**Meeting Minutes – Iowa DOT July 16th, 2016**

**Guide to Data and Information Sharing Workflows across the Life Cycle of Transportation Assets**

**Attendees:** Brad Cutler GIS Program Administrator [brad.cutler@dot.iowa.gov](mailto:brad.cutler@dot.iowa.gov)

John Sebastian Project Engineer [John.Sebastian@dot.iowa.gov](mailto:John.Sebastian@dot.iowa.gov)

Sign replacement during construction projects

Zac Abrams Project Engineer – Sign Designer [zachary.abrams@dot.iowa.gov](mailto:zachary.abrams@dot.iowa.gov)

Dave Matulac Traffic Operations Engineer [David.Matulac@dot.iowa.gov](mailto:David.Matulac@dot.iowa.gov)

Maintenance of installed signs – not related to construction projects

**Relevant comments and information**

* John is in charge of sign replacement within construction projects through an annual $3 million program ($500,000 per district). Having a list of all approved construction projects, each District proceeds to evaluate its sign replacement and maintenance needs. A list of potential signs to be replaced/maintained is sent to John, who reviews the list taking into consideration the Iowa DOT sign replacement/maintenance criteria (condition-based; age-based) and the available budget. Subsequently, John must contact each District and they work together on the final list of signs to be replaced/maintained.
* The final list of signs to be replaced/maintained by each District within construction projects is then sent to Brad, how exports the information of the listed signs from the Sign Inventory (Oracle) to an MS Excel file. This Excel file is then sent to John. Any changes in the existing signs that should be updated in the Sign Inventory are highlighted by John in the Excel file, which is returned to Brad. Some of these changes may be due to changes in the Iowa DOT regulations and/or federal standard.
* Costs of sign replacement/maintenance are estimated using costs and bid prices from previous projects.
* The Sign Inventory is usually updated by the maintenance staff. However, due to the lack of formal communication protocols between the construction office and the maintenance staff, the Sign Inventory is not always properly updated. Changes in existing signs can be also tracked and recorded in the Sign Inventory by consultant project inspectors. The maintenance staff and project inspectors are expected to updated the sign inventory, but it is not required.
* 90% of all signs are fabricated by the Iowa DOT Sign Shop, in Ames. The Sign Shop’s production capacity dictates if the signs are fabricated in-house or provided by the contractor. Current in-house sign fabrication costs are about $6-$6 per SF, while contractors’ prices could be about $30 per SF (it was not clear if this unit price includes installation).
* Some specific types of signs, such as overhead panels, are not fabricated by the Iowa DOT Sign Shop, so that, they are provided by contractors.
* Every two weeks, signs fabricated by the Iowa DOT sign shop are sent to their respective maintenance garage where must be picked up by contractors of maintenance staff.
* Construction projects including the replacement/maintenance of signs may involve multiple maintenance garages. Therefore, contractors might be required to pick up signs from different locations.
* For regular maintenance purposes, the state is divided into District and Maintenance Garages instead of Districts and Counties. Sign regular maintenance funding is assigned at the garage level.
* Regular sign maintenance activities are performed by in-house maintenance staff.
* Sign fabrication orders for typical or non-customized signs can be sent directly by the maintenance garage to the Iowa DOT Sign Shop. Non-typical or customized signs usually are first designed by the Office of Traffic and Safety. Final designs are sent to the Iowa DOT sign shop for their fabrication.
* The research team was provided with examples of the spreadsheets exchanged between Brad and John.
* Jorge committed to develop the reviewed versions of the Process Maps and Exchange Requirements Matrices for new construction projects, reconstruction projects, and recurring maintenance. The reviewed versions of the Process Maps and ER Matrices will be sent by Dr. Jeong to Brad, Zach, and Dave for their review and comments.