

# *2022 LOCAL SYSTEMS SPRING MEETING UPDATE: DOC EXPRESS & APPIA*

*Niki Stinn, P.E.*

*Local Systems Bureau*

*Secondary Roads Engineer*

*DOC EXPRESS  
UPDATES*

# Staff Changes

- New staff to contact
- Tammi Bell retired on 3/3/2022
  - THANKS for everything Tammi!!
- Doug Heeren is the new e-Construction Administrator
  - You can start contacting Doug now for any Doc Express issues you encounter.



Hi! I'm Tammi Bell (Ret.)



Hi! I'm Doug Heeren (Newb.)

*Doc Express:*  
*Digital IDs*  
*&*  
*Contractor's*  
*Liability*  
*Insurance*

## Digital IDs

- Expire every two years
- Required for signing contracts in Doc Express
- Expired Digital IDs must be renewed before a contract can be signed
- Can be renewed prior to expiration
  - Your information will transfer to the new ID, and you can avoid the verbal (phone call) verification step.

## Contractor's Liability Insurance

- Updates/renewals of the Contractor's Liability Insurance added to Contract Documents drawer
- Original insurance certificate can still be found in the Contract Signing drawer

# Doc Express: Contract Signing Drawer

## Contract Signing Drawer - Do NOTs

- All documents that belong in the Contract Signing drawer will be placed there by others.
- Do NOT attach any supporting documents to the contract or place anything additional in the Contract Signing drawer. Doing so will invalidate the contract.
  - This includes:
    - Insurance renewals
    - Signed sales tax exemption certificates
    - Resolutions passed for delegating signing of the contract

## Drawers for related documents

- Contract Documents drawer
  - Insurance renewals
  - Signed sales tax exemption certificates
- Agreements & Resolutions drawer
  - Resolutions for delegating contract signature authority

# *Doc Express: Drawer Additions*



- Contract Documents drawer
    - Appia Project Setup File (.json)
  - Environmental drawer
    - Amended PPP Site Maps
  - Items and Materials drawer
    - PCC Paving – Paver Inspection
  - Diaries Drawer (no contractor access)
    - Daily Diaries
  - Working/Project Closeout drawers
    - Request for Early Release of Retained Funds
      - See updated process in Local Systems I.M. 6.000, Attachment D (Chapter 2.28) and Local Systems I.M. 6.000, Attachment G
-



# *Doc Express:* *Trainings*

- Formal classroom trainings are being targeted for April - May (ish)
    - Watch for Local Systems Mailings for information
  - Informal trainings can be conducted in-person at your office or online using Microsoft Teams
    - Contact Doug Heeren for options
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# DocExpress: Naming Convention

- Naming convention MUST be used
  - Can be found on website or in “oo” **contract in Doc Express**
  - Many agencies not complying
  - Allows for easier DOT archiving and file organization
  - If additional language is needed in file name
    - The base naming convention must be followed.
    - Additional descriptive language may be added to the END of the file name AFTER the base naming convention.
      - Ex.: For progress vouchers on a tied contract that includes project #s (98) & (99)
        - Base naming convention = Voucher *nnn*
        - Name with additional info = Voucher *nnn* (98) OR Voucher *nnn* (99)
- DOT systems cannot recognize and retain incorrectly named files.
- Upload documents in a timely fashion

[I.M. 6.000](#) - Updated in March 2020

Progress Voucher	Voucher <i>nnn</i>
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### New Document

\* **Title**

\* **Types**

× Progress Voucher

\* **Attachment**

Choose File No file chosen

Only PDF files are allowed in this drawer

Supporting Documents

[Add a supporting document?](#)

A Doc Express user guide, file naming convention and flowchart are located in [Attachment F](#) of this I.M. **The use of the Doc Express file naming convention is required.** The process to become a user by creating an account or making modifications to an existing account are also contained in



The Infotech Customer Support office will be closed Monday February 15, 2021 in observance of President's Day. During this time, you are welcome to submit support requests to our customer support team via email. You can also call our automated voice messaging system at 888-352-2439. Have a great Holiday!

