

## Guide and / or I.M. Revision Notice

**To:** Cities, Counties, and Consultants

**Date:** October 30, 2012

**From:** Office of Local Systems

**Revision Notice Number:** 2012-03

The Federal-aid Project Development Guide (Guide) and / or Instructional Memorandums to Local Public Agencies (I.M.s) have been revised as indicated below. This revision notice identifies all new or revised documents and includes a summary of the significant changes. Where appropriate, it also references the existing Project Development Information Packet (Packet) or County Engineers I.M. documents that have been replaced or superseded.

The Iowa DOT does not provide paper copies of the Guide or I.M.s. Since these documents are updated frequently, we recommend using the on-line version of the [Guide and I.M.s](#) for reference. However, if you prefer using paper copies, all new or revised documents have been included in this file for convenient printing. If you maintain a paper copy of these documents, please remove the old documents and replace them with the new documents. Note: This file is designed for double-sided printing; therefore, all documents with an odd number of pages will be followed by a blank page.

For more information and additional download options, refer to the [Guide and I.M.s](#) web page. If you have any questions concerning these revisions, please contact Donna Buchwald [Donna.Buchwald@dot.iowa.gov](mailto:Donna.Buchwald@dot.iowa.gov) or 515-239-1051.

**\*\*\* PLEASE NOTIFY ALL AFFECTED PERSONNEL OF THIS CHANGE \*\*\***

<b>Document Title or I.M Number</b>	<b>Summary of Significant Revision(s)</b>
<b>I.M. Table of Contents</b> October 25, 2012	The I.M. Table of Contents has been revised to reflect new or revised I.M.s, as indicated below.
<b>I.M. 3.520</b> Electronic Bid Item Information October 25, 2012	This I.M. is new. It provides information on the new web-based Bid Items Application, which replaced the old BIAS 2000 software.



# Instructional Memorandums to Local Public Agencies

## Table of Contents



Some I.M.s are written either to counties or cities; others are written to both counties and cities. The intended audience is indicated in the "To:" field of the I.M. as well as the Table of Contents below. Many of the I.M.s are referenced by the Federal-aid Project Development Guide (Guide). These I.M.s are marked with an asterisk (\*). For more information about the relationship between the Guide and I.M.s, refer to the [Guide and I.M.s web page](#).

**Note:** The I.M.s are currently in the process of being transitioned into a new format and numbering system. New or updated I.M.s will use the new format. Existing I.M.s will remain in the old format until they are revised or updated. Some of the I.M.s are not yet complete, as shown in light grey text. Some incomplete I.M.s will be based on an existing Project Development Information Packet document, some will be based on an existing County Engineers I.M. that will be renumbered, and some will include entirely new content. Where applicable, a reference and link to the existing Packet document or County Engineers I.M. is provided.

No.	Subject	Revision Date	Written To
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### Chapter 1 – General Information

#### Section 1.0 -- General

<a href="#">1.020</a>	Pavement Friction Evaluation Program	August 10, 2011	Both
<a href="#">1.030</a>	Ordering Forms and Supplies From the Iowa Department of Transportation	November 2001	Both
<a href="#">1.050</a>	Manuals, Guides and Instructional Information Available to Counties	December 2002	Both
<a href="#">1.070*</a>	Title VI and Nondiscrimination Requirements	July 20, 2012	Both
<a href="#">1.080*</a>	ADA Requirements	August 24, 2012	Both
	<a href="#">Attachment A</a> – Sample Curb Ramp Transition Plan ( <a href="#">Word</a> )	August 24, 2012	Both

#### Section 1.1 -- References

<a href="#">1.120</a>	References to the Iowa Code	August 2003	Counties
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### Chapter 2 – Administration

