

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

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

**Date:** November 27, 2019

**From:** Local Systems Bureau

**Revision Notice Number:** 2019\_06

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it also references the existing Project Development Information Packet (Packet) documents that have been replaced or superseded.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 Moore at [nicole.moore@iowadot.us](mailto:nicole.moore@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> November 27, 2019	The I.M. Table of Contents has been revised to reflect new or revised I.M. numbers, as indicated below.
<a href="#">I.M. 2.100</a> Farm-to-Market Program November 27, 2019	This I.M. has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> <li>• Included that the Final Forms Packet should be sent to the Administering Bureau.</li> <li>• Included a link to the FM Borrowing Restrictions, which is on our Local Systems website now.</li> </ul>
<a href="#">I.M. 3.020</a> Concept Statement Instructions November 27, 2019	This I.M. has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> <li>• A new Concept Statement for Local Public Agency Federal-aid Projects Form (<a href="#">Form 517001</a>) has been issued.</li> <li>• The Environmental Data Sheet questions have been incorporated into the Concept Statement Form.</li> <li>• This is a new I.M. and is a complete re-write of the old "Packet" instructions.</li> </ul>
<a href="#">I.M. 3.700, Att. A</a> Check and Final Plan Guidelines November 27, 2019	This I.M. attachment has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> <li>• Deleted NEPA information, as that is included in <a href="#">I.M. 4.020</a>, NEPA Process.</li> <li>• Deleted information on various contracting methods, as that is included in <a href="#">I.M. 3.730</a>, Innovative Contracting Procedures.</li> </ul>
<a href="#">I.M. 3.700, Att. B</a> Check and Final Plan Checklist November 27, 2019	This I.M. attachment has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> <li>• Added information to indicate which Design Requirements were utilized.</li> <li>• Added information to ensure County HBP projects will not exceed the borrowing restrictions.</li> <li>• Eliminated an obsolete note regarding cross sections.</li> <li>• Clarified that Utility Notes on plans should not repeat the Specifications.</li> </ul>

Document Title or I.M. Number	Summary of Significant Revision(s)
<a href="#">I.M. 3.730</a> Innovative Contracting Procedures November 27, 2019	This is a new I.M.
<a href="#">I.M. 5.030</a> Iowa DOT Letting Process November 27, 2019	This I.M. has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> <li>• Clarified that Swap projects shall be let at the Iowa DOT.</li> <li>• Updated the Contract Award Process due to the Electronic process and Digital signing of contracts in Doc Express.</li> <li>• Added that beginning with the December 17, 2019 Iowa DOT Letting, the Board of Supervisors or City Council may designate the execution of the contract to another party, most likely the City Engineer, Public Works Director, or County Engineer. If the Board of Supervisors or City Council chooses to designate the execution of the contract to another party, this shall be designated in a resolution.</li> <li>• Updated the Subcontractor process.</li> </ul>
<a href="#">I.M. 5.030, Att. B</a> Iowa DOT Post-Letting Process Flowchart November 27, 2019	This I.M. has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> <li>• Updated the Contract Award Process due to the Electronic process and Digital signing of contracts in Doc Express.</li> <li>• Updated the Iowa DOT Letting and Subcontractor Process.</li> </ul>
<a href="#">I.M. 5.050, Att. A</a> Project Development Certification Process Flowchart November 27, 2019	This I.M. has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> <li>• Updated to reflect the process of ROW reviewing the PDC for all projects that involve purchasing ROW.</li> <li>• Updated when the PDC is signed by the Administering Bureau.</li> </ul>