CONTRACTS Search for contracts Search

DOCUMENTS DASHBOARD NOTIFICATIONS

# Contracts

00 Doc Express Instructions  
Iowa Local Public Agency - Current and Previous Instructions

Doc Express Instructions - Current

Previous Construction Season Instructions

03-C003-062  
Allamakee County BRS-C003(62)-60-03

Agreement and Resolutions	2	Items and Materials Documentation	74	Shop Drawings	2
Change Order		Meetings	1	Traffic Control	18
Contract Documents	28	Payrolls	26	Weekly Reports	21
Environmental	15	Plans	1	Working	1
Estimates and Vouchers	12	Project Closeout	4		

03-C003-064  
Allamakee County FM-C003(64)-55-03

# Doc Express: Archiving/ Locking Projects


- If you have closed-out projects that you would like hidden from your active project list, send an email to your Local Systems Field Technician (or the Program Manager for Systems Planning Bureau projects).
- All uploads or downloads of files should be completed prior to requesting the project to be locked.
- Locked projects are not permanently gone but will be hidden from your active list.
- They can still be accessed using the padlock button

The screenshot displays the Doc Express web application interface. On the left is a dark blue sidebar with navigation options: CONTRACTS (highlighted in yellow), DOCUMENTS, DASHBOARD, and TEMPLATE. The main content area features a search bar at the top with the text "Search for contracts" and a "Search" button. Below the search bar, a message states "Advanced search criteria applied. [Reset search?](#)". The main heading is "Contracts". To the right of the heading are several icons: a list icon, a star icon, a padlock icon (circled in red), a hamburger menu icon, and a grid icon. A yellow "New Contract" button is also present. Below the heading, a contract entry is shown with the ID "00-PA00-591" and "SBIA-PA00(591)--2Y-00". A purple padlock icon is visible on the right side of this entry. At the bottom, there are tabs for "Agreement and Resolutions", "Items Documentation", and "Project Closeout" (with a yellow badge showing "1").

# *Doc Express Questions?*

Doc Express or Appia Account Activation Questions? - E-Construction  
Administrator Doug Heeren ([Douglas.Heeren@iowadot.us](mailto:Douglas.Heeren@iowadot.us))

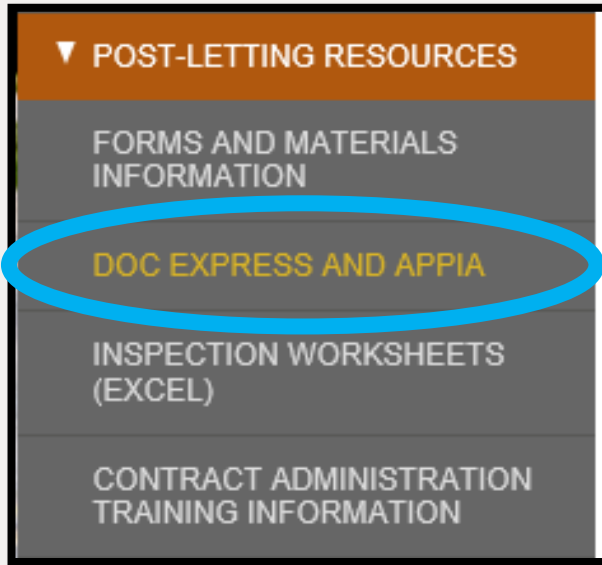
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# New Webpage

[https://iowadot.gov/local\\_systems/Post-Letting-Resources/Doc-Express-and-Appia](https://iowadot.gov/local_systems/Post-Letting-Resources/Doc-Express-and-Appia)