#### Section 2.0 -- Finance

<a href="#">2.010</a>	Transfer of Local Secondary Road Use Tax Funds to the Farm-to-Market Fund	November 2001	Counties
	<a href="#">Attachment A</a> - Local to FM Fund Transfer Resolution ( <a href="#">Word</a> )	November 2001	Counties
<a href="#">2.020*</a>	Federal and State Bridge Programs	July 18, 2011	Both
	<a href="#">Attachment A</a> – City Bridge Priority Point Rating Worksheet	July 18, 2011	Both
	<a href="#">Attachment B</a> – County Bridge Priority Point Rating Worksheet	July 18, 2011	Both
	<a href="#">Attachment C</a> – Touchdown Points and Limits of Participation	July 18, 2011	Both
	<a href="#">Attachment D</a> – County HBP Fiscal Constraint Requirements	July 18, 2011	Both
<a href="#">2.030</a>	Transfer of Farm-to-Market Funds to the Local Secondary Road Fund	July 20, 2012	Counties
<a href="#">2.040</a>	Temporary Allocation of Farm-to-Market Funds	November 2001	Counties
2.050	Procedure to Change a County Secondary Road Construction Program (see <a href="#">I.M. 3.11</a> , dated March 2003)	(future)	Counties
	<a href="#">Attachment A</a> – Add FM or Local Project Resolution (see attachment to <a href="#">I.M. 3.11</a> , dated March 2003) ( <a href="#">Word</a> )	(future)	Counties
	<a href="#">Attachment B</a> - Advance Local Project Resolution (see attachment to <a href="#">I.M. 3.11</a> , dated March 2003) ( <a href="#">Word</a> )	(future)	Counties
<a href="#">2.071</a>	Secondary Road Budget Accounting Code Series	July 2005	Counties

No.	Subject	Revision Date	Written To
<b>Section 2.1 -- Maintenance</b>			
<a href="#">2.110</a>	Maintenance of County Roads at Intersections, Interchanges, and Grade Separations with the Primary Highway System	June 1998	Counties
<a href="#">2.120*</a>	Bridge Inspections	July 20, 2012	Both
	<a href="#">Attachment A</a> - Bridge Scour Stability Worksheet, Level A Evaluation	May 11, 2011	Both
	<a href="#">Attachment B</a> - Intermediate Scour Assessment Procedures, Level B Evaluations	July 20, 2012	Both
	<a href="#">Attachment C</a> - Scour Plan of Action (POA)	May 11, 2011	Both
	<a href="#">Attachment D</a> - Scour Safe Foundations for Spread Footings or Steel Piles	May 11, 2011	Both
	<a href="#">Attachment E</a> - Highly Erodible Soils	May 11, 2011	Both
	<a href="#">Attachment F</a> - Berm Stability Criteria	May 11, 2011	Both
	<a href="#">Attachment G</a> - Guidance for Developing and Implementing Plans of Action (POA) for Bridges with Unknown Foundations, Flowcharts, and Worksheets	May 11, 2011	Both
	<a href="#">Attachment H</a> - USGS Hydrologic Region Map with Region Descriptions	May 11, 2011	Both
	<a href="#">Attachment I</a> - Intentionally left blank	December 1, 2011	Both
	<a href="#">Attachment J</a> - Intentionally left blank	December 1, 2011	Both
	<a href="#">Attachment K</a> - Iowa Legal Trucks Diagram	May 11, 2011	Both
	<a href="#">Attachment L</a> - Quality Assurance Field Review Worksheet	May 11, 2011	Both
	<a href="#">Attachment M</a> - Routine Permit Trucks Diagrams	May 11, 2011	Both
<b>Section 2.2 -- Traffic Service and Control</b>			
<a href="#">2.210</a>	Engineering and Traffic Investigations – Speed Limit Study	March 2002	Counties
	Attachment A - Speed Restriction Ordinance ( <a href="#">Word</a> )	March 2002	Counties
	Attachment B - Amendment to Speed Restriction Ordinance ( <a href="#">Word</a> )	March 2002	Counties
	Attachment C - Resolution for Establishing Speed Limits ( <a href="#">Word</a> )	March 2002	Counties
<a href="#">2.220</a>	Establishing and Signing Area Service B and Area Service C Roads	January 2004	Counties
	Attachment A - Area Service "B" Ordinance ( <a href="#">Word</a> )	March 2002	Counties
	Attachment B - Area Service "B" Resolution ( <a href="#">Word</a> )	March 2002	Counties
	Attachment C - Area Service "C" Ordinance ( <a href="#">Word</a> )	January 2004	Counties
	Attachment D - Area Service "C" Resolution ( <a href="#">Word</a> )	January 2004	Counties
<a href="#">2.230</a>	Signing for Low Cost Stream Crossings	June 2002	Counties
	Attachment A - Resolution for Low-Water Stream Crossing ( <a href="#">Word</a> )	June 2002	Counties
2.240	Iowa DOT Traffic Counts	(future)	Both
<b>Section 2.3 -- Agreements</b>			
<a href="#">2.310</a>	Construction Agreements Between City and County on Secondary Road Extensions	April 2002	Both
	Attachment A - Resolution for Construction Agreement between City and County on Secondary Road Extensions ( <a href="#">Word</a> )	April 2002	Both
<b>Chapter 3 – Project Development</b>			
<b>Section 3.0 -- General</b>			
<a href="#">3.002*</a>	Federal-aid Project Scheduling	February 16, 2007	Both

