

Guide and / or I.M. Revision Notice

To: Cities, Counties, and Consultants

Date: March 4, 2020

From: Local Systems Bureau

Revision Notice Number: 2020-01

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it also references the existing Project Development Information Packet (Packet) documents that have been replaced or superseded.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 or 515-239-1506.

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

Document Title or I.M. Number	Summary of Significant Revision(s)
I.M. Table of Contents March 4, 2020	The I.M. Table of Contents has been revised to reflect new or revised I.M. numbers, as indicated below.
I.M. 3.250 Economic Analysis (Benefit-to-Cost Ratio) March 4, 2020	This I.M. has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> • Added information on Iowa's Crash Analysis Tool • Added information on Crash Reduction Factors that are specific to Iowa.
I.M. 3.310 Federal-aid Participation in Consultant Costs March 4, 2020	This I.M. has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> • Removed reference to the list of consultants, as the Iowa DOT no longer has a list. • Clarified that if a contract is less than \$250,000, the LPA shall state whether there are meaningful Disadvantaged Business Enterprise (DBE) opportunities.
I.M. 3.500 Bridge or Culvert Plans March 4, 2020	This I.M. has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> • Added information on soil borings and boring as near the abutment and piers as possible.
I.M. 3.500, Att. A (word) Bridge or Culvert Supplementary Checklist March 4, 2020	This I.M. attachment has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> • Added information on soil borings and boring as near the abutment and piers as possible. • Added information on which Hydraulic Data should be included in the plans.
I.M. 3.600 Right-of-Way Acquisition March 4, 2020	This I.M. has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> • For the early Right-of-way acquisition process, clarified what submittals are needed.

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I.M. 3.600, Att. B FHWA Authorization of Right-of-Way Costs March 4, 2020	This I.M. attachment has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> • Eliminated a step in the process, to show the LPA Coordinator in ROW does not assist in the FHWA Authorization process.
I.M. 3.600, Att. C Early Right-of-Way Acquisition Process March 4, 2020	This I.M. attachment has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> • Updated to reflect that the LPA should discuss the Cultural Resources and Section 106 process with the Location and Environment Bureau, if historic properties are being affected.
I.M. 5.030 Iowa DOT Letting Process March 4, 2020	This I.M. has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> • Clarified the language on Boards or Councils delegating an employee to sign contracts in Doc Express on their behalf. In order to delegate an employee, it shall be a full time employee of the agency and not a consultant. • Clarified that a resolution must be done for each contract, but the DOT doesn't need a copy of the resolution.
I.M. 5.030, Att. C Sample Resolution for a County to Delegate Contract Signing in Doc Express March 4, 2020	This is a new I.M. attachment.
I.M. 5.060 Public Interest Findings March 4, 2020	This I.M. has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> • Updated to include that proprietary products are allowed under Federal law, but are still not allowed under state law.
I.M. 6.000 Construction Inspection March 4, 2020	This I.M. has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> • Clarified information regarding Erosion Control Implementation Plans. • Clarified the use of the Doc Express file naming convention is required. • Added information on Appia.
I.M. 6.000, Att. D Local Public Agency Construction Contract Administration Guidance March 4, 2020	This I.M. has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> • Changes made to reflect changes in the Construction Manual.