

**PRELIMINARY  
COMMISSION AGENDA**

**February 12, 2019**





# IOWA TRANSPORTATION COMMISSION

## Meeting Agenda / Commission Orders

February 12, 2019  
Rm G15 Legislative Dining Room  
Iowa State Capitol Building

ITEM NUMBER	TITLE	SUBMITTED BY	PAGE
D-2019-43 8:00 a.m.	* Approve Minutes of the January 8, 2019 Commission Meeting  Commission Comments  DOT Comments	Danielle Griggs	3
AS-2019-44	* Administrative Rules- 761 IAC 20 - Procurement of Equipment, Materials, Supplies and Services; 761 IAC 25 Competition with Private Enterprise	Lee Wilkinson	5
AS-2019-45	* Administrative Rules- Public Improvement Quotation Process for Governmental Entities for Vertical Infrastructure	Lee Wilkinson	21
MV-2019-46	* Administrative Rules- 761 IAC 401 – Special Registration Plates Recommendations	Sara Siedsma	25
MV-2019-47	* Administrative Rules- 761 IAC 400 – Vehicle Registration and Certificate of Title; - 761 IAC 425 – Motor Vehicle and Travel Trailer Dealers, Manufacturers, Distributors and Wholesalers	Sara Siedsma	31
MV-2019-48	*Administrative Rules - 761 IAC 511 – Special Permits for Operation and Movement of Vehicles and Loads of Excess Size and Weight	Sara Siedsma	35
MV-2019-49	*Administrative Rules - 761 IAC 524 – For-Hire Interstate Motor Carrier Authority	Sara Siedsma	39
MV-2019-50	*Administrative Rules - 761 IAC 620 – OWI and Implied Consent	Sara Siedsma	45
SP-2019-51	*Project Prioritization Weighting (2020-2024 Highway Program)	Matt Haubrich	49
PPM-2019-52	*Federal Fiscal Year (FFY) 2020 Federal Aviation Administration Funding Preapplications	Shane Wright	51
8:15 a.m.	Adjourn		

\*Action Item

On Monday, February 11, the Commission and staff will meet informally at 3:00 p.m. in room G15 – Legislative Dining Room at the Iowa State Capitol Building in Des Moines. Transportation-related matters will be discussed but no action will be taken.







DEPARTMENT OF TRANSPORTATION  
COMMISSION ORDER

Division/Bureau/Office Administrative Services Division Order No. AS-2019-44  
Submitted by Lee Wilkinson Phone No. 515-239-1340 Meeting Date February 12, 2019  
Title Administrative Rules — 761 IAC 20, Procurement of Equipment, Materials, Supplies and Services  
and 761 IAC 25, Competition with Private Enterprise

**DISCUSSION/BACKGROUND:**

The proposed rule making amends Chapter 20 to update the rules to reflect current purchasing practices, add definitions, and clarify the procurement and professional and technical services consultant selection process. Professional and technical services contracts may be procured in two manners:

- First, by way of the general purchasing process where contracts are awarded competitively with cost as a factor.
- Second, by awarding a professional and technical services contract based on the qualifications of the vendor, with contract costs being negotiated after the selection of a vendor.

The proposed amendments to Chapter 20 also modify the qualification-based awards process to remove the prequalification wording and insert registration requirements.

The proposed amendments to Chapter 25 update the activities that are exempted from the provisions of Iowa Code section 23A.2(1) to remove “state aircraft pool operations” and “daycare.”

A complete summary explaining the proposed amendments is included in the attached Notice of Intended Action.

The public comment period ended February 5. The department did not receive any public comments or requests for oral presentations.

**PROPOSAL/ACTION RECOMMENDATION:**

It is recommended that the Commission approve the rule amendments included in the attached Notice of Intended Action.

**COMMISSION ACTION:**

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

	Aye	Vote Nay	Pass
Fehrman	_____	_____	_____
Maher	_____	_____	_____
Paulsen	_____	_____	_____
Putney	_____	_____	_____
Rielly	_____	_____	_____
Rose	_____	_____	_____
Yanney	_____	_____	_____

\_\_\_\_\_  
Division  
Director

\_\_\_\_\_  
Legal

\_\_\_\_\_  
State Director

## TRANSPORTATION DEPARTMENT[761]

### Notice of Intended Action

#### **Proposing rule making related to purchasing practices and processes and providing an opportunity for public comment**

The Department of Transportation hereby proposes to amend Chapter 20, “Procurement of Equipment, Materials, Supplies and Services,” and Chapter 25, “Competition with Private Enterprise,” Iowa Administrative Code.

#### *Legal Authority for Rule Making*

This rule making is proposed under the authority provided in Iowa Code section 307.12.

#### *State or Federal Law Implemented*

This rule making implements, in whole or in part, Iowa Code section 8A.302(1); section 8A.311(20) as amended by 2018 Iowa Acts, Senate File 2416, section 25; and sections 23A.2, 73.15 to 73.21, 307.12 and 307.21.

#### *Purpose and Summary*

This proposed rule making amends Chapter 20 to update the rules to reflect current purchasing practices, add definitions, and clarify the procurement and professional and technical services consultant selection process. Professional and technical services contracts may be procured in two manners:

- First, by way of the general purchasing process where contracts are awarded competitively with cost as a factor.
- Second, by awarding a professional and technical services contract based on the qualifications of the vendor, with contract costs being negotiated after the selection of a vendor.

Chapter 20 incorrectly addresses only professional and technical services contracts as qualification-based contracts. This rule making proposes wording to distinguish between both types of scenarios listed above.

The proposed amendments also modify the qualification-based awards process to remove the prequalification wording and insert registration requirements. These amendments are proposed because evaluation for prequalification will occur once the vendor has been selected for consideration. This evaluation will allow the Department to prequalify only those vendors considered for award versus trying to qualify all vendors who registered.

The following further explains the proposed amendments to Chapter 20. The proposed amendments:

- Clarify that this chapter also applies to procurements financed with other program funds authorized for Department use. Current rule 761—20.1(307) omits purchases procured from other program funds the Department is responsible for administering. It is the intent of the Department that all procurements, regardless of fund, follow the procedures as outlined in this chapter.
- Rescind existing rule 761—20.2(307) and adopt new rule 761—20.2(307) concerning definitions. The amendments make the following changes to this rule:
  - o Correct the formatting, retain existing definitions, and modify the definition of “methods of procurement” to include updated references to “solicitations” and “responses.”
  - o Add the terms “bidder,” “response,” and “solicitation” to update the rule language for situations involving quotations, bids and proposals. Current rule language addresses a purchase only as an opportunity to bid; it does not include the opportunity to propose or offer.
  - o Add a new definition of “professional and technical services” to identify the two types of “professional and technical services” situations in which a contract is awarded: first, by way of general purchasing processes where contracts are awarded competitively with cost as a factor (outlined in rules



761—20.3(307) through 761—20.5(307) and proposed rule 761—20.6(307)). Second, a professional and technical services contract may be awarded based on qualifications of the vendor, with contract costs being negotiated after the selection of a vendor (outlined in renumbered rule 761—20.10(307)). Both are professional and technical services contracts, awarded in different manners. The definition of “professional and technical services” was inserted to define the term as applying to both types of contracts awarded in differing manners as defined by the rules referenced.

- Amend subrule 20.3(3) concerning the negotiation method of procurement to:
  - Add a new paragraph to state that the negotiation method of procurement may be used when cost is one of many factors considered to determine the award. This amendment acknowledges there are several factors which can be used to determine an award which is in the best interest of the state.
  - Add terminology to reflect current purchasing practices.
  - Update rules to include the terms “bidder,” “response” and “solicitation.”
- Amend rule 761—20.4(307) to:
  - Correct the state agency responsible for certifying targeted small businesses for eligibility and participation in the program as a result of 2017 Iowa Acts, chapter 160, section 5. The Iowa Economic Development Authority is now responsible for certification instead of the Iowa Department of Inspections and Appeals.
  - Revise the rule to use updated and consistent terminology, include electronic means of communication where applicable, and remove an outdated communication mode.
  - Make changes to state that the protest must be in writing and must be received by the director of purchasing within seven days after the contract award has been posted. This amendment is proposed to clearly identify an award date and to indicate that protests could be filed within seven days of that date. The current rule states that “a written protest must be received by the director of purchasing at least three days prior to the posting of the recommended contract award.” Vendors do not know for sure when the Department is going to “make an award” as it could be anytime up until the final deadline. Vendors could easily miss the three-day window of opportunity. The amendment clarifies the deadline for the submission of the protest based on a known date and to state the contract terms may provide for liquidated damages to be assessed for any other reason as specified in the contract.
  - Incorporate the amendment to Iowa Code section 8A.311(20) made by 2018 Iowa Acts, Senate File 2416, section 25, which added new language requiring the purchase of certain vehicles to be awarded to the lowest responsive and responsible bidder based solely on bid price.
- Amend rule 761—20.5(307) to reflect current purchasing practices, include the terms “solicitation” and “response,” and allow for submission of responses electronically using a variety of modes of submission to accommodate current technologies.
- Add rule 761—20.6(307) concerning professional and technical services procured through the purchasing procurement process outlined in rules 761—20.3(307) through 761—20.5(307). Rule 761—20.6(307) is added to identify procedures related to professional and technical services contracts awarded through the procurement process when cost is a factor. This process is separate from the process of an award based on qualifications as outlined in renumbered rule 761—20.10(307) and therefore requires the Department to establish a new rule to address this situation. Previously, this process was interpreted to be part of renumbered rule 761—20.10(307), which was incorrect.
- Move the content of current subrule 20.8(7) concerning sole source or emergency selection to proposed rule 761—20.7(307) and move the content of current subrule 20.8(11) concerning conflicts with federal requirements to proposed rule 761—20.8(307) because both of these rules apply to all contracts covered by Chapter 20 and not just to rules that were previously included under current rule 761—20.8(307), which is now renumbered rule 761—20.10(307). The amendment also removes qualification wording and adds wording related to work categories and satisfactory completion. The prequalification wording was replaced with registration requirements because evaluation for prequalification will occur once the vendor has been selected for consideration. This evaluation will allow the Department to prequalify only those vendors considered for award versus trying to qualify all vendors who register. Vendors sign up to be registered for future award opportunities; they do not sign up to be automatically reviewed for prequalification.

- Amend renumbered rule 761—20.10(307) to add other types of professional and technical services to the series of services listed. Surveying, general engineering consultant, and construction inspection were omitted from the rule previously. Wording was added to the introductory paragraph to clarify that the firm selection is based on qualifications, and contract costs are negotiated after selection is determined based on qualifications. This clarification was added to differentiate professional and technical services contracts procured in accordance with 23 CFR Part 172 when cost is not a factor from professional and technical services contracts procured when cost is a factor, but not the only factor, as outlined in proposed rule 761—20.6(307). The amendment also incorporates the information about registration of firms and updates the information to comply with changes to 23 CFR Part 172.

The proposed amendments to Chapter 25 update the activities that are exempted from the provisions of Iowa Code section 23A.2(1) to remove “state aircraft pool operations” and “daycare.” The Department has not owned state aircraft since the 1990s, and 2015 Iowa Acts, chapter 123, section 1, updated Iowa Code section 23A.2(9) to remove state aircraft pool operations. Since the early 2000s, the Department has not provided facilities for daycare services on Department property.