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<a href="#">3.005*</a>	Project Development Submittal Dates and Information	September 19, 2011	Both
<a href="#">3.010</a>	Project Development Outline -- Federal-Aid Funding (BRS, BHS, BROS, BHOS, STS-S, STP-A, STP-E, STP-ES)	February 2002	Both
<a href="#">3.020</a>	Project Development Outline -- Farm-to-Market Funding (FM)	February 2002	Counties
<a href="#">3.030</a>	Project Development Outline -- Local Funding (L)	February 2002	Both
<a href="#">3.050*</a>	In-Kind Contributions	August 10, 2011	Both
3.060	Project Numbers (see <a href="#">I.M. 3.14</a> , dated December 2002)	(future)	Both
<b>Section 3.1 -- Environmental Reviews and Permits</b>			
3.105*	Concept Statement Instructions (see Packet, Index No. 6, <a href="#">Concept Statement Instructions</a> )	(future)	Both
	Attachment A – Example Concept Statement	(future)	Both
3.110*	Environmental Data Sheet Instructions (see Packet, Index No. 6, <a href="#">Environmental Datasheet Instructions</a> )	(future)	Both
	Attachment A – Example Environmental Data Sheet	(future)	Both
3.112*	FHWA Environmental Concurrence Process (see Packet, Index No. 6, <a href="#">NEPA Project Classification Process</a> )	(future)	Both
	Attachment A - Environmental Concurrence Process Overview (see Packet, Flowcharts, <a href="#">Chart No. 6 – Environmental Process Overview</a> )	(future)	Both
	Attachment B - Environmental Assessment / FONSI Process (see Packet, Flowcharts, <a href="#">Chart No. 6A – Environmental Assessment / FONSI Process</a> )	(future)	Both
	Attachment C - Environmental Impact Statement / ROD Process (see Packet, Flowcharts, <a href="#">Chart No. 6B – Environmental Impact Statement / ROD Process</a> )	(future)	Both
	Attachment D - Section 106 Process (see Packet, Flowcharts, <a href="#">Chart No. 6C – Section 106 Process</a> )	(future)	Both
	Attachment E - Section 4(f) Process (see Packet, Flowcharts, <a href="#">Chart No. 6D – Section 4(f) Process</a> )	(future)	Both
3.114*	Cultural Resource Regulations (see Packet, Index No. 6, <a href="#">Cultural Resource Regulations</a> )	(future)	Both
3.120*	Farmland Protection Policy Act Guidelines (see Packet, Index No. 6, <a href="#">Farmland Protection Policy Act Guidelines</a> )	(future)	Both
	Attachment A - Farmland Protection Policy Act Process Flowchart (see Packet, Flowcharts, <a href="#">Chart No. 6E – Farmland Protection Policy Act Process</a> )	(future)	Both
<a href="#">3.130*</a>	404 Permit Process	March 26, 2008	Both
	<a href="#">Appendix A</a> – 404 Permit Checklist	March 26, 2008	Both
<a href="#">3.140*</a>	Storm Water Permits	July 18, 2011	Both
<a href="#">3.150*</a>	Highway Improvements in the Vicinity of Airports or Heliports	December 3, 2007	Both
<a href="#">3.160*</a>	Asbestos Inspection, Removal, and Notification Requirements	April 12, 2007	Both
	<a href="#">Attachment A</a> – Notification of Demolition form ( <a href="#">Word</a> )	April 12, 2007	Both
<b>Section 3.2 -- Design Guidelines and Exceptions</b>			
3.205*	Urban Design Guidelines (see Packet, Index No. 5, <a href="#">Application of Design Criteria</a> , <a href="#">Urban Design Aids</a> , <a href="#">Alternative Urban Design Guides</a> , and <a href="#">Design Exception Process for City Federal-aid Projects</a> )	(future)	Cities
<a href="#">3.210*</a>	Rural Design Guidelines	March 26, 2008	Counties
<a href="#">3.211</a>	Rehabilitation of Existing Surfaces	November 2001	Counties
<a href="#">3.213*</a>	Traffic Barriers (Guardrail and Bridge Rail)	November 2001	Both
<a href="#">3.214*</a>	3R Guidelines	March 26, 2008	Both

