

Guide and / or I.M. Revision Notice



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

Date: December 27, 2024
Revision Notice Number: 2024-09

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.

For questions concerning these revisions, please contact Nicole Moore at nicole.moore@iowadot.us or 515-460-0763.

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

Document Title or I.M. Number	Summary of Significant Revision(s)
I.M. Table of Contents December 27, 2024	The I.M. Table of Contents has been revised to reflect new or revised I.M. numbers, as indicated below.
I.M. 2.100 Farm-to-Market Program December 27, 2024	This I.M. has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> • Clarified submittal instructions for payments/change orders for CPS vs. auto-pay projects. • Deleted items from this I.M. and added those items to I.M. 6.020. • Included requirement for county to notify LSFE of final payment/project completion for locally let FM Granular Surfacing and FM non-construction contracts.
I.M. 3.710 Project Development Certification Instructions December 27, 2024	This I.M. has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> • <u>Clarified that the PDC is due on or before Final Plan Turn-in date.</u> • Updated Form 730002 to add questions about BABA Waiver (see I.M. 3.740). • Added instructions on BABA Waiver questions.
I.M. 3.740 Build America Buy America (BABA) Waiver December 27, 2024	This is a new I.M.
I.M. 5.020 Targeted Small Business Guidelines December 27, 2024	This is a new I.M.
I.M. 5.100 Local Letting Process – State- aid or Local Funded Projects December 27, 2024	This I.M. has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> • Added links to the new I.M. 5.020.
I.M. 6.020 Payment and Reimbursement Processes December 27, 2024	This is a new I.M.
I.M. 7.020 Bridge Inspections December 27, 2024	This I.M. has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> • Updated all references to the old NBI data to the new SNBI data. • Under Inspection Interval, updated extended inspection interval language to conform to the new NBIS.

Document Title or I.M. Number	Summary of Significant Revision(s)
	<ul style="list-style-type: none">• Under Inspection Interval, updated the underwater inspection interval criteria to match the NBIS.• Under Inspection Interval, updated NSTM inspection interval criteria to match the NBIS.• Under Inspection Procedures, added language to clarify the use of Initial and Routine inspection types.• Under Load Rating, removed references to old NBI Item 106 (Year Reconstructed). SNBI items B.W.02 (Year Work performed and B.W.03 (Work performed) will replace Item 106.• Under Load Rating, removed reference to FHWA requiring metric units. Metric units are no longer required for the annual data submittal.• Under Records, added requirement for photos at every inspection.• Under Underwater Inspections, added requirement to include comments when no underwater inspection is needed.