#### *Fiscal Impact*

This rule making has no fiscal impact to the State of Iowa.

#### *Jobs Impact*

After analysis and review of this rule making, no impact on jobs has been found.

#### *Waivers*

Any person who believes that the person’s circumstances meet the statutory criteria for a waiver may petition the Department for a waiver under 761—Chapter 11.

#### *Public Comment*

Any interested person may submit written comments concerning this proposed rule making or may submit a written request to make an oral presentation at a public hearing. Written comments or requests to present oral comments in response to this rule making must be received by the Department no later than 4:30 p.m. on February 5, 2019. Comments should be directed to:

Tracy George  
Department of Transportation  
DOT Rules Administrator, Strategic Communications and Policy  
800 Lincoln Way  
Ames, Iowa 50010  
Email: [tracy.george@iowadot.us](mailto:tracy.george@iowadot.us)

#### *Public Hearing*

A public hearing to hear requested oral presentations will be held as follows:

February 7, 2019  
9 a.m.

Department of Transportation  
Administration Building  
First Floor, South Conference Room  
800 Lincoln Way  
Ames, Iowa

Persons who wish to make oral comments at the public hearing may be asked to state their names for the record and to confine their remarks to the subject of this proposed rule making.

Any persons who intend to attend the public hearing and have special requirements, such as those related to hearing or mobility impairments, should contact Tracy George, the Department's rules administrator, and advise of specific needs.

The public hearing will be canceled without further notice if no oral presentation is requested.

*Review by Administrative Rules Review Committee*

The Administrative Rules Review Committee, a bipartisan legislative committee which oversees rule making by executive branch agencies, may, on its own motion or on written request by any individual or group, review this rule making at its [regular monthly meeting](#) or at a special meeting. The Committee's meetings are open to the public, and interested persons may be heard as provided in Iowa Code section 17A.8(6).

The following rule-making actions are proposed:

ITEM 1. Amend rule 761—20.1(307) as follows:

**761—20.1(307) Scope of chapter and applicability.**

**20.1(1) Scope.** ~~Unless otherwise provided herein, this~~ This chapter of rules pertains only to the procurement of equipment, materials, supplies and services by the Iowa department of transportation with funds from the department's operating budget or from the materials and equipment revolving fund established in Iowa Code section 307.47 or other program funds authorized for department use. ~~Also, this chapter applies only to procurement from firms, as defined in subrule 20.2(2) herein.~~

**20.1(2) Applicability.** Rules 761—20.4(307) through 761—20.6(307) apply to professional and technical services procured using the general purchasing process where contracts are awarded competitively and cost is a factor. Rule 761—20.10(307) applies to professional and technical services contracts that are awarded based on qualifications when the cost is negotiated after the vendor is selected.

ITEM 2. Rescind rule 761—20.2(307) and adopt the following **new** rule in lieu thereof:

**761—20.2(307) Definitions.** As used in this chapter, unless the context otherwise requires:

“*Bidder*” means a respondent to a solicitation as a bidder, offeror or contractor.

“*Competition*” means the efforts of three or more parties acting independently to secure a contract with the department to provide equipment, materials, supplies or services to the department by offering or being in a position to offer the most favorable terms. “Favorable terms” includes, but is not limited to: price, speed of execution, anticipated quality of the product to be provided judged according to the expertise and experience of the provider, or ability to produce a desired result or to provide a desired commodity.

“*Department*” means the Iowa department of transportation.

“*Firm*” means any bona fide contracting entity, including individuals and educational institutions. Except for educational institutions, the term shall not include governmental agencies or political subdivisions.

“*Methods of procurement*” means formal advertising, limited solicitation, or negotiation as follows:

1. “*Formal advertising*” means procurement by competition and awards involving the following basic steps:

- Preparing a solicitation that describes the requirements of the department clearly, accurately and completely but avoids unnecessarily restrictive specifications or requirements which might unduly limit the number of responses.
- Distributing the solicitation to prospective bidders and advertising in appropriate media in sufficient time to enable prospective bidders to prepare and submit responses before the time set for public opening of responses.
- Receiving responses submitted by prospective contractors.

- Awarding the contract, after responses are publicly opened, to that responsible bidder whose response conforms to the solicitation and is the most advantageous to the department, price and other factors considered.

2. “*Limited solicitation*” means procurement by obtaining a sufficient number of quotations, bids or proposals from qualified sources:

- As is deemed necessary to ensure that the procurement is fair to the department, price and other factors considered, including the administrative costs of the procurement.
- As is consistent with the nature and requirements of the particular procurement.
- So that the procurement is competitive to the maximum practicable extent.

3. “*Negotiation*” means any method of procurement other than formal advertising or limited solicitation to seek the best and final offer which is most advantageous to the department.

“*Professional and technical services*” means services that are unique, technical, or infrequent functions performed by independent contractors whose occupation is the rendering of such services. Contracts may go to partnerships, firms, or corporations as procured through formal advertising, solicitation or negotiation methods outlined in rules 761—20.3(307) through 761—20.6(307) and architectural, landscape architectural, surveying, general engineering consultant, construction inspection, or engineering services and other related professional and technical services as outlined in rule 761—20.10(307).

“*Response*” means the submittal of written documents by a prospective bidder, offeror or contractor as a response to any type of solicitation issued by the department for a quotation, bid or proposal.

“*Solicitation*” means the request by the department for a quotation, bid or proposal. This includes but is not limited to the complete assembly of related documents (whether attached or incorporated by reference) furnished to prospective bidders for the purpose of responding to a solicitation.

ITEM 3. Amend subrule 20.3(3) as follows:

**20.3(3) *Negotiation.*** The negotiation method of procurement may be used if formal advertising or limited solicitation is not feasible or practicable, or in any of the following instances:

- a. and b. No change.
- c. The procurement is for architectural, landscape architectural, engineering, or related professional ~~or~~ and technical services.
- d. The procurement is for other professional and technical services.
- e. When cost is only one of many factors considered to determine the award.
- ~~e. f.~~ The procurement is for services to be rendered by an educational institution.
- ~~f. g.~~ It is impracticable to secure competition through formal advertising or limited solicitation, such as when:

(1) and (2) No change.

(3) ~~Bids or quotations have been solicited,~~ Solicitations have been made available to prospective bidders and no responsive bids or quotations responses to the solicitation have been received.

(4) ~~Bids or quotations have been solicited,~~ Solicitations have been made available and the responsive bids or quotations submitted responses do not cover the quantity requirements of the solicitation. In this case, negotiation is permitted for the remaining quantity requirements.

(5) No change.

(6) The procurement is for ~~technical or~~ professional and technical services in connection with the assembly, installation or servicing (or the instruction of personnel therein) of equipment of a highly technical or specialized nature.

(7) to (11) No change.

~~g. h.~~ The procurement is for experimental, developmental or research work or for the manufacture or furnishing of property for experimentation, development, research or testing.

~~h. i.~~ It is determined that the bids or quotations responses received are not reasonable or have not been independently arrived at.

~~i. j.~~ Procurement by negotiation is otherwise authorized by law including, but not limited to, Iowa Code section 73.19.

~~j. k.~~ The manufacturer is willing to sell directly to the state at distributor cost.

ITEM 4. Amend rule 761—20.4(307) as follows:

**761—20.4(307) Formal advertising procedures and requirements.**

**20.4(1) *Bidders list.*** The department's purchasing ~~office~~ section shall maintain current bidders lists by commodity classification.

a. These lists are developed using available sources such as technical publications, telephone books, trade journals, commercial vendor registers, advertising literature, Internet resources and targeted small businesses certified by the ~~department of inspections and appeals~~ Iowa economic development authority. Solicitations will be posted as required on the Iowa economic development authority's targeted small business website no later than 48 hours prior to the issuance of the solicitation.

b. Any firm legally doing business in Iowa may be placed on an appropriate bidders list or lists by submitting a written request to: DOT Director of Purchasing, Iowa Department of Transportation, 800 Lincoln Way, Ames, Iowa 50010.

c. and d. No change.

**20.4(2) *Request for proposals and solicitation of bids*** Solicitation documents. The department shall prepare a ~~request for proposals~~ the solicitation documents complete with ~~bidding documents~~ requirements, specifications and instructions ~~to bidders and send (or deliver) the request for proposals to prospective bidders, as applicable, to be sent (or publicly posted) for the purpose of bidding procuring goods or services.~~

a. In special situations (e.g., the procurement of new model equipment), the ~~request for proposals~~ solicitation may be marked "preliminary" and sent to prospective bidders requesting their review of the ~~proposal~~ solicitation to determine their ability to ~~bid~~ respond and meet the requirements of the procurement request. The "preliminary" ~~proposal~~ solicitation process involves the following steps:

(1) A ~~vendor's~~ conference may be held to discuss the "preliminary" ~~proposal~~ solicitation requirements with prospective bidders when the item in question is a new acquisition for the department.

(2) Written requests for variations, deviations or approved equal substitutions to the ~~proposal~~ solicitation shall be accepted, evaluated and answered by the department.

(3) The ~~proposal~~ solicitation requirements may be ~~amended by the department~~ revised to incorporate approved changes.

(4) A final ~~request for proposals~~ solicitation shall be sent to prospective bidders that participated in the preliminary process.

b. The method to be used by the department in evaluating ~~bids~~ responses received shall be disclosed in the ~~request for proposals~~ solicitation.

c. The ~~request for proposals~~ solicitation shall be sent to a sufficient number of prospective bidders so as to promote adequate competition commensurate with the dollar value of the procurement.

(1) Generally, the ~~request for proposals~~ solicitation shall be sent to all bidders listed on the appropriate bidders list for the item to be procured.

(2) No change.

(3) The fact that less than an entire bidders list is used shall not in itself preclude the furnishing of ~~requests for proposals~~ the solicitation to others upon request, or the consideration of ~~bids~~ responses received from bidders who were not ~~invited to bid~~ originally included in the bidders list.

d. The department shall publicize the procurement by advertising in appropriate media, ~~giving~~ providing the date and time set for public opening of bid opening submitted responses, a general description of the item to be procured, and the name and address of the person to contact to obtain a copy of the ~~request for proposals~~ solicitation.

