

R E P O R T
of the
ADMINISTRATION COMMITTEE
to the
LEGISLATIVE COUNCIL
November 4, 1981

The Administration Committee makes the following recommendations to the Legislative Council:

1. That the Council authorize the state Superintendent of Printing to negotiate a contract with Data Retrieval Corp. of Milwaukee for an update of the computer data base for the 1983 Code. The terms of the contract will be subject to final approval by the Administration Committee and the Council. It is hoped that the state will eventually be able to perform this function but this will not be possible for the 1983 Code. Data Retrieval has provided the service in the past, and presently maintains Iowa's data base.
2. That the Council authorize the state Superintendent of Printing to negotiate with the two Iowa firms capable of typesetting the 1983 Code update, with contract recommendations presented to be presented to the Administration Committee in December. The process of negotiations shall not violate bidding requirements.
3. That the Council authorize the Code Editor and the state Superintendent of Printing to investigate arrangements for printing a supplement to the 1981 Code reflecting changes made by Senate File 130 relating to county home rule with recommendations on the most cost efficient arrangement to be presented in December. At that time the Administration Committee will consider distribution policies for the Supplement.
4. That the Council approve the attached timetable and authorize release of the attached request for proposals for the Department of Transportation study mandated by S.F. 561 and that for purposes of and as required by the request, Dennis Prouty and the Legislative Fiscal Bureau be designated project coordinator.
5. That the Council authorize per diem and expenses for the next meeting between the stonework subcommittee, (Hultman, Junkins and Menke), the Department of General Services and project consultants. It is anticipated that the group will meet in December and recommendations regarding the extent of repairs and cost estimates will be made at that time.

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The Committee also appointed a subcommittee composed of Senators Hultman and Junkins and Representative Menke to examine possible solutions to the acoustical problems in Rooms 116 and 118, with recommendations to be made in December.

Respectfully submitted,

JAMES BRILES,
Chairperson

Time Requirement
DOT Study
Mandated by SF 561

Sept.	1, 1981	Senate File 561 became law
Sept.	16, 1981	Proposal referred to Administration Committee of Legislative Council
Oct.	14, 1981	Legislative Council approved a staff committee to prepare RFP
Nov.	4, 1981	Preliminary Draft of RFP to Administration Committee
Nov.	17, 1981	Release RFP
Dec.	1, 1981	Vendor's Conference
Dec.	15, 1981	Bids due
Dec.	16, 1981	Council accepts and approves bid(s)
Dec.	30, 1981	Award contract(s)
Jan.	11, 1982	Report due to Legislature per Senate File 561
Jan.	15, 1982	Sign contract(s)
March	15- 30, 1982	Report complete

REQUEST FOR PROPOSAL
DEPARTMENT OF TRANSPORTATION STUDY

DRAFT COPY

I. PURPOSE

Through a competitive proposal a qualified consultant will be obtained to conduct an objective study of the state department of transportation in the following areas: 1) administration and general efficiency of the department; 2) highway design standards used; 3) feasibility of contracting for highway maintenance services; 4) bid procedures for construction and road maintenance; and 5) disposition of right of way parcels owned by the department. The consultant shall furnish recommendations which would improve the general efficiency of the department within the funding available.

II. BACKGROUND

The 1981 Session of the Iowa General Assembly has directed the Legislative Council to arrange for a study as outlined in the purpose and scope. Senate File 561 required the study of the department, and House File 850 appropriated \$60,000 for the study. The study must be conducted by an independent consulting firm or person to be employed by the Legislative Council. A committee will be organized to provide oversight of the work of the consultant. A consulting firm or person who has worked for the state department of transportation within the last five years shall not be eligible to conduct the study.

III. SCOPE

The scope of the study contains four (4) major areas. The vendor should respond to the areas separately. However, the vendor does not have to bid in all four (4) areas. Responses or bids to each section will be evaluated separately. The contract(s) will be awarded to each area as separately evaluated. More than one vendor may be selected and in some areas contracts may not be awarded.

