jia, Yanxiao;

**District 1:**

Vortherms, Jeremey; Hoskins, Jenny; Skogerboe, Dustin; Leong, Frank; Adey, Ben; Breitbach, Donna; Passick, Sean; Nixon, Scott;

*Location and Environment (Cultural, T&E, Water):*

Becker, Janee; Garton, Jill;

Asberry, Claire; Boone, Greene

Carlson, Michael; Polk, Story, Webster

Beavers, Brandy; Jasper, Poweshiek

Sloppy, Mark; Marshall, Tama

Walls, Brandon; Grundy, Hamilton, Hardin

*NEPA contacts:*

Newell, DeeAnn; Walter, Blake;

**District 2:**

Kelly, Mary; Thede, Barry; Ruter, Jason; Loecher, Ron; Olsen, Andrew; Kubik, Tyler; Erickson, Daryl; Gelhaus, Roy;

Siems, Kim; *Bridge Projects*

*Location and Environment (Cultural, T&E, Water):*

Bacon, Jeff; Struecker, Brock; Walls, Brandon;

*NEPA contacts:*

Newell, DeeAnn; Walter, Blake;

**District 3:**

Tymkowicz, Shane; Huju, Todd; Pryor, Dylan; Pottorff, Justin; Thayer, Michael; Klemme, Jason;

Sadler, Mark *(Maintenance and 3R Projects)*

*Location and Environment (Cultural, T&E, Water):*

Becker, Janee; Duncan, Chelsea; Carlson, Michael; Sturtz, Samuel;

*NEPA contacts:*

Newell, DeeAnn; Schwienebart, Chris;

**District 4:**

Mayberry, Wes; Schram, Scott; Dorsett, David; Epperson, Nathaniel; Redmond, Daniel; Sallach, Jason *(Maintenance Projects)*;

Lechnowsky, Orest; Kohl, Jason; Harrison, Pottawattamie, Mills, Fremont, Page, Montgomery, & Shelby

Malone, Travis; Mocha, Nicholas; Audubon, Cass, Adams, Taylor, Guthrie, Adair, Union, Ringgold, Dallas, & Madison

*Location and Environment (Cultural, T&E, Water):*

Woodcock, Jacob; Duncan, Chelsea; Asberry, Claire;

*NEPA contacts:*

Newell, DeeAnn; Schwienebart, Chris;

**District 5:**

McElmeel, Steven; Finarty, Liz; Clancy, Bonnie; Bielser, Darrick; Claeys, Mark;

*Location and Environment (Cultural, T&E, Water):*

Woodcock, Jacob; Garton, Jill; Beavers, Brandy;

*NEPA contacts:*

Newell, DeeAnn; Leanos, Pedro;

**District 6:**

Tibodeau, Jesse; Abu Afifeh, Ahmad; Holak, Hugh; Lamping, John; Simonson, Adrian; Morrell, George; Alvarez, Danielle;

*Location and Environment (Cultural, T&E, Water):*

Bacon, Jeff; Struecker, Brock; Sloppy, Mark;

*NEPA contacts:*

Newell, DeeAnn; Schwake, Christine;

Local FHWA: Program.Delivery-IA@fhwa.dot.gov. FHWA will be added on interstate inlay/reconstruction projects.

Railroad impacts: Woods, Amanda; Phillips, David

Others who attended the field exam.

**For Major Projects with a P03 Event**

Poole, Angela;

**District TSMO Engineers:**

Swisher, Andy; District 1, District 2 (except Blackhawk Co.), and I-35 in District 5

Yates, Austin; District 3 and District 4

Abuissa, Newman; District 6, District 5 (except I-35), and Blackhawk Co. (District 2)

**Contact revision request:**

Email DOT-Shell-Support

Subject: D2 Shell Letter Contact revision request

Copy and Paste into body of email

Please change the Shell Letter Contact *[Contacts name and email]*.

They were in this position *[Title ; position ; District ; Bureau].*

They reported to *[Contacts name and email].*

*[Contacts name and email]* is the New *[Title ; position ; District ; Bureau]*.

This change needs to be done on *[ALL Shell Letters; Indicate Shell Letter(s) if different then email subject].*

Thank you

**Revision request:**

Email DOT-Shell-Support

Subject: D2 Shell Letter revision request

Copy and Paste into body of email

Please find the attached Markup with the requested change. [Screen image of change, or marked up document]

This change needs to be done on *[ALL Shell Letters; Indicate Shell Letter(s) if different then email subject].*

Thank you