**20.4(3) *Instructions to bidders*** Response instructions. Each bidder shall prepare the ~~bidding documents~~ response to the solicitation in the manner prescribed and furnish all information and samples requested in the ~~request for proposals~~ solicitation. The following shall be adhered to by all bidders when preparing and submitting ~~bids~~ responses:

a. *Bid Response preparation.* Bids Responses shall be signed and prepared in ink or typewritten ~~on~~ in the bidding solicitation documents provided. ~~Telegraphic, telephonic~~ Telephonic, E-mail email or

facsimile bids responses shall not be considered. When available, bidders may respond electronically to a secure authorized system as instructed in the solicitation.

b. No change.

c. *New merchandise.* Unless otherwise specified, all items bid offered shall be new, of the latest model or manufacture, and shall be at least equal in quality to that specified.

d. *Bid Response price.* Where requested, the unit and total price for each separate item, and the total price for all items, shall be provided on in the bidding documents bidder's response. Alternate prices for approved substitutions may be submitted by attaching a bid response marked as an alternate bid to the bidding documents original response. In case of error, the unit price shall prevail. If unit price is not requested on the bidding documents in the solicitation, the total price per item shall prevail.

e. No change.

f. *Time of acceptance.* The bidder shall hold the bid offered prices open for action by the department at least 30 days past the bid opening date time set for public opening of submitted responses.

g. *Escalator clauses.* Unless specifically provided for in the request for proposals solicitation, a bid response containing an escalator clause shall not be considered.

h. *Federal and state taxes.* Except for specific items that will be noted in the request for proposals solicitation, the department is exempt from payment of federal and state taxes. These taxes shall not be included in the bid price bidder's response. Exemption certificates shall be furnished to bidders upon request.

i. *Delivery dates.* In the space provided, the bidder shall show the earliest date on which delivery can be made. When the request for proposals solicitation shows the acceptable delivery date for an item, the proposed delivery date may be used as a factor in determining the successful bidder.

j. *Ties and reservations.* No ties or reservations by the bidder are permitted. Any tie or reservation stipulated by the bidder shall be sufficient grounds for rejection of the bid to reject the submitted response.

k. *Changes and additions.* No changes in or additions to the request for proposals solicitation shall be permitted unless a written request for a change or an addition is submitted to the department's purchasing office section in sufficient time to allow an appropriate analysis and response to all bidders, and the change or addition is approved by the purchasing office section. The purchasing office section shall notify all bidders of approved changes or additions by means of addenda.

Any unauthorized change in or addition to the request for proposals solicitation shall be sufficient grounds for rejection of the bid to reject the submitted response.

l. *Submission of bids Response submission.* All bids responses shall be submitted in sufficient time to reach the department's purchasing office section prior to the time set for the opening of bids public opening of submitted responses. Any bid response received after the time set for bid opening public opening of submitted responses shall be returned to the bidder unopened. Bids Responses received shall be dated and time-stamped by the purchasing office section showing the date and hour received. By submitting a bid response, the bidder:

(1) Agrees that the contents of the bid response will become part of the contract if the bidder receives the award.

(2) Shall be assumed to have become familiar with the contents and requirements of the request for proposals solicitation.

m. *Proposal guaranty.* A proposal guaranty may be required as security that the bidder will execute the contract if awarded to the bidder. If required, each bid response shall be supported by a proposal guaranty in the form and amount prescribed in the request for proposals solicitation. Bids Responses not so supported shall not be read.

n. *Withdrawal of bids responses prior to opening.* Bids Responses may be withdrawn prior to the time set for the opening of bids forth in the solicitation. Prior to opening, a bidder who withdraws a bid the response to a solicitation may submit a new bid response if desired.

o. *Modification or withdrawal of bids responses after opening.* After opening, no bid response may be modified. A bid response may be withdrawn after opening only if:

(1) The bidder submits, at least three days prior to ~~contract~~ award, a sworn statement asserting that the ~~bid~~ response contains a substantial inadvertent error and that the bidder would suffer a serious financial loss if required to perform under the ~~bid~~ response, and

(2) No change.

**20.4(4) *Public opening of bids responses.*** Bids Responses shall be opened publicly and read aloud at the time stipulated in the ~~request for proposals~~ solicitation.

**20.4(5) *Consideration of bids responses.*** The department reserves the right to accept or reject any or all ~~bids~~ responses. Individual ~~bids~~ responses may be rejected for any of the following reasons:

- a. Noncompliance with the requirements of this rule or of the ~~request for proposals~~ solicitation.
- b. to d. No change.

**20.4(6) *Contract Recommendation of award.***

a. *Time frame.* Unless otherwise specified by the department in the ~~request for proposals~~ solicitation, an award shall be made within 30 days after ~~bid opening~~ the date and time set for public opening of submitted responses if it is in the best ~~interests~~ interest of the state. If an award is not made within the applicable time frame, the procurement shall be canceled unless an extension of time is mutually agreed to by the department and the apparent successful bidder.

b. *Tied bids responses.* Bids Responses which are equal in all respects and are tied in price shall be resolved among the tied bidders by giving first preference to an Iowa bidder and second preference to the bidder who satisfactorily performed a contract the previous year for the same item at the same location. If the tie involves bidders with equal standing, the award shall be determined by lot among these bidders. A tied bidder or the bidder's representative may witness the determination by lot.

~~c. *Small business.* Rescinded IAB 11/29/89, effective 1/3/90.~~

~~d. *c.* Tabulation of bids responses. A tabulation of bids responses with an award recommendation shall be sent to all interested parties including bidders at least ten days prior to ~~contract~~ award.~~

~~e. *d.* Protests. Any protest of the recommended ~~contract~~ award shall be submitted in writing to: Director of Purchasing, Iowa Department of Transportation, 800 Lincoln Way, Ames, Iowa 50010. A written protest must be received by the director of purchasing at least three days prior to ~~contract~~ award within seven days after the recommended award has been posted. The protest shall be considered by the authority making the ~~contract~~ award. This is not a contested case as defined in Iowa Code section 17A.2.~~

~~f. *e.* Return of proposal guaranty. Unsuccessful bidders' proposal guaranties shall be promptly returned by the department after award is made. The proposed guaranty of the successful bidder shall be returned in accordance with subrule 20.4(7).~~

**20.4(7) *Contract execution and performance.***

a. and b. No change.

c. *Return of awarded bidder's proposal guaranty.* The proposal guaranty of the successful bidder shall be returned following execution of the contract. However, if the successful bidder fails to execute the contract and file an acceptable performance bond and certificate of insurance (if they are required) within 14 days after award, or fails to comply with Iowa Code chapter 490, the award may be annulled and the proposal guaranty forfeited.

d. *Assignment of contract.* The contractor may not assign the contract to another party without written authorization from the department's purchasing ~~office~~ section.

e. *Strikes, lockouts or acts of God.* If the contractor's business or source of supply has been disrupted by a strike, lockout or act of God, the contractor shall promptly advise the department's purchasing ~~office~~ section. The department may elect to cancel the contract without penalty to either the contractor or to the department.

~~f. *Removal of trade ins.* Rescinded IAB 2/5/03, effective 3/12/03.~~

~~g. *f.* Payment. Unless otherwise stated in the contract, payment terms shall be net following the department's receipt and acceptance of the item(s) procured and receipt of an original invoice.~~

~~h. *g.* Liquidated damages. The contract terms may provide for liquidated damages to be assessed if the contractor fails to complete the contract within the contract period or for any other reason as specified in the contract.~~

**20.4(8) *Additional requirements.***

a. The department's standard specifications as referenced and adopted in rule 761—125.1(307A) for highway and bridge construction, as available on the department's website at [www.iowadot.gov](http://www.iowadot.gov), where applicable and not in conflict with this rule or with the requirements of a particular procurement, shall apply to formal advertising procurement activities.

b. No change.

c. Procurement of motor vehicles shall include the calculation and reduction of life cycle costs as specified in be in accordance with Iowa Code section 48.3(1) 8A.311(20).

ITEM 5. Amend rule 761—20.5(307) as follows:

**761—20.5(307) Limited solicitation of bids procedures and requirements.**

**20.5(1)** No change.

**20.5(2) Form of solicitation.** The documents soliciting bids solicitation shall be as detailed and complete as practicable for the time and resources available.

**20.5(3) Form of bid response.** Bids Responses shall be submitted in writing or electronically when practicable. Written bids responses will prevail over oral bids responses in case of discrepancies, disputes or errors. Following is the order of preference:

1. Original, signed bid submitted response.
2. Electronic bid Electronically submitted response (facsimile, E-mail email, Internet).
3. Oral bid response (e.g., telephonic).

**20.5(4) Award.** The award shall be offered to that responsible bidder whose bid response meets the requirements of the solicitation and is the most advantageous to the department. An Iowa bidder will be given preference over an out-of-state bidder when bids responses are equal in all respects and are tied in price.

ITEM 6. Adopt the following new rule 761—20.6(307):

**761—20.6(307) Professional and technical services.** This rule applies to professional and technical services procured through the purchasing section using formal advertising, solicitation or negotiation methods outlined in rules 761—20.3(307) to 761—20.6(307). Professional and technical services procured based on qualifications are covered by rule 761—20.10(307).

**20.6(1) Request for proposal (RFP).** A solicitation prepared by the department shall include at least the minimum requirements for the type of goods or services sought. The solicitation is sent to prospective offerors and is publicly posted on the department's website.

**20.6(2) Evaluation committee.** A committee is established for the purpose of reviewing and evaluating proposed responses based on a set of criteria as outlined in the RFP. "Evaluation criteria" will define categories with assigned weighted values to be used as a scoring measure to determine the best overall solution for the department based on technical expertise and price, including but not limited to:

- a. Overall content of written submitted proposal information.
- b. Business knowledge.
- c. Work experience in required skills sets.
- d. Presentation or demonstration.
- e. Cost.

**20.6(3) Award.** The award shall be offered to a firm whose properly submitted compliant response best meets the requirements of the solicitation and receives the highest overall score of the weighted criteria.

ITEM 7. Adopt the following new rule 761—20.7(307):

**761—20.7(307) Sole source or emergency selection.** Sole source or emergency selection applies to all services, including professional and technical services. The department shall fully document and include in the contract file the justification for use of sole source or emergency selection and the basis on which a particular firm is selected.



**20.7(1) Sole source selection.** The department may select a single firm which meets the requirements of the required work categories to perform the work with which to negotiate when one of the following conditions exists:

*a.* Only a single firm is determined qualified or eligible to perform the contemplated services or is eminently more likely to most satisfactorily complete the work than another firm.

*b.* The services involve work that is of such a specialized character or nature, or related to a specific geographical location, that only a single firm, by virtue of experience, expertise, proximity to or familiarity with the project or ownership of intellectual property rights, could most satisfactorily complete the work.

**20.7(2) Emergency selection.** The department may select a single firm which meets the requirements of the required work categories to perform the work when there is an emergency that will not permit the time necessary to use normal selection procedures. An emergency includes, but is not limited to, one of the following:

*a.* A condition that threatens the public health, welfare or safety.

*b.* A need to protect the health, welfare or safety of persons occupying or visiting a public improvement or property located adjacent to the public improvement.

*c.* A situation in which the department must act to preserve critical services or programs.

ITEM 8. Renumber rule **761—20.8(307)** as **761—20.10(307)**.

ITEM 9. Adopt the following new rule 761—20.8(307):

**761—20.8(307) Conflicts with federal requirements.** If any provision of this chapter would cause a denial of federal funds or services or would otherwise be inconsistent with federal law, federal law shall be adhered to, but only to the extent necessary to prevent denial of the federal funds or services or to eliminate the inconsistency with federal law.

ITEM 10. Reserve rule **761—20.9**.