Step-by-step picture instructions



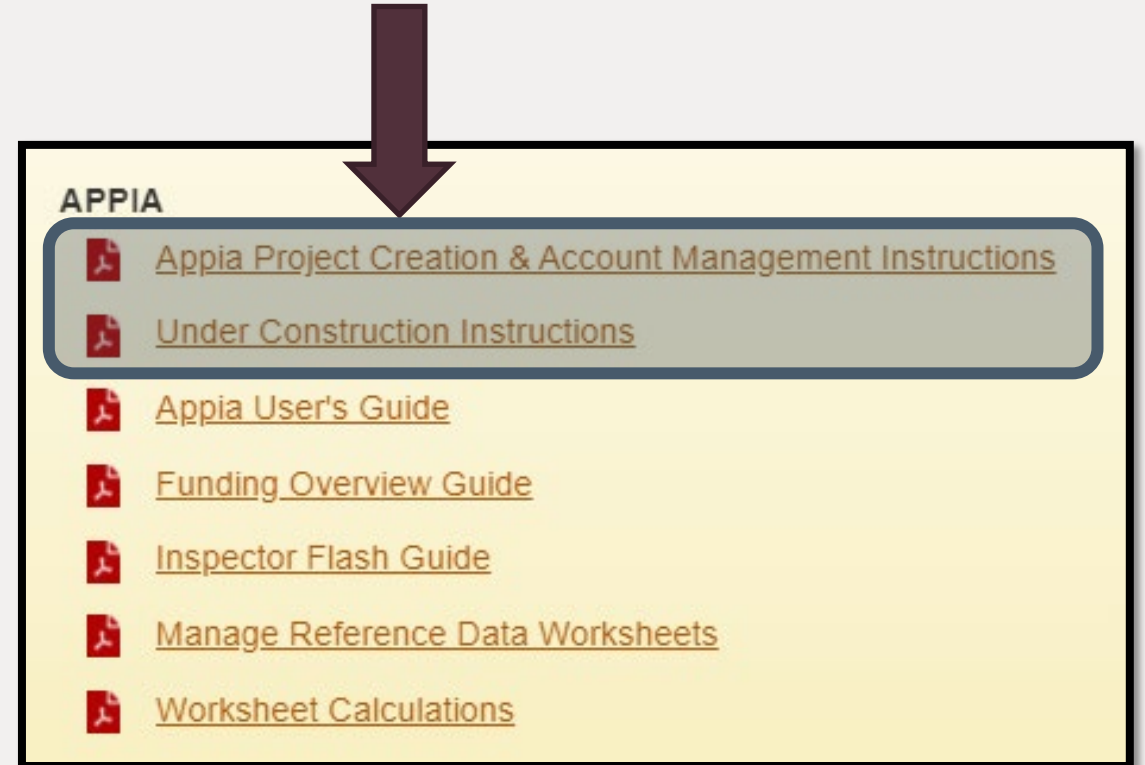
▼ POST-LETTING RESOURCES

- FORMS AND MATERIALS INFORMATION
- DOC EXPRESS AND APPIA**
- INSPECTION WORKSHEETS (EXCEL)
- CONTRACT ADMINISTRATION TRAINING INFORMATION



**DOC EXPRESS**

- [Change Order form for Doc Express](#)
- [Local Public Agencies User's Guide](#)
- [Appendix for Local Public Agencies — Naming Convention](#)
- [Appendix for Local Public Agencies – Digital Contract Signing and Electronic Signing of Performance Bond](#)



**APPIA**

- [Appia Project Creation & Account Management Instructions](#)
- [Under Construction Instructions](#)
- [Appia User's Guide](#)
- [Funding Overview Guide](#)
- [Inspector Flash Guide](#)
- [Manage Reference Data Worksheets](#)
- [Worksheet Calculations](#)

# *APPIA UPDATES*

## Required for Use - Counties

- April 2022 letting (firm)
- Field Manager use discontinued with April letting

## Required for Use - Cities

- Generally, 6 months behind counties
- Likely longer this time

## Local Systems Contacts

- Account activation: Doug Heeren ([Douglas.Heeren@iowadot.us](mailto:Douglas.Heeren@iowadot.us))
- Project setup files, technical questions, & all other: Niki Stinn ([Niki.Stinn@iowadot.us](mailto:Niki.Stinn@iowadot.us))
- ALWAYS contact Local Systems prior to contacting InfoTech for support

