

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

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

**Date:** February 27, 2017

**From:** Office of Local Systems

**Revision Notice Number:** 2017\_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existing Project Development Information Packet (Packet) or County Engineers I.M. documents that have been replaced or superseded.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.

If you have any questions concerning these revisions, please contact Nicole Fox [nicole.fox@iowadot.us](mailto:nicole.fox@iowadot.us) or 515-239-1506.

**\*\*\* 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> February 27, 2017	The I.M. Table of Contents has been revised to reflect new or revised I.M.s, as indicated below.
I.M. 1.030 Ordering Forms and Supplies from the Iowa Department of Transportation	This I.M. has been retired. The information contained in this I.M. was from before we had the Internet, and this information is made available on the Iowa DOT's website.
I.M. 1.050 Manuals, Guides and Instructional Information Available to Counties	This I.M. has been retired. The information contained in this I.M. was from before we had the Internet, and this information is made available on the Iowa DOT's Office of Local Systems website, as well as various other websites.
<a href="#">I.M. 3.114, Att. A</a> Cultural Resource Process Flowchart February 27, 2017	This I.M. has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> <li>Fixing a typo.</li> </ul>
<a href="#">I.M. 3.305</a> Federal-aid Participation in Consultant Costs February 27, 2017	This I.M. has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> <li>Eliminated and revised information about consultant prequalification.</li> </ul>
<a href="#">I.M. 3.305, Att. D (word)</a> Sample Consultant Contract February 27, 2017	This I.M. has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> <li>Eliminated and revised information about consultant prequalification.</li> </ul>
<a href="#">I.M. 3.750</a> Project Development Certification Instructions February 27, 2017	This I.M. has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> <li>Made changes to show that an LPA official must sign and date the Project Development Certification.</li> </ul>