ITEM 11. Amend renumbered rule 761—20.10(307) as follows:

**761—20.10(307) Negotiation—architectural, landscape architectural, engineering and related professional and technical services.** This rule prescribes procedures for the procurement of architectural, landscape architectural, surveying, general engineering consultant, construction inspection, engineering and related professional and technical services by negotiation where selection is based on qualifications in compliance with 23 CFR Part 172. Contract costs are negotiated after a qualification-based selection.

**20.10(1) Prequalification Registration of firms providing professional and technical services.**

*a.—General information.*

~~(1) When procuring any of these services, the department shall consider for contract award only those firms that are prequalified with the department in the category of work to be contracted.~~

~~(2) Prequalification of subconsultants is also required if a work category exists for the services to be provided by the subconsultant. If no category exists, normal methods of acceptance shall be used such as experience, typical licensure, certification or registration, or seals of approval by others. A subconsultant is a firm contracted to the “prime” firm for the performance of work contracted by the department to the prime firm.~~

~~(3) When another party (e.g., a political subdivision), under agreement with the department or as prescribed by law, must obtain the department’s approval of a contract between the party and a firm for provision of any of these services, the firm to be awarded the contract must be prequalified with the department in the category of work to be contracted.~~

~~*b.—Web site.* Application forms, descriptions of the categories of work for which firms may be prequalified, the minimum qualification standards for each work category, and a list of firms prequalified in each work category are available on-line on the department’s Web site. The home page is [www.dot.state.ia.us](http://www.dot.state.ia.us). Prequalification information is found by clicking on the link “Doing Business with the DOT” and then the link “Professional and Technical Consultant Utilization.”~~

~~c.—Consultant coordinator.~~ Information regarding prequalification is also available from the Consultant Coordinator, Engineering Bureau, Department of Transportation, 800 Lincoln Way, Ames, Iowa 50010.

~~d.—Application forms.~~ A firm wishing to prequalify with the department in one or more categories of work must submit Forms 102111 and 102113. An applicant firm may either submit the forms on-line or complete hard copies of the forms and mail them to the consultant coordinator. On-line submission is encouraged.

~~(1) On Form 102111, the applicant firm shall provide general information regarding the firm.~~

~~(2) On Form 102113, the applicant firm shall provide detailed information regarding the firm's qualifications to perform a specific category of work. A separate Form 102113 must be submitted for each category. The firm shall support its application for prequalification for a particular category of work on the basis of adequacy and expertise of personnel, specialized experience in the field or fields required, performance records, and the minimum qualification standards set forth for the category.~~

~~(3) The department does not recognize joint ventures for the purpose of prequalification. Each firm will be prequalified in terms of its own capabilities; i.e., the major, significant aspects of the work can be accomplished using the firm's own personnel and equipment.~~

~~This requirement does not preclude consideration during the department's selection process of joint ventures or firms in the practice of subcontracting for specialized services.~~

~~e.—Initial prequalification.~~

~~(1) A firm may apply for prequalification at any time.~~

~~(2) The department shall evaluate each Form 102113 submitted in terms of the minimum qualification standards for the work category and, if applicable, the past performance of the firm on contracts with the department for work falling within the category.~~

~~(3) If the department prequalifies a firm for a particular category of work, the department will update its Web site to indicate the firm is prequalified for that category. If prequalification is denied, the department shall notify the firm; see paragraph "h" of this subrule.~~

~~(4) A firm's prequalification status for all approved categories of work is effective during the calendar year of application and for one year thereafter, to expire on December 31.~~

~~f.—Reapplication and renewal.~~ At least two months but not more than three months prior to the expiration date, the department shall advise affected prequalified firms to reapply. A firm that reapplies on-line need only revise its on-line forms. A firm that does not reapply on-line must submit new Forms 102111 and 102113. The department shall process reapplications in the same manner as initial prequalification. A firm's renewal of prequalification is effective for two more years, to expire on December 31.

~~g.—Amendment or expansion of prequalification.~~ A prequalified firm may submit amended prequalification forms or apply for prequalification for additional categories of work at any time.

~~(1) Amended forms shall be accompanied by a separate statement explaining the submission. The firm must first contact the consultant coordinator for instructions on how to proceed.~~

~~(2) If the submission affects the minimum qualification standards or if it is an application for prequalification for an additional category of work, the department shall process the submission in the same manner as initial prequalification. However, the prequalification expiration date assigned to the firm will remain the same.~~

~~h.—Denial or cancellation of prequalification.~~ Prequalification may be denied or canceled if the firm fails to meet the minimum qualification standards or if the firm's performance on a contract with the department was unacceptable. Prequalification may also be denied or canceled for good cause including, but not limited to, omissions or misstatements of material fact on the application forms that could affect the prequalification status of the firm.

~~The department shall notify the firm by E-mail or in writing of denial or cancellation, the reason(s) therefor, and the person to contact in writing to protest the department's action.~~

a. A firm wishing to provide professional and technical services to the department as a consultant may register to receive information through the GovDelivery portal available at the department's website at [www.iowadot.gov](http://www.iowadot.gov). The firm is responsible for keeping the firm's information updated. For

information, persons may contact the consultant coordinator at the Office of Project Management, Iowa Department of Transportation, 800 Lincoln Way, Ames, Iowa 50010, or by telephone at (515)239-1803.

b. The department shall maintain a list of work categories, descriptions and requirements for each work category online.

**20.10(2) and 20.10(3) Reserved.**

**20.10(4) ~~Preselection~~ Request for professional and technical services.** Prior to selecting a firm with which to initiate negotiations under this rule, the department shall document the need for outside services, a description of the needed services, the time frame within which the work must be performed, and the method of selection to be used. One of the following methods shall be used to select a firm with which to initiate negotiations:

- a. ~~Selection committee—complete~~ Complete process. See subrule 20.8(5) 20.10(5).
- b. ~~Selection committee—small~~ Small contract process. See subrule 20.8(6) 20.10(6).
- c. Sole source or emergency selection. See ~~subrule 20.8(7)~~ rule 761—20.7(307).

**20.10(5) ~~Selection committee—complete~~ Complete process.** ~~This method of selection is used~~ The complete process method will use the following process and will be used unless another selection method is justified.

a. Request for proposal (RFP). The department shall prepare a RFP which will include the scope of the work, duration of the contract, list of applicable work categories, evaluation criteria (excluding cost), any established disadvantaged business enterprise or targeted small business goal for the proposed work, type of contract anticipated, submission details including the point of contact for the RFP for any questions, the time by which the RFP should be received by the department and anticipated date of selection. The RFP will not require any cost information to be submitted by the proposing firms.

b. Website.

(1) The RFP will be posted on the Iowa department of administrative services' website no later than 48 hours prior to the issuance of the RFP.

(2) The RFP will be posted on the department's website. The notification of the RFP being posted will be sent to all users who have signed up to receive the notification via GovDelivery. The notification will include the link to the website where the RFP is posted. See subrule 20.10(1).

(3) The department will post any questions received on the RFP and answers thereto on the website indicated in the GovDelivery notification.

~~a. c.~~ Selection committee. The department shall appoint a selection committee to: become familiar with the RFP, review the firms that have responded to the RFP to determine if they meet the requirements of the work to be performed, and evaluate the firms that meet the qualifications per the evaluation criteria. The selection committee will, if necessary, interview the firms, score the firms, document the committee's decision and provide the scoring to the consultant steering committee.

(1) ~~Review the credentials of the firms prequalified to perform the services needed.~~

(2) ~~Determine which firms will be sent a request for proposals (RFP). The committee may limit the number of firms sent an RFP to eliminate the effort required by a firm that submits a proposal for the work but, based on the evaluation criteria, would have a limited possibility of being selected.~~

(3) ~~Establish weighted criteria for evaluating the firms submitting proposals. See paragraph "b" of this subrule.~~

(4) ~~Prepare an RFP and send it to the firms identified in subparagraph (2). The department shall also notify all prequalified firms that an RFP has been issued and post the RFP on the department's Web site.~~

(5) ~~If necessary, interview firms submitting proposals.~~

(6) ~~Evaluate the firms submitting proposals. Select the top (three or more) firms.~~

(7) ~~Document the committee's decision-making process.~~

b. Evaluation criteria. The selection committee is responsible for establishing criteria for evaluating each firm submitting a proposal, assigning weighted values to the criteria, and rating each firm on each criterion. Evaluation criteria are tailored to the needed services. Typical evaluation criteria are listed below. The list is not exhaustive, nor is each criterion mandatory.

(1) ~~Staffing expertise consistent with special project needs.~~

~~(2) Past experience with similar types of work.~~  
~~(3) Performance evaluations by the department and references included in a firm's proposal.~~  
~~(4) Proximity to the project area, particularly when extensive field services are required.~~  
~~(5) Current workload and commitment of key personnel.~~  
~~(6) Specific qualifications of key staff who will be forming the firm's project team.~~  
~~(7) Resources the firm has available and proposes to use on the project, including the firm's use of equipment and automated technology and their compatibility with equipment and technology used by the department.~~

~~(8) Identification of proposed subconsultants and the work they will perform.~~

d. Evaluation criteria. The selection committee is responsible for establishing criteria for evaluating each firm submitting a proposal, assigning weighted values to the criteria, and rating each firm on each criterion. Evaluation criteria are tailored to the needed services. Typical evaluation criteria are listed below. The list is intended as a guideline only; it is not exhaustive, nor is each criterion mandatory.

(1) Staffing expertise consistent with special project needs.  
(2) Past experience with similar types of work.  
(3) Current workload and commitment of key personnel.  
(4) Specific qualifications of key staff who will be forming the firm's project team.  
(5) Resources the firm has available and proposes to use on the project, including the firm's use of equipment and automated technology and the firm's compatibility with equipment and technology used by the department.

(6) Identification of proposed subconsultants and the work the subconsultants will perform.

e. e. Consultant steering committee. A consultant steering committee is responsible for reviewing the top firms selected as scored by the selection committee, determining the order of preference for negotiations, and documenting its decision-making process decision. The number of firms selected shall include at least two alternate firms. The committee shall document its reasoning when the number of selected firms is less than the minimum requirement. The consultant steering committee shall consider not only the selection committee's scoring but other factors such as:

(1) to (4) No change.

d. f. Completion of selection process. After selection committee and consultant steering committee activities are complete, the department shall determine whether negotiations may begin. If negotiations are approved, the department shall proceed to negotiate with the firm that is first in order of preference.

e. g. Notification to firms. The department shall ~~notify those firms submitting proposals of the names of the top firms selected and the order of negotiations. Along with the notification, post the results of the selection on the website identified in the GovDelivery notification. For firms not included on the ranked list of firms, the department shall also provide each firm other than the top firms a matrix showing the high, low and average scores for each item evaluated and that firm's score for each item.~~

**20.10(6) Selection committee—small** Small contract process. The small contract process may be used to identify a single firm with which to negotiate when the estimated work under the contract can normally be completed within a 12-month period and the estimated cost of the contract will not exceed ~~\$100,000~~ \$150,000.

a. Selection committee. The department shall appoint a selection committee to: identify at least three firms that meet the requirements of the work categories involved in performing the work; document the names of the firms considered, if necessary; interview the firms; select a firm with which to initiate negotiations; and document the committee's decision.