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<a href="#">3.215*</a>	Clear Zone Guidelines	March 26, 2008	Both
<a href="#">3.216*</a>	Economic Analysis (Benefit-to-Cost Ratio)	October 2001	Counties
<a href="#">3.218*</a>	Design Exception Process	December 2002	Counties
	Attachment A – Design Exception Process Flowchart (see Packet, Flowcharts, <a href="#">Chart No. 4 – Design Exception Process</a> )	(future)	Both
3.220*	Design Exception Information for Bridges Narrower than Approach Pavement (see <a href="#">I.M. 3.132</a> , dated February 2002)	(future)	Both
<b>Section 3.3 -- Consultant and In-House Design</b>			
<a href="#">3.305*</a>	Federal-aid Participation in Consultant Costs	August 29, 2006	Both
	<a href="#">Attachment A</a> – Federal-Aid Consultant Checklist	August 29, 2006	Both
	<a href="#">Attachment B</a> – Guidelines for Federal-Aid Consultant Contracts	August 29, 2006	Both
	<a href="#">Attachment C</a> – Payment Methods	August 29, 2006	Both
	<a href="#">Attachment D</a> – Sample Consultant Contract ( <a href="#">Word</a> )	August 29, 2006	Both
<a href="#">3.310*</a>	Federal-aid Participation in In-House Services	December 11, 2008	Both
3.315	Farm-to-Market Funded Consultant Contracts	(future)	Counties
<b>Section 3.4 -- Preliminary Design</b>			
<a href="#">3.405*</a>	Preliminary Plans	June 18, 2010	Both
	<a href="#">Attachment A</a> – Preliminary Plan Guidelines	June 18, 2010	Both
	<a href="#">Attachment B</a> – Preliminary Plan Checklist	June 18, 2010	Both
	<a href="#">Attachment C</a> – Preliminary Plan Process Flowchart	June 18, 2010	Both
<a href="#">3.410*</a>	Preliminary Bridge or Culvert Plans	June 18, 2010	Both
	<a href="#">Attachment A</a> – Flood Insurance Studies	June 18, 2010	Both
	<a href="#">Attachment B</a> – Iowa DNR Floodplain Regulations	June 18, 2010	Both
	<a href="#">Attachment C</a> – Instructions for Completing the Form 1-E	June 18, 2010	Both
	<a href="#">Attachment D</a> – Instructions for Completing the Risk Assessment Form	June 18, 2010	Both
<b>Section 3.5 -- Final Design</b>			
<a href="#">3.505*</a>	Check and Final Plans	June 18, 2010	Both
	<a href="#">Attachment A</a> – Check and Final Plan Guidelines	June 18, 2010	Both
	<a href="#">Attachment B</a> – Check and Final Plan Checklist	June 18, 2010	Both
	<a href="#">Attachment C</a> – Check and Final Plan Process Flowchart	June 18, 2010	Both
<a href="#">3.510*</a>	Check and Final Bridge or Culvert Plans	June 18, 2010	Both
	<a href="#">Attachment A</a> – Bridge or Culvert Plan Supplementary Checklist	June 18, 2010	Both
<a href="#">3.520*</a>	Electronic Bid Item Information	October 25, 2012	Both
<b>Section 3.6 -- Right-of-Way, Utilities, and Railroads</b>			
<a href="#">3.605*</a>	Right-of-Way Acquisition	June 18, 2007	Both
	<a href="#">Attachment A</a> – Compensation Estimate Procedures	June 18, 2007	Both
	<a href="#">Attachment B</a> – FHWA Authorization of Right-of-Way Costs Flowchart	June 18, 2007	Both
	<a href="#">Attachment C</a> – Early Right-of-Way Acquisition Process Flowchart	June 18, 2007	Both
<a href="#">3.640*</a>	Utility Accommodation and Coordination	December 11, 2008	Both
	<a href="#">Attachment A</a> – Utility Coordination Flowchart	December 11, 2008	Both
	<a href="#">Attachment B</a> – Utility Coordination Checklist ( <a href="#">Word</a> )	December 11, 2008	Both
<a href="#">3.650*</a>	Federal-aid Participation in Utility Relocations	June 18, 2007	Both