Areas/Programs to be studied:

- 1) "Determine staff requirements, administrative structure, and general efficiency of the state department of transportation within the funding available."

The final report of the consultant must make specific recommendations regarding the following questions:

- a) Review Chapter 307 of the Iowa Code for any discrepancies between the administrative structure of the department of transportation and the administrative structure as set out in the Iowa Code. Do you recommend any changes to improve

the administrative efficiency of the state department of transportation? Do any of your recommendations require revision of the Iowa Code?

- b) Review the staffing levels of the state department of transportation from the fiscal year beginning July 1, 1976 through the fiscal year ending June 30, 1981. What are your recommendations for staffing the department to efficiently accomplish the responsibilities set out in Chapter 307 of the Iowa Code within the funding available from all sources?
 - c) Review the table of organization for the state department of transportation. Do you recommend any changes to improve the efficiency of the management structure in the department?
- 2) "Review highway design standards used by the department and bid procedures used by the department in letting road construction and maintenance contracts and estimate any cost savings that could be achieved both in construction and maintenance by altering such standards."
- a) Review the highway design standards of the department of transportation in the following areas:
 - 1) Right of way
 - 2) Width of pavement and shoulders
 - 3) Angles of slope
 - 4) Drainage structure
 - 5) Speed and weight capacities
 - 6) Life expectancy

Questions from which recommendations are to be made include:

- 1) Is the department of transportation meeting federal and AASHTO regulations?
 - 2) To what extent do the department's highway design standards exceed or fall short of federal and AASHTO regulations?
 - 3) Do you recommend any revisions in the highway design standards used by the state?
 - 4) Are the department's highway design standards consistent from project to project?
- b) Review the bidding procedures and regulations used for letting road construction and maintenance contracts by the department of transportation. Do you have any recommendations for changes in the department's bidding procedures and regulations? Do any of your recommendations require revision or addition to the Iowa Code? (See Footnote A.)
 - c) Review your recommendations in (a) and (b) above for revising highway design standards and bid procedures for cost savings. What do you estimate these cost savings to be?
- 3) "Study the feasibility of contracting with road contractors for highway maintenance services and the feasibility of setting aside ten percent of road contracts for small contractors and contractors just beginning business."

- a) Study and recommend highway maintenance services that could be performed by contractors for cost savings. (See Footnote B.)
 - b) Study other states that contract highway maintenance services. What successes or difficulties have they encountered?
 - c) How do you define "small contractor" and "contractor just beginning business?"
 - d) Study other states to see if any set aside road contracts for small contractors or contractors just beginning business. What successes or difficulties have other states encountered?
 - e) Identify advantages and disadvantages of contracting with small contractors just beginning business?
- 4) "Recommend which parcels of right of way owned by the department of transportation should be sold."
- a) Review the parcels of right of way owned by the department. Which parcels of right of way do you recommend should be sold? Provide a ranking of right of way parcels ordering which should be sold first.
 - b) What criteria did you base your recommendations on?

Footnote A

Bid procedures followed by the department of transportation in letting of road construction and maintenance contracts are covered in the Standard Specifications for Highway and Bridge Construction Manual. The Federal Highway Administration conducted a complete review of the department's procedures in pre-qualifying bidders, advertising for bids, and awarding contracts for construction and maintenance in July, 1981 and found that the department of transportation was in accordance with federal and state laws and regulations.

Footnote B

The department of transportation prepared the report, "Special Provisions for Contract Maintenance," on November 10, 1981. The report lists twenty-six maintenance functions that the department feels could be contracted out.

House File 850 passed during the 1981 Session of the Iowa General Assembly directs the department of transportation to start three or four pilot project programs on highway maintenance by private contractors to determine the cost effectiveness of private contractual service. The report will be presented to the General Assembly in January, 1982.