~~(1) Review the credentials of the firms prequalified to perform the services needed.~~  
~~(2) If necessary, interview firms.~~  
~~(3) Select a well-qualified firm with which to initiate negotiations.~~  
~~(4) Document the committee's decision-making process.~~

b. No change.

~~20.10(7) Sole source or emergency selection.~~ The department shall fully document and include in the contract file the justification for use of sole source or emergency selection and the basis on which a particular firm is selected.

~~a. Sole source selection.~~ The department may select a single prequalified firm with which to negotiate when one of the following conditions exists:

(1) Only a single firm is determined qualified or eligible to perform the contemplated services or is eminently more qualified than other firms.

(2) The services involve work that is of such a specialized character or related to a specific geographical location that only a single firm, by virtue of experience, expertise, proximity to or familiarity with the project or ownership of intellectual property rights, could most satisfactorily complete the work.

~~b. Emergency selection.~~ The department may select a single prequalified firm with which to negotiate when there is an emergency that will not permit the time necessary to use normal selection procedures. An emergency includes, but is not limited to, one of the following:

(1) A condition that threatens the public health, welfare or safety.

(2) A need to protect the health, welfare or safety of persons occupying or visiting a public improvement or property located adjacent to the public improvement.

(3) A situation in which the department must act to preserve critical services or programs.

20.10(7) Selection dispute resolution. Any dispute of the recommended selection shall be submitted in writing to the consultant coordinator. A written notice of the dispute with supporting evidence must be received by the consultant coordinator within 15 calendar days from the date the selection is posted on the department's website. This is not a contested case as defined in Iowa Code section 17A.2. The department will inform the selected firm(s) of the dispute and inform the firm(s) that the department reserves the right to proceed with negotiations with the selected firm(s) pending resolution of the dispute or claim.

20.10(8) Negotiation of contract. The purpose of negotiations is to develop a contract that is mutually satisfactory to the department and the selected firm.

a. No change.

b. The department may perform a preaudit. A preaudit typically includes:

(1) No change.

(2) An analysis of the firm's proposed direct costing rates and indirect overhead factors to ensure their the firm's propriety and allowability.

c. For contracts with federal funding, the department shall verify federal suspension and debarment actions and eligibility status of firms prior to entering into an agreement or contract.

20.10(9) Unsuccessful negotiations. If a mutually satisfactory contract cannot be negotiated, the department shall formally terminate the negotiations and notify the firm in writing. Termination of negotiations is without prejudice and at the department's discretion. The substance of terminated negotiations is confidential.

~~When a selection committee was used, the~~ The department shall then initiate negotiations with the firm given ~~second~~ next preference, and this procedure ~~shall~~ may be continued until a mutually satisfactory contract has been negotiated. If a satisfactory contract cannot be negotiated with any of the selected firms, the department shall either:

a. No change.

b. Redefine the scope of the project or work and start over ~~(preselection).~~ See subrule 20.10(4). Once negotiations are terminated, negotiations cannot be reopened with the same firm.

20.10(10) Evaluation of performance under a contract.

a. The department shall evaluate all ~~contracts~~ firms under this rule ~~after completion of the work.~~ Those contracts which exceed one year in duration shall also be evaluated annually based on the contracts that were active during the fiscal year. Both the firm's performance and quality of the final product shall be evaluated. The evaluation shall consider:

(1) to (7) No change.

b. ~~The evaluation may include a recommendation that the firm's prequalification be canceled (see paragraph 20.8(1) "h"). The firm shall be given an opportunity to review, comment on and sign the evaluation. The evaluation is confidential.~~

~~**20.10(11)** *Conflicts with federal requirements.* If any provision of this rule would cause a denial of federal funds or services or would otherwise be inconsistent with federal law, federal law shall be adhered to, but only to the extent necessary to prevent denial of the federal funds or services or to eliminate the inconsistency with federal law.~~

ITEM 12. Amend **761—Chapter 20**, implementation sentence, as follows:

These rules are intended to implement Iowa Code sections ~~48.3(1), 48.6(10), 8A.302(1), 8A.311(20),~~ 73.15 to 73.21, ~~307.10, 307.12 and 307.21.~~

ITEM 13. Rescind and reserve subrule **25.2(9)**.

ITEM 14. Amend subrule 25.2(14) as follows:

**25.2(14)** Use of departmental facilities or services by persons providing services to or representing departmental employees including, but not limited to, the following services or persons: food, credit union, ~~day care~~ and employee organizations.

DEPARTMENT OF TRANSPORTATION  
COMMISSION ORDER

Division/Bureau/Office Administrative Services Division Order No. AS-2019-45  
Submitted by Lee Wilkinson Phone No. 515-239-1340 Meeting Date February 12, 2019  
Title Administrative Rules — 761 IAC 180, Public Improvement Quotation Process for Governmental  
Entities for Vertical Infrastructure

**DISCUSSION/BACKGROUND:**

This proposed rule making reflects the changes needed in Chapter 180 due to 2018 legislation concerning the early release of retained funds.

A complete summary explaining the proposed amendments is included in the attached Notice of Intended Action.

The public comment period ended February 5. The department did not receive any public comments or requests for oral presentations.

**PROPOSAL/ACTION RECOMMENDATION:**

It is recommended that the Commission approve the rule amendments included in the attached Notice of Intended Action.

**COMMISSION ACTION:**

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

	Aye	Vote Nay	Pass
Fehrman	_____	_____	_____
Maher	_____	_____	_____
Paulsen	_____	_____	_____
Putney	_____	_____	_____
Rielly	_____	_____	_____
Rose	_____	_____	_____
Yanney	_____	_____	_____

\_\_\_\_\_  
Division  
Director

\_\_\_\_\_  
Legal

\_\_\_\_\_  
State Director

**TRANSPORTATION DEPARTMENT[761]**

**Notice of Intended Action**

**Proposing rule making related to early release of retained funds  
and providing an opportunity for public comment**

The Department of Transportation hereby proposes to amend Chapter 180, “Public Improvement Quotation Process for Governmental Entities for Vertical Infrastructure,” Iowa Administrative Code.

*Legal Authority for Rule Making*

This rule making is proposed under the authority provided in Iowa Code sections 307.12 and 314.1A.

*State or Federal Law Implemented*

This rule making implements, in whole or in part, Iowa Code chapters 26 and 573 and section 314.1A and 2018 Iowa Acts, House File 2233.

*Purpose and Summary*

This proposed rule making reflects the changes needed in Chapter 180 due to 2018 legislation concerning the early release of retained funds. The proposed amendments implement the changes made by 2018 Iowa Acts, House File 2233, which repealed Iowa Code section 26.13 and added new Iowa Code section 573.28.

*Fiscal Impact*

This rule making has no fiscal impact to the State of Iowa.

*Jobs Impact*

After analysis and review of this rule making, no impact on jobs has been found.

*Waivers*

Any person who believes that the person's circumstances meet the statutory criteria for a waiver may petition the Department for a waiver under 761—Chapter 11.

*Public Comment*

Any interested person may submit written comments concerning this proposed rule making or may submit a written request to make an oral presentation at a public hearing. Written comments or requests to present oral comments in response to this rule making must be received by the Department no later than 4:30 p.m. on February 5, 2019. Comments should be directed to:

Tracy George  
Department of Transportation  
DOT Rules Administrator, Strategic Communications and Policy  
800 Lincoln Way  
Ames, Iowa 50010  
Email: [tracy.george@iowadot.us](mailto:tracy.george@iowadot.us)

*Public Hearing*

A public hearing to hear requested oral presentations will be held as follows:



February 7, 2019  
11 a.m.

Department of Transportation  
Administration Building  
First Floor, North Conference Room  
800 Lincoln Way  
Ames, Iowa

Persons who wish to make oral comments at the public hearing may be asked to state their names for the record and to confine their remarks to the subject of this proposed rule making.

Any persons who intend to attend the public hearing and have special requirements, such as those related to hearing or mobility impairments, should contact Tracy George, the Department's rules administrator, and advise of specific needs.

The public hearing will be canceled without further notice if no oral presentation is requested.

*Review by Administrative Rules Review Committee*

The Administrative Rules Review Committee, a bipartisan legislative committee which oversees rule making by executive branch agencies, may, on its own motion or on written request by any individual or group, review this rule making at its [regular monthly meeting](#) or at a special meeting. The Committee's meetings are open to the public, and interested persons may be heard as provided in Iowa Code section 17A.8(6).

The following rule-making actions are proposed:

ITEM 1. Amend rule 761—180.10(314) as follows:

**761—180.10(314) Retained funds.** In addition to requiring the contractor to submit a performance and payment bond, the governmental entity ~~is required to~~ shall also retain funds from each payment to the contractor for the benefit of subcontractors and suppliers, and apply or release such funds, as provided in ~~required by Iowa Code chapter 573, and is required to release retained funds upon substantial completion of the work, as provided in Iowa Code section 26.13.~~

ITEM 2. Amend **761—Chapter 180**, implementation sentence, as follows:

These rules are intended to implement Iowa Code sections 26.2, ~~26.13~~, 26.14, 314.1A, 314.1B, ~~and 573.2, and 573.28.~~



DEPARTMENT OF TRANSPORTATION  
COMMISSION ORDER

Division/Bureau/Office Motor Vehicle Division Order No. MV-2019-46  
Submitted by Melissa Spiegel Phone No. 515-237-3010 Meeting Date February 12, 2019  
Title Administrative Rules — 761 IAC 400, Vehicle Registration and Certificate of Title, and 761 IAC 425, Motor Vehicle and Travel Trailer Dealers, Manufacturers, Distributors and Wholesalers

**DISCUSSION/BACKGROUND:**

This proposed rule making amends Chapters 400 and 425 to align the rules with Iowa Code 321.1, 321.50, 321.63, 322.2 and 322.3 as amended by 2018 Iowa Acts, Senate File 2325, section 1; 2018 Iowa Acts, Senate File 2293, sections 1 and 3; and 2018 Iowa Acts, Senate File 2262, sections 1 to 5. The specific Iowa Acts referenced amended Iowa Code sections related to notation of cancellation of a security interest on a motor vehicle title, the location of motor vehicle dealer books and records, and the ability of a final-stage motor vehicle manufacturer to sell a completed multi-stage manufactured vehicle to a retail buyer.

A complete summary explaining the proposed amendments is included in the attached Notice of Intended Action.

The public comment period ended February 5. The department did not receive any public comments or requests for oral presentations.

**PROPOSAL/ACTION RECOMMENDATION:**

It is recommended that the Commission approve the rule amendments included in the attached Notice of Intended Action.

**COMMISSION ACTION:**

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

	Aye	Vote Nay	Pass
Fehrman	_____	_____	_____
Maher	_____	_____	_____
Paulsen	_____	_____	_____
Putney	_____	_____	_____
Rielly	_____	_____	_____
Rose	_____	_____	_____
Yanney	_____	_____	_____

\_\_\_\_\_  
Division  
Director

\_\_\_\_\_  
Legal

\_\_\_\_\_  
State Director

## TRANSPORTATION DEPARTMENT[761]

## Notice of Intended Action

**Proposing rule making related to final-stage manufacturers, motor vehicle dealer books and records, and security interest cancellation notations on certificate of title and providing an opportunity for public comment**

The Department of Transportation hereby proposes to amend Chapter 400, “Vehicle Registration and Certificate of Title,” and Chapter 425, “Motor Vehicle and Travel Trailer Dealers, Manufacturers, Distributors and Wholesalers,” Iowa Administrative Code.