# Appia: Use Requirement & Local Systems Contacts

# Appia: Local Systems Access

- Read-only access required for DOT-administered projects
  - Niki Stinn
  - Doug Heeren
  - Regional Field Engineer
  - Regional Field Technician
  - Systems Planning Staff (if applicable)

Project Users	
Name	Default Role
Brian Catus	Read Only
Daryl Erickson	Read Only
Douglas Heeren	Read Only
Ethan Anderson	System Administrator
Nicole Stinn	Read Only
Ryan Weidemann	System Administrator
Tammi Bell	Read Only
Travis Elmore	System Administrator

# Appia: Project Setup

- Request setup files from Niki Stinn
  - Files will be placed in Contract Documents drawer in Doc Express
- MUST get setup approved before “Advancing to Construction”
- Liquidated damages (LDs) should be shown as \$0.00 in project setup
- Lump sum flags must be removed (one-time task for each bid item)
- Custom fields must be created for Change Orders
- Payment settings:
  - Use “Pay up to \$\_\_\_ over item’s authorized quantity” and enter \$50,000
  - Cap retainage at \$30,000 (unless instructed otherwise)
  - Select “no” for retainage on stockpile payments
- Double check contract total and time limits





# Appia: Payment Vouchers

## Automated Payments

- Not there yet, but recent progress
- Working on “record of truth” and retainage issues

## Routine Vouchers

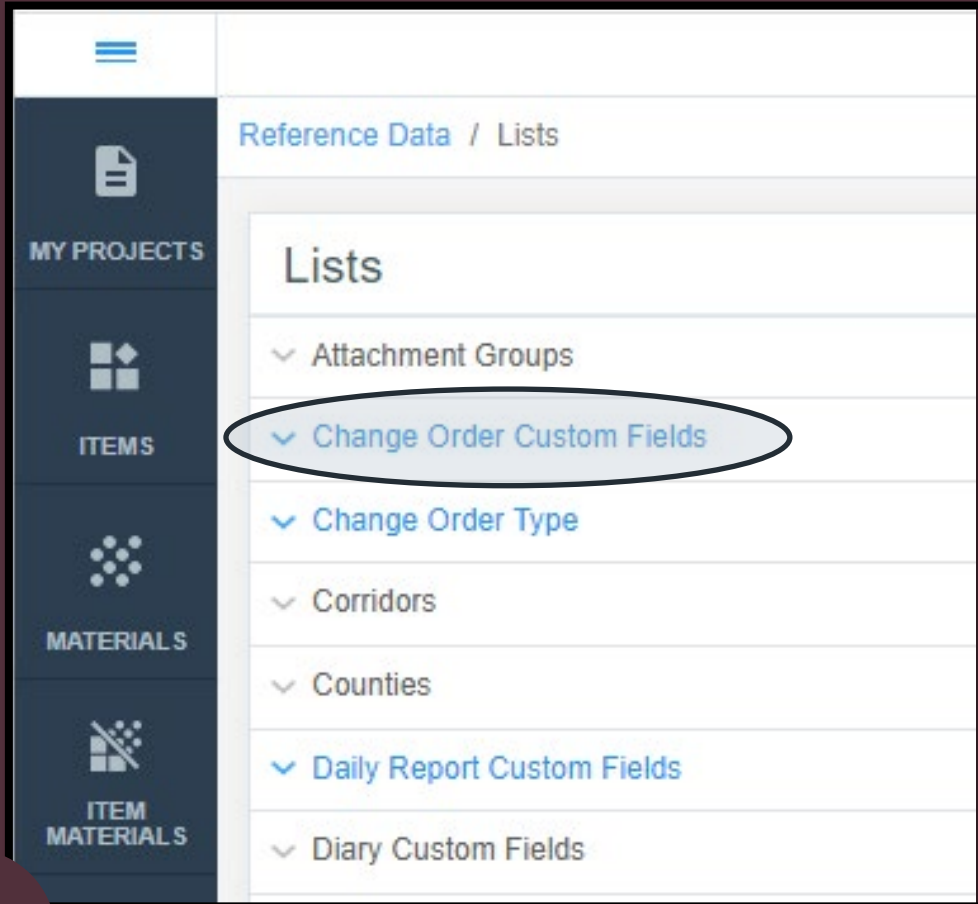
- Use “Detail Payment” report
- **Upload to Doc Express for signature (Estimates/Vouchers drawer)**
- **Submit to [DOT.LocalSystems@iowadot.us](mailto:DOT.LocalSystems@iowadot.us) as usual for payments being issued from FM account**