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	<a href="#">Attachment A</a> – Utility Relocation Federal-Aid Eligibility Flowchart	June 18, 2007	Both
	<a href="#">Attachment B</a> – FHWA Authorization of Utility Relocation Costs Flowchart	June 18, 2007	Both
<a href="#">3.670</a> *	Work on Railroad Right-of-Way	May 1, 2007	Both
	<a href="#">Attachment A</a> – Notification and Agreement of Maintenance Work in Railroad Right-of-Way ( <a href="#">Word</a> )	May 1, 2007	Both
	<a href="#">Attachment B</a> – Notification of Construction Work in Railroad Right-of-Way ( <a href="#">Word</a> )	May 1, 2007	Both
	<a href="#">Attachment C</a> – Work on Railroad Right-of-Way Flowchart	May 1, 2007	Both
<a href="#">3.680</a> *	Federal-aid Projects Involving Railroads	May 1, 2007	Both
	<a href="#">Attachment A</a> – FHWA Authorization of Railroad Costs Flowchart	May 1, 2007	Both
<b>Section 3.7 -- Lettings and Contracts</b>			
3.705	Local Letting Process – State or Local Funded (see <a href="#">I.M. 3.41</a> , dated September 2005; <a href="#">I.M. 3.42</a> , dated March 2002; and <a href="#">I.M. 3.43</a> , dated September 2002)	(future)	Both
<a href="#">3.710</a> *	DBE Guidelines	June 18, 2007	Both
<a href="#">3.720</a> *	Local Letting Process – Federal-aid	April 12, 2007	Both
	<a href="#">Attachment A</a> – Pre-Award Checklist and Certification	April 12, 2007	Both
	<a href="#">Attachment B</a> – Post-Award Checklist and Certification	April 12, 2007	Both
	<a href="#">Attachment C</a> – Supplemental Agreement	April 12, 2007	Both
<a href="#">3.730</a> *	Iowa DOT Letting Process	December 1, 2011	Both
	<a href="#">Attachment A</a> - Iowa DOT Letting Process Flowchart	December 1, 2011	Both
<a href="#">3.750</a> *	Project Development Certification Instructions	December 3, 2007	Both
	<a href="#">Attachment A</a> – Project Development Certification Process Flowchart	December 3, 2007	Both
	<a href="#">Attachment B</a> - Sample Project Development Certification Form	December 3, 2007	Both
<a href="#">3.760</a> *	Public Interest Findings	September 19, 2011	Both
<a href="#">3.770</a>	Paving Point Requirements	August 24, 2012	Counties
	<a href="#">Attachment A</a> – Paving Point Determination	August 24, 2012	Counties
	<a href="#">Attachment B</a> – Sample Notice of Public Hearing ( <a href="#">Word</a> )	August 24, 2012	Counties
	<a href="#">Attachment C</a> – Sample Resolution ( <a href="#">Word</a> )	August 24, 2012	Counties
<b>Section 3.8 -- Construction</b>			
3.805*	Construction Inspection (see <a href="#">I.M. 3.51</a> , dated September 2002)	(future)	Both
<a href="#">3.810</a> *	Federal-aid Construction by Local Agency Forces	December 11, 2008	Both
3.870	Farm-to-Market Voucher Process	(future)	Counties
<b>Section 3.9 -- Project Close-out and Audits</b>			
<a href="#">3.910</a> *	Final Review, Audit, and Close-out Procedures for Federal-aid Projects	December 3, 2007	Both
	<a href="#">Attachment A</a> – Project Close-out Process Overview Flowchart	December 3, 2007	Both
	<a href="#">Attachment B</a> – Final Review and Audit Process Flowchart – Highway or Bridge Construction	December 3, 2007	Both
	<a href="#">Attachment C</a> – Final Review and Audit Process Flowchart – Non-highway Construction, DOT Specifications	December 3, 2007	Both
	<a href="#">Attachment D</a> – Final Review and Audit Process Flowchart – Non-highway Construction, Non-DOT Specifications	December 3, 2007	Both
	<a href="#">Attachment E</a> – Pre-audit Checklist ( <a href="#">Word</a> )	December 3, 2007	Both
	<a href="#">Attachment F</a> – Final Forms Packet Checklist ( <a href="#">Word</a> )	December 3, 2007	Both