*Legal Authority for Rule Making*

This rule making is proposed under the authority provided in Iowa Code sections 307.12 and 322.13.

*State or Federal Law Implemented*

This rule making implements, in whole or in part, Iowa Code sections 321.1, 321.50, 321.63, 322.2 and 322.3; 2018 Iowa Acts, Senate File 2325, section 1; 2018 Iowa Acts, Senate File 2293, sections 1 and 3; and 2018 Iowa Acts, Senate File 2262, sections 1 to 5.

*Purpose and Summary*

This proposed rule making amends Chapters 400 and 425 to align the rules with Iowa Code sections 321.1, 321.50, 321.63, 322.2 and 322.3 as amended by 2018 Iowa Acts, Senate File 2325, section 1; 2018 Iowa Acts, Senate File 2293, sections 1 and 3; and 2018 Iowa Acts, Senate File 2262, sections 1 to 5. The specific Iowa Acts referenced amended Iowa Code sections related to notation of cancellation of a security interest on a motor vehicle title, the location of motor vehicle dealer books and records, and the ability of a final-stage motor vehicle manufacturer to sell a completed multi-stage manufactured vehicle to a retail buyer. The following paragraphs describe the proposed amendments in more detail.

**Final-stage manufacturers:** The proposed amendments conform the rules to 2018 Iowa Acts, Senate File 2262, sections 1 to 5, which changed the definition of “manufacturer” to include a final-stage motor vehicle manufacturer, and defines “final-stage manufacturer” to mean a person who performs such manufacturing operations on an incomplete motor vehicle that it becomes a completed motor vehicle. Prior to the legislation, a final-stage manufacturer was prohibited from holding a motor vehicle dealer’s license and thus could not sell a multi-stage manufactured vehicle directly to a retail buyer. The legislation allows a final-stage manufacturer holding either a new or used motor vehicle dealer license to assign an incomplete motor vehicle manufacturer’s certificate of origin to a retail buyer for purposes of issuance of a certificate of title by a county treasurer as a new motor vehicle, which may have the same make as the incomplete motor vehicle. The rules implement the legislation by addressing the eligibility and application requirements for a final-stage manufacturer motor vehicle dealer license. Specifically, the applicant for a final-stage manufacturer’s motor vehicle dealer license must meet the definition of a final-stage manufacturer in the Iowa Code, must meet the final-stage manufacturer certification responsibilities under federal regulation in 49 CFR Section 567.5, and must already be licensed as a manufacturer under Iowa Code chapter 322 and 761—Chapter 425. The applicant must also follow the same standards and meet the same criteria for a motor vehicle dealer license as already established in rule 761—425.10(322).

**Motor vehicle dealer books and records:** The proposed amendments add a new rule to incorporate the requirements of Iowa Code sections 321.1 and 321.63 as enacted by 2018 Iowa Acts, Senate File 2293, sections 1 and 3, for motor vehicle dealer books and records when the motor vehicle dealer has more than one licensed location. The rule specifies that a motor vehicle dealer may keep the dealer’s collective business records together at any of the dealer’s licensed locations, but the records must be stored in a manner so the records are distinguishable to each licensee and may be accurately identified

in any audit proceeding. Also, the dealer must notify the Department when the dealer intends to move business records to another licensed location, which complies with the statutory requirement to notify the Department of the records location.

**Security interest cancellation title notations:** The proposed amendments also incorporate the requirements of Iowa Code section 321.50, as enacted by 2018 Iowa Acts, Senate File 2325, section 1, allowing for the cancellation of a security interest to be submitted either on the title itself or on a separate notarized statement from the lienholder. This provision is a favorable alternative to the previous process, which only allowed the security interest cancellation to be noted on the title and did not accommodate the common practice of banks or lienholders sending a notarized letter canceling the security interest along with the unsigned title.

#### *Fiscal Impact*

This rule making has no fiscal impact to the State of Iowa.

#### *Jobs Impact*

After analysis and review of this rule making, no impact on jobs has been found.

#### *Waivers*

Any person who believes that the person's circumstances meet the statutory criteria for a waiver may petition the Department for a waiver under 761—Chapter 11.

#### *Public Comment*

Any interested person may submit written comments concerning this proposed rule making or may submit a written request to make an oral presentation at a public hearing. Written comments or requests to present oral comments in response to this rule making must be received by the Department no later than 4:30 p.m. on February 5, 2019. Comments should be directed to:

Tracy George  
Department of Transportation  
DOT Rules Administrator, Strategic Communications and Policy  
800 Lincoln Way  
Ames, Iowa 50010  
Email: [tracy.george@iowadot.us](mailto:tracy.george@iowadot.us)

#### *Public Hearing*

A public hearing to hear requested oral presentations will be held as follows:

February 7, 2019  
1 p.m.

Department of Transportation  
Motor Vehicle Division  
6310 SE Convenience Boulevard  
Ankeny, Iowa

Persons who wish to make oral comments at the public hearing may be asked to state their names for the record and to confine their remarks to the subject of this proposed rule making.

Any persons who intend to attend the public hearing and have special requirements, such as those related to hearing or mobility impairments, should contact Tracy George, the Department's rules administrator, and advise of specific needs.

The public hearing will be canceled without further notice if no oral presentation is requested.

*Review by Administrative Rules Review Committee*

The Administrative Rules Review Committee, a bipartisan legislative committee which oversees rule making by executive branch agencies, may, on its own motion or on written request by any individual or group, review this rule making at its [regular monthly meeting](#) or at a special meeting. The Committee's meetings are open to the public, and interested persons may be heard as provided in Iowa Code section 17A.8(6).

The following rule-making actions are proposed:

ITEM 1. Adopt the following **new** definition of "Final-stage manufacturer" in rule **761—400.1(321)**:

*"Final-stage manufacturer"* means as defined in Iowa Code section 322.2.

ITEM 2. Amend rule **761—400.1(321)**, implementation sentence, as follows:

This rule is intended to implement Iowa Code sections 321.1, 321.8, 321.20, 321.23, 321.24, 321.40, 321.45, 321.50, 321.117, 321.123, 321.134, ~~and~~ 321.157 and 322.2.

ITEM 3. Amend subrule 400.4(1) as follows:

**400.4(1) New vehicle.** If application is made for a new vehicle, a manufacturer's certificate of origin, properly assigned to the applicant, shall be submitted. A manufacturer's certificate of origin shall not be accepted if the assignment to the applicant is made by any person other than the manufacturer, importer, or distributor, or a licensed motor vehicle dealer franchised to sell that line-make line-make of vehicle, or a final-stage manufacturer motor vehicle dealer licensed under rule 761—425.11(322).

a. The first person, including a dealer not franchised to sell that ~~line-make~~ line-make of vehicle, who is assigned the manufacturer's certificate of origin shall obtain a certificate of title and register the vehicle.

b. No change.

c. If a 1980 or subsequent model year vehicle is manufactured by a person other than the original manufacturer, both the original manufacturer's certificate of origin and the ~~final~~ final-stage manufacturer's certificate of origin shall be submitted if the vehicle's original line-make is changed by the final-stage manufacturer. All assignments or reassignments of ownership of the vehicle shall be made on the ~~final~~ final-stage manufacturer's certificate of origin. The face of the original manufacturer's certificate of origin shall be stamped in bold type with the statement: "~~Final~~ Final-stage manufacturer's MCO has been issued on this vehicle." The original manufacturer's vehicle identification number shall be listed on the ~~final~~ final-stage manufacturer's certificate of origin.

d. If a final-stage manufacturer is a motor vehicle dealer licensed under rule 761—425.11(322), the final-stage manufacturer may reassign the original manufacturer's certificate of origin to the retail buyer.

ITEM 4. Amend rule **761—400.4(321)**, implementation sentence, as follows:

This rule is intended to implement Iowa Code sections 321.20, 321.23, 321.24, 321.30, 321.31, 321.45 to 321.50, ~~and~~ 321.67 and 322.3.

ITEM 5. Amend subrule 400.8(2) as follows:

**400.8(2)** The secured party may also note the cancellation in a statement written on the secured party's letterhead if the statement is notarized and contains the following information: county that issued the title; title number; security interest number; vehicle identification number; vehicle owner's name; secured party's name, street address, city, state and ZIP code; date the security interest was canceled; and signature of an authorized representative of the secured party.

ITEM 6. Adopt the following **new** paragraph **425.10(3)“c”**:

c. Nothing in this subrule shall be construed to require a franchise agreement from a final-stage manufacturer applying for a motor vehicle dealer license under rule 761—425.11(322).

ITEM 7. Adopt the following new rule 761—425.11(322):

**761—425.11(322) Motor vehicle dealer licensing for final-stage manufacturers.**

**425.11(1) *Eligibility.*** A final-stage manufacturer may be licensed as a motor vehicle dealer if the final-stage manufacturer:

- a.* Meets the definition of “final-stage manufacturer” in Iowa Code section 322.2.
- b.* Meets the requirements of a final-stage manufacturer in 49 CFR Section 567.5.
- c.* Is licensed as a manufacturer under Iowa Code chapter 322 and this chapter.

**425.11(2) *Application.*** A final-stage manufacturer shall apply for a motor vehicle dealer license in the manner described in rule 761—425.10(322) and shall certify that the final-stage manufacturer meets the eligibility requirements under subrule 425.11(1).

This rule is intended to implement Iowa Code sections 322.2 and 322.3.

ITEM 8. Amend rule **761—425.12(322)**, catchwords, as follows:

**761—425.12(322) Motor vehicle dealer’s principal place of business.**

ITEM 9. Adopt the following new rule 761—425.13(321,322):

**761—425.13(321,322) Business records of a motor vehicle dealer with multiple licenses.**

**425.13(1) *Applicability.*** A motor vehicle dealer licensed under Iowa Code chapter 322 and this chapter who holds more than one motor vehicle dealer license may maintain the dealer’s collective business records together at any of the dealer’s licensed locations.

**425.13(2) *Separation of records.*** Business records of licensed motor vehicle dealers kept at a single licensed location under this rule shall be stored separately and distinctly, in a manner distinguishable to each licensee, and shall not be commingled.

**425.13(3) *Notification to the department.*** A motor vehicle dealer shall notify the office of vehicle and motor carrier services in writing no fewer than ten days before moving the dealer’s business records to another licensed location.

This rule is intended to implement Iowa Code sections 321.63 and 322.2 to 322.15.





DEPARTMENT OF TRANSPORTATION  
COMMISSION ORDER

Division/Bureau/Office Motor Vehicle Division Order No. MV-2019-47  
Submitted by Melissa Spiegel Phone No. 515-237-3010 Meeting Date February 12, 2019  
Title Administrative Rules — 761 IAC 401, Special Registration Plates

**DISCUSSION/BACKGROUND:**

This rule making updates Chapter 401 to revise the process by which a member of a fire department applies for firefighter license plates to allow the applicant to submit an application with the required signatures, without requiring those signatures to be original and notarized.