## Final Vouchers

- Generate “routine” voucher with retainage release as final.
- Do NOT use Appia’s final at this time.
- Upload to Project Closeout drawer in Doc Express as usual

*Note: Do NOT release retainage on any voucher except the final without the permission of your Local Systems (or Systems Planning) staff.*

# Custom Fields for Change Orders



- BEFORE importing your next project, create these custom Change Order fields.
  - B - Reason for change:
  - C - Settlement for cost(s) of change as follows with items addressed in Sections F and/or G:
  - D - Justification for cost(s) (See I.M. 6.000 Attachment D, Chapter 2.36, for acceptable justification):
  - E - Contract time adjustment:
- Reference Data > Lists > Change Order Custom Fields > Edit and use "Add Value" button
- These fields mimic the DOT Change Order form.
- This action only has to be completed once.

20-C020-119 Under Construction

BROS-SWAP-C020(119)-FE-20, AcctID- 37473, Letting Date- 16 Feb 2021

New

Change Order Type

\*\* None Selected \*\*

Description

14px **B I U** [align icons] [list icons] **A**

B - Reason for change:

14px **B I U** [align icons] [list icons] **A**

C - Settlement for cost(s) of change as follows with items addressed in Sections F and/or G:

14px **B I U** [align icons] [list icons] **A**

D - Justification for cost(s) (See I.M. 6.000 Attachment D, Chapter 2.36, for acceptable justification):

14px **B I U** [align icons] [list icons] **A**

E - Contract time adjustment:

14px **B I U** [align icons] [list icons] **A**

# Custom Fields for Change Orders

Reference Data / Lists / Change Order Custom Fields

**Change Order Custom Fields** Save Cancel

\* Value

B - Reason for change:

\* Value

C - Settlement for cost(s) of change as follows with items addressed in Sections F and/or G:

\* Value

D - Justification for cost(s) (See I.M. 6.000 Attachment D, Chapter 2.36, for acceptable justification):

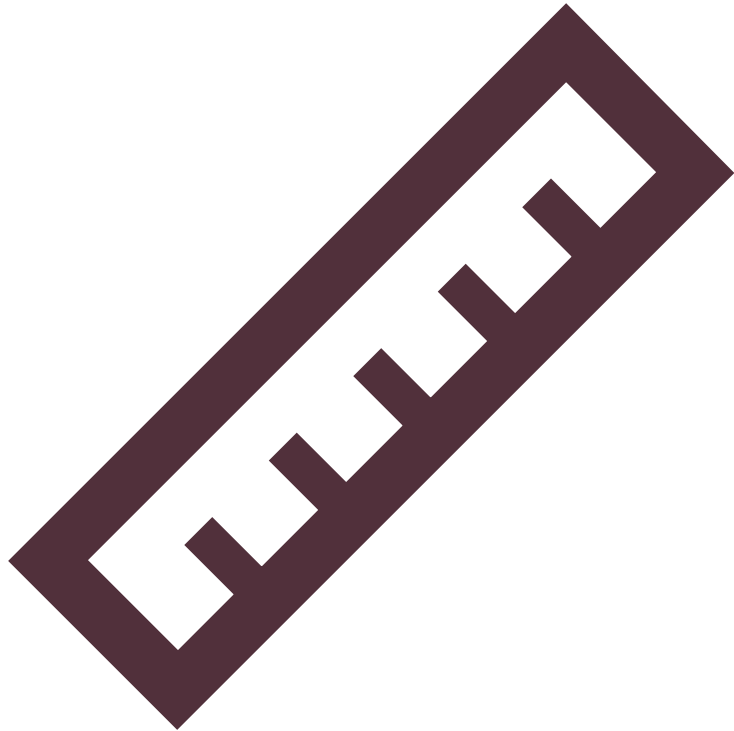
\* Value

E - Contract time adjustment:

Add Value

- OVERVIEW
- QUERY
- ALL REPORTS
- DAILY ACTIVITIES
- ITEMS
- MATERIALS
- STOCKPILES
- TIME LIMITS
- CHANGE ORDERS**
- PUNCH LIST
- PAYMENTS
- CONTRACTORS
- FUNDING
- PHOTOS

- MY PROJECTS
- ITEMS
- MATERIALS
- ITEM MATERIALS
- WORKSHEETS
- CONTRACTORS
- LISTS**



# Appia: Item Postings (Quantity Entries)

- Very important to enter all **measurement, test result, and location information** for items in the remarks and location fields in each item posting
    - Field staff cannot audit without this information
    - Report can be generated at end of project to export all item posting entries by bid item
  - Remember that any type of attachment can be added.
    - Use “E Sheets” if you like them.
-

# Appia: Recent Challenges Faced

Providing constantly up-to-date reference data for locals

Calculating retainage for contracts with local and Farm-to-Market funding sources

Working through logistics of auditing and records retention

Desire to customize reports and data entry fields.

Automating payments

Funding caps and funding source prioritization

# Appia: Time Limit (Working Day) Report

Remember to enter:

- Controlling item
- Is contractor working - Yes/No
- Reason for delay (Weekends too)



## Iowa Local Systems DEMO ACCOUNT Time Charges for Working Days 25-C025-118

<b>Description</b>	FM-C025(118)--55-25: Acct ID 37059, Letting Date: August 18, 2020
<b>Location</b>	On R16 from Dallas Center North 4.4 Miles to F31 S34/35 2 6/27 22/23 14/15 10/11 T80N R27W Sugar Grove Township
<b>Awarded Project Amount</b>	\$781,687.02
<b>Awarded Project % Complete</b>	5.956%
<b>Authorized Project Amount</b>	\$46,698.00
<b>Authorized Project % Complete</b>	99.696%
<b>Notice to Proceed Date</b>	09/10/2020
<b>Construction Start Date</b>	
<b>Prime Contractor</b>	OMG MIDWEST, INC., D/B/A DES MOINES ASPHALT & PAVING 2401 SE TONES DR STE 13/ANKENY 50021/UPS DES MOINES, IA
<b>Dates Covered</b>	01/30/2022 to 02/05/2022
<b>Time Complete To Date</b>	5.0 Days (20.000%)
<b>Time Complete In Period</b>	3.5 Days (14.000%)
<b>Total Authorized Days</b>	25.0 Days
<b>Total Days Remaining</b>	20.0 Days