No.	Subject	Revision Date	Written To
3.920	Final Review, Audit, and Close-out Procedures for State-aid Projects	(future)	Both
<a href="#">3.930*</a>	Interest Payment Procedures	December 3, 2007	Both
	<a href="#">Attachment A</a> – Sample Interest Payment Information Form	December 3, 2007	Both
<a href="#">3.940</a>	County Engineer Resolution	December 3, 2007	Counties
	<a href="#">Attachment A</a> – Sample County Engineer Resolution ( <a href="#">Word</a> )	December 3, 2007	Counties

## Chapter 4 – Systems Classification And Identification

### Section 4.0 -- General

<a href="#">4.010</a>	Procedures to Modify the Secondary Road Route Numbering System	September 2002	Counties
<a href="#">4.030</a>	County Road Vacations	September 2002	Counties
	Attachment A - Resolution for Road Vacation Public Hearing ( <a href="#">Word</a> )	September 2002	Counties
	Attachment B - Notice of Public Hearing ( <a href="#">Word</a> )	September 2002	Counties
	Attachment C - Resolution to Vacate a County Road ( <a href="#">Word</a> )	September 2002	Counties

### Section 4.1 -- (Reserved)

### Section 4.2 -- Farm-to-Market System

<a href="#">4.210</a>	Modification of the Farm-to Market (FM) System	August 10, 2011	Counties
<a href="#">4.220</a>	Farm-to-Market Review Board Advisory Opinions on Proposed Jurisdictional Transfers	April 2002	Counties

# INSTRUCTIONAL MEMORANDUMS

## To Local Public Agencies



To: Counties and Cities

Date: October 25, 2012

From: Office of Local Systems

I.M. No. 3.520

Subject: Electronic Bid Item Information

**Contents:** This Instructional Memorandum (I.M.) includes guidelines and procedures for a Local Public Agency (LPA) or their consultant to submit electronic bid item information to the Iowa Department of Transportation (Iowa DOT).

For all LPA projects let through the Iowa DOT, the LPA's designer shall enter the bid item information using the Iowa DOT's web-based Bid Items Application.

For a person to access and use the Bid Items Application or a given LPA project, two things are required:

1. The person must be identified either as the Design Engineer or the Contracting Authority in the project contacts, as shown in the [Transportation Program Management System](#) (TPMS). TPMS provides this information to the Iowa DOT Bid Item Application so the appropriate person can enter and submit bid item information for the LPA's project. For assistance in accessing or updating the project information in TPMS, contact the [Iowa County Engineers Service Bureau](#).
2. The person must have an Enterprise A&A account. If the person already has such an account, it is not necessary to create a new one. See the web site below for sign-up instructions.

For additional information and instructions, refer to the Iowa DOT [Bid Items Application](#) web site.