A complete summary explaining the proposed amendment is included in the attached Notice of Intended Action.

The public comment period ended February 5. The department did not receive any public comments or requests for oral presentations.

**PROPOSAL/ACTION RECOMMENDATION:**

It is recommended that the Commission approve the rule amendment included in the attached Notice of Intended Action.

**COMMISSION ACTION:**

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

	Aye	Vote Nay	Pass
Fehrman	_____	_____	_____
Maher	_____	_____	_____
Paulsen	_____	_____	_____
Putney	_____	_____	_____
Rielly	_____	_____	_____
Rose	_____	_____	_____
Yanney	_____	_____	_____

\_\_\_\_\_  
Division  
Director

\_\_\_\_\_  
Legal

\_\_\_\_\_  
State Director

## TRANSPORTATION DEPARTMENT[761]

### Notice of Intended Action

#### **Proposing rule making related to application for firefighter plates and providing an opportunity for public comment**

The Department of Transportation hereby proposes to amend Chapter 401, “Special Registration Plates,” Iowa Administrative Code.

#### *Legal Authority for Rule Making*

This rule making is proposed under the authority provided in Iowa Code section 307.12.

#### *State or Federal Law Implemented*

This rule making implements, in whole or in part, Iowa Code section 321.34.

#### *Purpose and Summary*

The proposed amendment to Chapter 401 revises the process by which a member of a fire department applies for firefighter license plates in order to allow the applicant to submit an application with the required signatures, without requiring those signatures to be original and notarized. Iowa Code section 321.34(10) allows a current or retired member of a paid or volunteer fire department to order special registration license plates which signify that the applicant is a current or retired member of a fire department. The Department established the application process for special registration plates in administrative rules, and currently, subrule 401.9(1) provides that an application for firefighter license plates must contain the original, notarized signatures of the fire chief and another fire officer certifying that the applicant is a current or retired member of the fire department.

The Department recognizes, after consultation with the Iowa Firefighters Association, that the requirement to have the signatures of the fire chief and another fire officer to be original and notarized for each application can be an administrative burden, especially for very large fire departments with a large number of applicants, as well as for smaller fire departments that may not always have a notary public available. Removing the requirement that the signatures on the application be original and notarized does not in any way diminish the authenticity of the application, as the application is still being signed and certified by not only the chief of the fire department but also another fire officer. Rather, the proposed amendment reduces the administrative burden of having a notary public available any time an application is being signed and allows applications to be submitted electronically, which will further streamline the application process.

#### *Fiscal Impact*

This rule making has no fiscal impact to the State of Iowa.

#### *Jobs Impact*

After analysis and review of this rule making, no impact on jobs has been found.

#### *Waivers*

Any person who believes that the person’s circumstances meet the statutory criteria for a waiver may petition the Department for a waiver under 761—Chapter 11.

### *Public Comment*

Any interested person may submit written comments concerning this proposed rule making or may submit a written request to make an oral presentation at a public hearing. Written comments or requests to present oral comments in response to this rule making must be received by the Department no later than 4:30 p.m. on February 5, 2019. Comments should be directed to:

Tracy George  
Department of Transportation  
DOT Rules Administrator, Strategic Communications and Policy  
800 Lincoln Way  
Ames, Iowa 50010  
Email: [tracy.george@iowadot.us](mailto:tracy.george@iowadot.us)

### *Public Hearing*

A public hearing to hear requested oral presentations will be held as follows:

February 7, 2019  
4 p.m.

Department of Transportation  
Motor Vehicle Division  
6310 SE Convenience Boulevard  
Ankeny, Iowa

Persons who wish to make oral comments at the public hearing may be asked to state their names for the record and to confine their remarks to the subject of this proposed rule making.

Any persons who intend to attend the public hearing and have special requirements, such as those related to hearing or mobility impairments, should contact Tracy George, the Department's rules administrator, and advise of specific needs.

The public hearing will be canceled without further notice if no oral presentation is requested.

### *Review by Administrative Rules Review Committee*

The Administrative Rules Review Committee, a bipartisan legislative committee which oversees rule making by executive branch agencies, may, on its own motion or on written request by any individual or group, review this rule making at its [regular monthly meeting](#) or at a special meeting. The Committee's meetings are open to the public, and interested persons may be heard as provided in Iowa Code section 17A.8(6).

The following rule-making action is proposed:

Amend subrule 401.9(1) as follows:

**401.9(1) Initial application for firefighter plates.** Application for firefighter plates shall be submitted to the department ~~on a form~~ in a manner prescribed by the department. Both the fire chief and another fire officer of the paid or volunteer fire department shall sign the application ~~form~~, certifying that the applicant is a current or retired member of the fire department. ~~The signatures must be original and notarized.~~ If the fire chief and fire officer deny an application, the department may conduct an investigation and make a determination to approve or deny the application.



DEPARTMENT OF TRANSPORTATION  
COMMISSION ORDER

Division/Bureau/Office Motor Vehicle Division Order No. MV-2019-48  
Submitted by Melissa Spiegel Phone No. 515-237-3010 Meeting Date February 12, 2019  
Title Administrative Rules — 761 IAC 511, Special Permits for Operation and Movement of Vehicles and Loads of Excess Size and Weight

**DISCUSSION/BACKGROUND:**

This rule making updates Chapter 511 to add a new subrule to rule 761—511.13(321,321E) to align with Iowa Code 321E.7, which was amended by 2016 Iowa Acts, chapter 1098, section 35. The proposed amendment implements the statutory requirement that a vehicle operating under a permit issued pursuant to Iowa Code 321E.8, 321E.9 or 321E.9A may have a gross weight not to exceed 46,000 pounds on a single-tandem axle of the truck tractor and a gross weight not to exceed 46,000 pounds on a single-tandem axle of the trailer or semitrailer if each axle of each tandem group has at least four tires.

A complete summary explaining the proposed amendment is included in the attached Notice of Intended Action.

The public comment period ended February 5. The department did not receive any public comments or requests for oral presentations.

**PROPOSAL/ACTION RECOMMENDATION:**

It is recommended that the Commission approve the rule amendment included in the attached Notice of Intended Action.

**COMMISSION ACTION:**

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

	Aye	Vote Nay	Pass
Fehrman	_____	_____	_____
Maher	_____	_____	_____
Paulsen	_____	_____	_____
Putney	_____	_____	_____
Rielly	_____	_____	_____
Rose	_____	_____	_____
Yanney	_____	_____	_____

\_\_\_\_\_  
Division  
Director

\_\_\_\_\_  
Legal

\_\_\_\_\_  
State Director

**TRANSPORTATION DEPARTMENT[761]****Notice of Intended Action****Proposing rule making related to permitted tandem axle weights and providing an opportunity for public comment**

The Department of Transportation hereby proposes to amend Chapter 511, “Special Permits for Operation and Movement of Vehicles and Loads of Excess Size and Weight,” Iowa Administrative Code.

*Legal Authority for Rule Making*

This rule making is proposed under the authority provided in Iowa Code sections 307.12 and 321E.9A.

*State or Federal Law Implemented*

This rule making implements, in whole or in part, Iowa Code section 321E.7.

*Purpose and Summary*

This proposed rule making adds a new subrule to rule 761—511.13(321,321E) in order to align with Iowa Code section 321E.7, which was amended by 2016 Iowa Acts, chapter 1098, section 35. The proposed amendment implements the statutory requirement that a vehicle operating under a permit issued pursuant to Iowa Code section 321E.8, 321E.9 or 321E.9A may have a gross weight not to exceed 46,000 pounds on a single-tandem axle of the truck tractor and a gross weight not to exceed 46,000 pounds on a single-tandem axle of the trailer or semitrailer if each axle of each tandem group has at least four tires. The legislative change brought Iowa in closer alignment with surrounding states’ permit-issuing processes.

The proposed subrule provides that no single axle of a tandem group may exceed 24,000 pounds. This limitation is necessary to prevent a tandem axle from having a lopsided weight configuration (30,000 pounds + 16,000 pounds, for example) as a lopsided weight configuration would unduly damage road and bridge infrastructure. The limit of 24,000 pounds aligns with the maximum weight the Department allows for axles currently (except for construction equipment with special tires) and is consistent with the weight limits of other Midwest states.

The proposed subrule also provides that a permitted tandem axle cannot be part of a larger group of axles whose centers are greater than 96 inches apart, which is the maximum length between the centers of consecutive axles in a tandem axle as defined in Iowa Code section 321.1(80). This provision is necessary as the above-referenced legislative change was implemented to allow stand-alone tandem axles, which are typically the back two axles of a truck or trailer, to be permitted at the higher weight. The proposed amendment is not intended to allow a person to select two axles from within a larger group of axles and designate them as the tandem axles. For example, selecting two axles out of a group of three and calling them “tandem” could exceed the weight limits for the larger axle group. This example is further illustrated by considering the fact that a triple-axle maximum weight is 60,000 pounds, while a single-axle maximum weight is 20,000 pounds. Therefore, if a person were able to designate two axles out of the triple axle as a tandem axle, then the person could end up with the designated tandem axle at 46,000 pounds and the single axle at 20,000 pounds. This designation would result in a total weight equal to 66,000 pounds, which exceeds the maximum weight for a triple axle. The proposed amendment, therefore, prevents improper interpretation of the 2016 legislative change that would result in excessive axle weights and unduly damage road and bridge infrastructure and aligns with the Department’s current permitting process. The proposed amendment will provide clarity for both motor vehicle enforcement officers as well as motor carriers.

### *Fiscal Impact*

This rule making has no fiscal impact to the State of Iowa.

### *Jobs Impact*

After analysis and review of this rule making, no impact on jobs has been found.

### *Waivers*

Any person who believes that the person's circumstances meet the statutory criteria for a waiver may petition the Department for a waiver under 761—Chapter 11.

### *Public Comment*

Any interested person may submit written comments concerning this proposed rule making or may submit a written request to make an oral presentation at a public hearing. Written comments or requests to present oral comments in response to this rule making must be received by the Department no later than 4:30 p.m. on February 5, 2019. Comments should be directed to:

Tracy George  
Department of Transportation  
DOT Rules Administrator, Strategic Communications and Policy  
800 Lincoln Way  
Ames, Iowa 50010  
Email: [tracy.george@iowadot.us](mailto:tracy.george@iowadot.us)

### *Public Hearing*

A public hearing to hear requested oral presentations will be held as follows:

February 11, 2019  
10 a.m.

Department of Transportation  
Motor Vehicle Division  
6310 SE Convenience Boulevard  
Ankeny, Iowa

Persons who wish to make oral comments at the public hearing may be asked to state their names for the record and to confine their remarks to the subject of this proposed rule making.

Any persons who intend to attend the public hearing and have special requirements, such as those related to hearing or mobility impairments, should contact Tracy George, the Department's rules administrator, and advise of specific needs.

The public hearing will be canceled without further notice if no oral presentation is requested.

