

Guide and / or I.M. Revision Notice

To: Cities, Counties, and Consultants
From: Local Systems Bureau

Date: January 8, 2021
Revision Notice Number: 2021-01

The Federal-aid Project Development Guide (Federal-aid 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. 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 January 8, 2021	The I.M. Table of Contents has been revised to reflect new or revised I.M. numbers, as indicated below.
The Non-Federal-aid Project Development Guide (The Non-Federal-aid Guide) January 8, 2021	The Non-Federal-aid Guide is a new document. The Non-Federal-aid Guide provides a concise summary of information and instructions for local public agency (LPA) staff and consultants involved in the planning, development and construction of LPA non-federal-aid transportation projects. Where appropriate, the Non-Federal-aid Guide references the I.M.s and other documents for more detailed information and instructions.
I.M. 3.010 Project Development Submittal Dates and Information January 8, 2021	This I.M. has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> • Revised the chart from Attachment A and B to just be one chart, in the I.M. (not an attachment). Attachments A and B have been deleted. • Revised the submittal dates to show a Concept Statement for a major project being due a year before letting, and a minor concept due at the same time as preliminary plans (6 months prior to letting). • Revised the chart so each submittal date is either the first Tuesday or the third Tuesday of each month. • The headings are now in chronological order of the submittals, and listed as headings instead of a numbered list. • Clarifying that the PDC is due at the same time as the Final Plans. Additional documents are also due at this time, and not at the time in which the Administering Bureau needs to turn in submittals to the Contracts and Specifications Bureau.
I.M. 3.010, Att. A Submittal Dates for Non-Federal-aid Local Public Agency projects let by the Iowa DOT	This I.M. attachment has been deleted. The chart is now shown in I.M. 3.010 .
I.M. 3.010, Att. B Submittal Dates for Federal-aid Local Public Agency projects let by the Iowa DOT	This I.M. attachment has been deleted. The chart is now shown in I.M. 3.010 .
I.M. 7.020 Bridge Inspections January 8, 2021	This I.M. has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> • For Routine Inspections, clarified when a 12 month inspection is required. • For Underwater Inspections, clarified that when the water level is less than 6 feet around a substructure element, inspections do not require divers.

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	<ul style="list-style-type: none"> • Moved 2 criteria from the Special Inspection Criteria section to the Bridge Load Rating Report section. • Added that Team Leaders should provide field data that quantifies the amount of concrete deterioration, percent of timber decay or steel section loss for bridge elements that are coded a 4 or less, so the load rating engineer can accurately determine the load carrying capacity of the structure. • Clarified information regarding Underwater Inspections.
<p>I.M. 7.020, Att. E Iowa Legal Trucks Diagram January 8, 2021</p>	<p>This I.M. attachment has been updated. Substantive changes from the previous version include the following:</p> <ul style="list-style-type: none"> • The chart of Iowa Legal Trucks has been updated. It includes the truck Type 5-2.