**Subject:** Primary County, Phase Number - D5 Submittal

**D5 - ROW Submittal:**

Primary County:

Project Code:

Phase Number:

Phase Location:

Work Code:

  Project Directory Number:

**D5 Submittal Folder:**  [Place](http://www.iowadot.gov/design/mkretlo/Local%20Settings/mkretlo/Projects/9106503004/Design/D3Submittal/D3sub%20Warren.PDF)\_link\_here

**Project Documentation File**:  [Place](http://www.iowadot.gov/design/mkretlo/Local%20Settings/mkretlo/Projects/9106503004/Design/D3Submittal/D3sub%20Warren.PDF)\_link\_here

**KMZ File**:  [Place](http://www.iowadot.gov/design/mkretlo/Local%20Settings/mkretlo/Projects/9106503004/Design/D3Submittal/D3sub%20Warren.PDF)\_link\_here

This waterway is (or is not) on a state water trail or paddling route.

**D5 Checklist**

Traffic will be maintained via:

[ ]  No change [ ]  Staging [ ]  Runaround [ ]  Detour [ ]  Other

Project Packaging

[ ]  A. This project is a minor contract less than $3m and will be let as one package to be completed with standard construction practices in a single construction season.

[ ]  B. This project will be designed to allow

* Each structure to be let separately
* Separate grading packages of less than $3m each
* Separate paving project of less than $10m
* Standard construction practices on all phases without significant night work
* Each phase is one year construction season

[ ]  C. The Project Manager will submit a packaging memo

 *(Packing memo Shell attached)*

*Add information to address any incomplete items below: (Double Click to open)*

 **Yes N/A No**

 [ ]  [ ]  [ ]  Completed x-section .pdf available.

 [ ]  [ ]  [ ]  Culverts and structures complete

 [ ]  [ ]  [ ]  S2 complete (stability berms complete)

 [ ]  [ ]  [ ]  Overhead signs and signals preliminary location identified.

 [ ]  [ ]  [ ]  Structure TS+L for all 4’ and larger, pipes or culverts.

 [ ]  [ ]  [ ]  Splash basins for pipe culverts sized and located.

 [ ]  [ ]  [ ]  Intercepting ditch locations identified.

 [ ]  [ ]  [ ]  Access Rights to be acquired.

 [ ]  [ ]  [ ]  Entrance (PDA) locations match access control letter.

 [ ]  [ ]  [ ]  Entrance profile(s) on the plans and x-sections

 [ ]  [ ]  [ ]  Entrances labeled as Proposed, Closed or U.A.C.

 [ ]  [ ]  [ ]  Final ditching complete

 [ ]  [ ]  [ ]  Special Mitigation ROW requirements identified.

 [ ]  [ ]  [ ]  Railroad within 50’ of project

 [ ]  [ ]  [ ]  Temporary easements identified.

 [ ]  [ ]  [ ]  Unique features (ex. Ponding easements, snow borrows, etc.)

 [ ]  [ ]  [ ]  Side road construction or relocations

If you have any questions or comments, feel free to email me.

**To:**

Hofer, Brad;

**Cc:**

Nicholson, Kent;{Assistant Design Engineer}; Nelson, James S; Nop, Michael; Musgrove, Wes; Meyer, Ronald; Ellis, Jimmy; Majors, Shawn; Poole, Chris; Stokes, Danny; Swenson, Mark A; Johnson, Katherine; Wright, Eric; Anderson, Stuart; Laaser-Webb, Jan; Bradley, Bryan; Sorenson, Willy; Azeltine, Brad; Cuva, Nicole; Brink, Kenneth; Poole, Angela; Dell, Mark; Smith, Brian; Van Dyke, Mark; Ta, Dung; Pohlen, Nathan; Heeren, Douglas; Cagle, Gregory; Blue, Dana; Cook, Sarah; Armstrong, Leilah

**District 1:**

Smyth, Allison; Vortherms, Jeremey; Passick, Sean; Adey, Ben; Breitbach, Donna;

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

Becker, Janee; Garton, Jill; Brewer, Valerie;

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:**

Humpal, Nickolas; Kelly, Mary; Eilders, Miranda; Erickson, Daryl;

 Siems, Kim; *Bridge Projects*

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

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

*NEPA contacts:*

Newell, DeeAnn; Walter, Blake;

**District 3:**

Felix, Jessica; Tymkowicz, Shane; Thayer, Michael; Huju, Todd; Justin Pottorff; Pryor, Dylan

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

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

Becker, Janee; Duncan, Chelsea; Walls, Brandon; Brewer, Valerie; Sturtz, Samuel

*NEPA contacts:*

Newell, DeeAnn; Schwienebart, Chris;

**District 4:**

Schram, Scott; Mayberry, Wes; Epperson, Nathaniel; Fox, Bill;

 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

 Cihacek, Joseph; Harrison, Shelby, Pottawattamie, Mills, Montgomery, Fremont, & Page

 Todd, Frank; Audubon, Guthrie, Dallas, Cass, Adair, Madison, Adams, Union, Taylor, & Ringgold

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

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

*NEPA contacts:*

Newell, DeeAnn; Schwienebart, Chris;

**District 5:**

Younie, Bob; McElmeel, Steven; Claeys, Mark; Clancy, Bonnie;

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

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

*NEPA contacts:*

Newell, DeeAnn; Leanos, Pedro;

**District 6:**

Schnoebelen, Jim; Tibodeau, Jesse; Morrell, George;

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

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

*NEPA contacts:*

Newell, DeeAnn; Schwake, Christine;

**Railroad impacts:**

Woods, Amanda; Phillips, David

**Projects on new alignment or adding lanes to create a multilane facility:**

Mauer, Paul; Clement, Jodi; Bernhard, Charles;

**For Interstate Projects:**

Program.Delivery-IA@dot.gov

**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: D5 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: D5 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