**Time Limit: Working Days, Late Start Date: 09/21/20, Liquidated Damages: \$1,000.00**

Sunday 01/30/2022 - Saturday 02/05/2022

Date	Day of the Week	Days Charged
01/30/2022	Sunday	0.0
<b>Controlling Item:</b> 2213-2713300 EXCAVATION, CLASS 13, FOR WIDENING CY		
<b>Contractor Working:</b> No		
<b>Remarks:</b> Weekend		
01/31/2022	Monday	1.0
<b>Controlling Item:</b> 2213-2713300 EXCAVATION, CLASS 13, FOR WIDENING CY		
<b>Contractor Working:</b> Yes		
02/01/2022	Tuesday	1.0
<b>Controlling Item:</b> 2213-2713300 EXCAVATION, CLASS 13, FOR WIDENING CY		
<b>Contractor Working:</b> Yes		
02/02/2022	Wednesday	0.5
<b>Controlling Item:</b> 2213-2713300 EXCAVATION, CLASS 13, FOR WIDENING CY		
<b>Contractor Working:</b> Yes		
<b>Remarks:</b> Snow in the PM		
02/03/2022	Thursday	0.0
<b>Controlling Item:</b> 2213-2713300 EXCAVATION, CLASS 13, FOR WIDENING CY		
<b>Contractor Working:</b> No		
<b>Remarks:</b> Wet conditions from prior snow		
02/04/2022	Friday	1.0
<b>Controlling Item:</b> 2303-1031500 HOT MIX ASPHALT STANDARD TRAFFIC, BASE COURSE, 1/2 IN. MIX TON		
<b>Contractor Working:</b> Yes		
02/05/2022	Saturday	0.0
<b>Controlling Item:</b> 2303-1031500 HOT MIX ASPHALT STANDARD TRAFFIC, BASE COURSE, 1/2 IN. MIX TON		
<b>Contractor Working:</b> No		
<b>Remarks:</b> Weekend		
<b>Total This Period:</b>		<b>3.5</b>
<b>Total To Date:</b>		<b>5.0</b>

Day with zero charge won't show on report without a remark.

# Appia: Upcoming Trainings

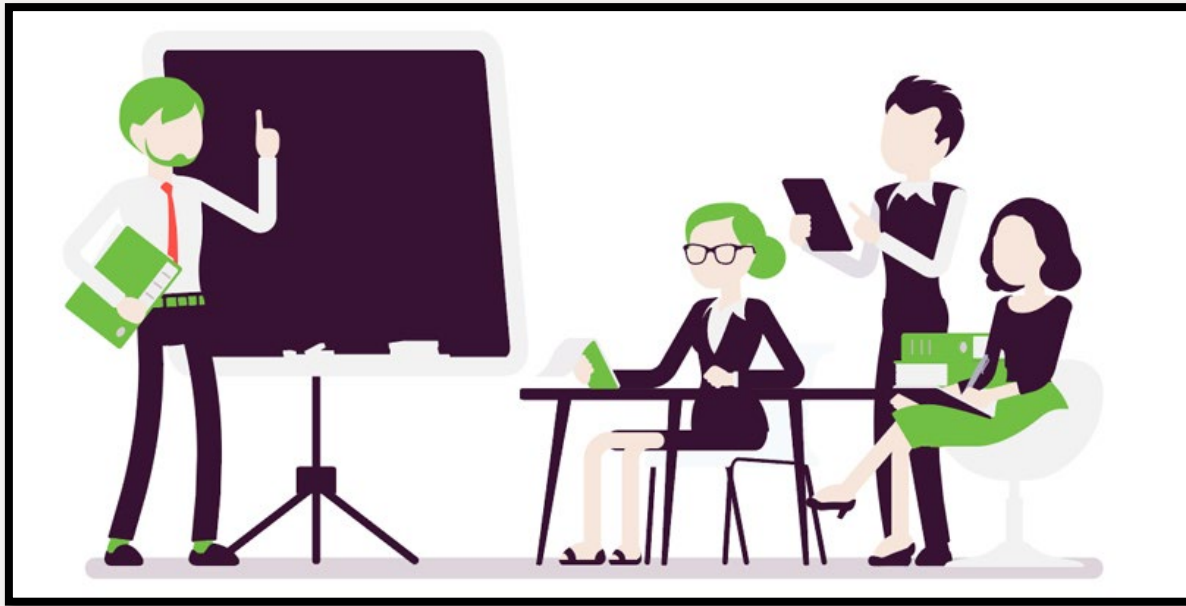


Image Credit: <https://www.tirereview.com/tire-dealership-training-employees-essentials/>

- Upcoming Trainings: IN-PERSON (subject to change)
  - March 9 - Williamsburg
  - March 17 - Buena Vista County/Storm Lake
  - March 24 - Casey
  - March 25 - Waverly
  - March 30 - Williamsburg
- Register through IDOTU
- GovDelivery emails with registration information sent 01/10/22 & 02/21/22

# Questions?

- Contact us with questions
    - Doug Heeren: Account and user access issues
    - Niki Stinn: Project assistance (creation / implementation / close-outs)
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