

# Guide and / or I.M. Revision Notice

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

**Date:** May 2, 2016

**From:** Office of Local Systems

**Revision Notice Number:** 2016-02

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existing Project Development Information Packet (Packet) or County Engineers I.M. documents that have been replaced or superseded.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.

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 \*\*\***

Document Title or I.M Number	Summary of Significant Revision(s)
<a href="#">I.M. Table of Contents</a> May 2, 2016	The I.M. Table of Contents has been revised to reflect new or revised I.M.s, as indicated below.
<a href="#">I.M. 2.010</a> Transfer of Local Secondary Road Use Tax Funds to the Farm-to-Market Fund May 2, 2016	This I.M. has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> <li>Changing to show the first option is to send a warrant to the County's FM account at the Iowa DOT, and the second less desirable option is to do a resolution and have the State Treasurer transfer the funds.</li> </ul>
<a href="#">I.M. 2.030</a> Transfer of Farm-to-Market Funds to the Local Secondary Road Fund May 2, 2016	This I.M. has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> <li>A sentence was modified because it made it sound like the only time FM transfers were allowed was for the 20% match on BROS jobs. That is not the case; they're allowed for other construction projects as well. The numbers were changed to bullets in that part of the I.M., as the items do not necessarily need to occur in order there.</li> </ul>
<a href="#">I.M. 3.005</a> Project Development Submittal Dates and Information	This I.M. has been updated. The table of submittal dates was updated for the July 19, 2016, through December 18, 2018, Iowa DOT lettings.
<a href="#">I.M. 3.111</a> Threatened and Endangered Species May 2, 2016	This I.M. has been updated. Substantive changes from the previous version include the following: Modified a few references to show that LPA's should submit the DOE Form with the Concept Statement.
<a href="#">I.M. 3.111 Attachment A</a> Section 7 Process Flowchart May 2, 2016	This I.M. has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> <li>Modified the language in Attachment A, the flowchart.</li> </ul>
<a href="#">I.M. 3.160</a> Asbestos Inspection, Removal and Notification Requirements May 2, 2016	This I.M. has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> <li>Iowa DNR contact information has been updated.</li> <li>The definition of a "bridge" has been updated.</li> </ul>

<p>I.M. 3.160 Attachment A Notification of Bridge Demolition and Renovation Form May 2, 2016</p>	<p>This I.M. Attachment A has been deleted.</p> <ul style="list-style-type: none"> <li>• A new <a href="#">Asbestos Notification of Bridge Demolition and Renovation</a> form, developed by the Iowa DNR, is now required.</li> <li>• The Notification of Bridge Demolition and Renovation Form is no longer automatically generated from the Office of Contracts.</li> </ul>
<p><a href="#">I.M. 3.510</a> <a href="#">Attachment A</a> Bridge or Culvert Plans Supplementary Checklist May 2, 2016</p>	<p>This I.M. has been updated. Substantive changes from the previous version include the following:</p> <ul style="list-style-type: none"> <li>• A plan note should be used if there is asbestos found on the existing bridge, per I.M. 3.160.</li> </ul>
<p><a href="#">I.M. 3.640</a> Utility Accommodation and Coordination May 2, 2016</p>	<p>This I.M. has been updated. Substantive changes from the previous version include the following:</p> <ul style="list-style-type: none"> <li>• These changes are due to a change in FHWA guidance that no longer allows 90% by weight as the definition of products that are "predominantly" iron or steels products. Similar changes are being made to the DOT specifications and the Materials IM that addresses the Buy America requirements.</li> </ul>
<p><a href="#">I.M. 3.650</a> Federal-aid Participation in Utility Relocations May 2, 2016</p>	<p>This I.M. has been updated. Substantive changes from the previous version include the following:</p> <ul style="list-style-type: none"> <li>• We are changing the order of these steps 6-7 because if the utility is owned by the LPA sponsoring the job it will be eligible (subject to the disqualifying steps previous to this step). A LPA owned utility will need to pay to relocate its utilities, however; because a LPA's utilities typically occupy their own land, it is eligible despite being required to pay to relocate its utilities. If you read the steps in its previous order, it lead an LPA to determine that the utility relocation is not eligible, but it actually is.</li> </ul>
<p><a href="#">I.M. 3.680</a> Federal-aid Projects Involving Railroads May 2, 2016</p>	<p>This I.M. has been updated. Substantive changes from the previous version include the following:</p> <ul style="list-style-type: none"> <li>• These changes are due to a change in FHWA guidance that no longer allows 90% by weight as the definition of products that are "predominantly" iron or steels products. Similar changes are being made to the DOT specifications and the Materials IM that addresses the Buy America requirements.</li> </ul>