### *Review by Administrative Rules Review Committee*

The Administrative Rules Review Committee, a bipartisan legislative committee which oversees rule making by executive branch agencies, may, on its own motion or on written request by any individual or group, review this rule making at its [regular monthly meeting](#) or at a special meeting. The Committee's meetings are open to the public, and interested persons may be heard as provided in Iowa Code section 17A.8(6).

The following rule-making action is proposed:

Adopt the following **new** subrule 511.13(6):

**511.13(6) Permitted tandem axle weights.**

a. Vehicles operating under an annual oversize permit, annual oversize/overweight permit, single-trip permit, or multitrip permit may have a gross weight not to exceed 46,000 pounds on

a single-tandem axle of the truck tractor and a gross weight not to exceed 46,000 pounds on a single-tandem axle of the trailer or semitrailer if each axle of each tandem group has at least four tires.

*b.* The maximum weight of any single axle within a permitted tandem axle group shall be 24,000 pounds.

*c.* A permitted tandem axle shall not be a part of a larger group of axles whose centers are greater than 96 inches apart.



DEPARTMENT OF TRANSPORTATION  
COMMISSION ORDER

Division/Bureau/Office Motor Vehicle Division Order No. MV-2018-49  
Submitted by Melissa Spiegel Phone No. 515-237-3010 Meeting Date February 12, 2019  
Title Administrative Rules — 761 IAC 524, For-Hire Intrastate Motor Carrier Authority

**DISCUSSION/BACKGROUND:**

This proposed rule making amends Chapter 524 to align the rules with Iowa Code 325A as amended by 2018 Iowa Acts, Senate File 2271. The legislation requires taxicab companies to apply to the Department for a taxicab motor carrier passenger certificate and to meet certification requirements.

A complete summary explaining the proposed amendments is included in the attached Notice of Intended Action.

The public comment period ended February 5. The department did not receive any public comments or requests for oral presentations.

**PROPOSAL/ACTION RECOMMENDATION:**

It is recommended that the Commission approve the rule amendments included in the attached Notice of Intended Action.

**COMMISSION ACTION:**

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

	Aye	Vote Nay	Pass
Fehrman	_____	_____	_____
Maher	_____	_____	_____
Paulsen	_____	_____	_____
Putney	_____	_____	_____
Rielly	_____	_____	_____
Rose	_____	_____	_____
Yanney	_____	_____	_____

\_\_\_\_\_  
Division  
Director

\_\_\_\_\_  
Legal

\_\_\_\_\_  
State Director

## TRANSPORTATION DEPARTMENT[761]

### Notice of Intended Action

#### **Proposing rule making related to taxicab motor carrier certification and providing an opportunity for public comment**

The Department of Transportation hereby proposes to amend Chapter 524, “For-Hire Intrastate Motor Carrier Authority,” Iowa Administrative Code.

#### *Legal Authority for Rule Making*

This rule making is proposed under the authority provided in Iowa Code sections 307.12 and 325A.10.

#### *State or Federal Law Implemented*

This rule making implements, in whole or in part, Iowa Code chapter 325A as amended by 2018 Iowa Acts, Senate File 2271.

#### *Purpose and Summary*

This proposed rule making amends Chapter 524 to align the rules with Iowa Code chapter 325A as amended by 2018 Iowa Acts, Senate File 2271. The legislation requires taxicab companies to apply to the Department for a taxicab motor carrier passenger certificate and to meet certification requirements.

The proposed amendments add a reference to Iowa Code chapter 325A, which governs motor carrier authority. Iowa Code chapter 325A was significantly amended during the 2018 Legislative Session to incorporate new requirements related to regulation of taxicab service companies in Iowa. Prior to enactment of the legislation, a taxicab company could only be regulated by the local authority the company operated within. However, when regulation of transportation network companies was established by 2016 Iowa Acts, chapter 1101 (House File 2414), many local authorities opted out of regulating taxicab companies. This decision left a void in oversight as the Department did not have the authority to regulate taxicab companies until 2018 Iowa Acts, Senate File 2271, became effective July 1, 2018. Now, taxicab companies are required to apply to the Department for a motor carrier passenger certificate and to meet all applicable certification requirements.

Specifically, the proposed amendments provide for an electronic application process for persons applying for a motor carrier permit or certificate and require the application to contain the U.S. DOT number only if a U.S. DOT number is required by the Federal Motor Carrier Safety Administration (FMCSA). FMCSA requires a U.S. DOT number for motor carriers but does not provide one for passenger vehicles designed to transport eight passengers or less, including the driver. This provision means that certain taxicab companies do not qualify for a U.S. DOT number under federal law, so the Department is conforming application requirements accordingly.

The proposed amendments allow a motor carrier certificate to be issued either in a physical or electronic format prescribed by the Department and mirror efficiencies the Department is seeking in other motor vehicle division processes by allowing more transactions and issuances to be completed electronically. The proposed amendments also require the motor carrier certificate number to be included with the request for a duplicate permit or certificate to allow for more accurate record keeping and processing efficiency.

Finally, the proposed amendments require a motor carrier operating intrastate only to display the U.S. DOT number if the motor carrier was issued a U.S. DOT number by FMCSA. As noted above, FMCSA requires a U.S. DOT number for a motor carrier but does not provide one for passenger vehicles designed to transport eight passengers or less, including the driver. This provision means that certain taxicab companies do not qualify for a U.S. DOT number under federal law, so the Department is conforming the motor carrier marking requirements accordingly.

### *Fiscal Impact*

This rule making has no fiscal impact to the State of Iowa.

### *Jobs Impact*

After analysis and review of this rule making, no impact on jobs has been found.

### *Waivers*

Any person who believes that the person's circumstances meet the statutory criteria for a waiver may petition the Department for a waiver under 761—Chapter 11.

### *Public Comment*

Any interested person may submit written comments concerning this proposed rule making or may submit a written request to make an oral presentation at a public hearing. Written comments or requests to present oral comments in response to this rule making must be received by the Department no later than 4:30 p.m. on February 5, 2019. Comments should be directed to:

Tracy George  
Department of Transportation  
DOT Rules Administrator, Strategic Communications and Policy  
800 Lincoln Way  
Ames, Iowa 50010  
Email: [tracy.george@iowadot.us](mailto:tracy.george@iowadot.us)

### *Public Hearing*

A public hearing to hear requested oral presentations will be held as follows:

February 7, 2019  
2 p.m.

Department of Transportation  
Motor Vehicle Division  
6310 SE Convenience Boulevard  
Ankeny, Iowa

Persons who wish to make oral comments at the public hearing may be asked to state their names for the record and to confine their remarks to the subject of this proposed rule making.

Any persons who intend to attend the public hearing and have special requirements, such as those related to hearing or mobility impairments, should contact Tracy George, the Department's rules administrator, and advise of specific needs.

The public hearing will be canceled without further notice if no oral presentation is requested.

### *Review by Administrative Rules Review Committee*

The Administrative Rules Review Committee, a bipartisan legislative committee which oversees rule making by executive branch agencies, may, on its own motion or on written request by any individual or group, review this rule making at its [regular monthly meeting](#) or at a special meeting. The Committee's meetings are open to the public, and interested persons may be heard as provided in Iowa Code section 17A.8(6).

The following rule-making actions are proposed:

ITEM 1. Amend rule 761—524.1(325A) as follows:

**761—524.1(325A) Purpose and applicability.**

**524.1(1)** This chapter establishes requirements concerning for-hire intrastate motor carriers as authorized by Iowa Code chapter 325A.

**524.1(2)** This chapter applies to motor carriers of household goods, bulk liquid commodities, all other property, and passengers being transported for hire on any highway of this state other than a transportation network company or transportation network company driver as both are defined in Iowa Code section 321N.1 and provided for in 761—Chapter 540.

ITEM 2. Amend rule 761—524.2(325A) as follows:

**761—524.2(325A) General information.**

**524.2(1) *Information and location.*** Applications, forms and information on motor carrier permits and motor carrier certificates are available by mail from the Office of Vehicle and Motor Carrier Services, Iowa Department of Transportation, P.O. Box 10382, Des Moines, Iowa 50306-0382; in person at 6310 SE Convenience Blvd., Ankeny, Iowa; by telephone at (515)237-3224 (515)237-3268; ~~or~~ by facsimile at (515)237-3354 (515)237-3225; or by email at omcs@iowadot.us.

**524.2(2)** No change.

**524.2(3) *Complaints.*** Complaints against motor carriers pertaining to the provisions of this chapter shall be submitted in writing to the office of vehicle and motor carrier services.

ITEM 3. Amend rule 761—524.3(325A) as follows:

**761—524.3(325A) Applications and supporting documents.**

**524.3(1) *Application.*** An application for a motor carrier permit or motor carrier certificate shall be made to the office of vehicle and motor carrier services on a form prescribed for that purpose and furnished upon request. The department may require application forms and supporting documentation to be submitted electronically.

**524.3(2) *Application fee.*** An application for a motor carrier permit or motor carrier certificate shall be accompanied by the statutory application fee. This fee shall be paid by credit card or by cash, check or money order made payable to the Iowa Department of Transportation.

**524.3(3) *Supporting documents.*** An application for a motor carrier permit or motor carrier certificate must be accompanied by the following:

*a.* and *b.* No change.

*c.* ~~Form MCS 150, if the motor carrier does not have a~~ A U.S. DOT number if required by the Federal Motor Carrier Safety Administration.

*d.* and *e.* No change.

ITEM 4. Amend rule 761—524.4(325A) as follows:

**761—524.4(325A) Issuance of credentials.** When all requirements are met, the department shall issue the motor carrier permit or certificate. The motor carrier shall make a copy of the permit or certificate and carry it in each motor vehicle at all times. The copy may be in either a physical or an electronic format as prescribed by the department. The permit or certificate shall be available for display to any peace officer upon request.

ITEM 5. Amend rule 761—524.5(325A) as follows:

**761—524.5(325A) Duplicate motor carrier permit or motor carrier certificate.** Written requests for a duplicate motor carrier permit or motor carrier certificate shall be sent to the office of vehicle and motor carrier services. Requests shall include the carrier name, certificate number, or U.S. DOT number. Any motor carrier in good standing shall be issued a duplicate document upon payment of the required fee.

ITEM 6. Amend rule 761—524.6(325A) as follows:

**761—524.6(325A) Amendment to a motor carrier permit or certificate.**

**524.6(1) *Update to a motor carrier permit.*** To change the commodities being transported under a permit, an updated application must be submitted to the office of vehicle and motor carrier services.

The updated application shall include the permit number and the required fee for a duplicate permit. Transporting of commodities not listed on the permit shall not commence until a new permit or temporary permit has been issued and is carried in the vehicle.

**524.6(2) *Change of name or address for a motor carrier permit or certificate.*** Notification of a name or address change shall be sent to the office of vehicle and motor carrier services within 30 days after the change. Notification shall include the permit or certificate number, old name or address, new name or address, and the required fee.

ITEM 7. Amend subrule 524.7(2) as follows:

**524.7(2) *Self-insurance.*** In lieu of maintaining the above insurance, intrastate carriers that also operate interstate and have been approved by a federal agency to self-insure may apply to the department to self-insure by submitting a written request to the office of vehicle and motor carrier services. The written request shall include a copy of the federal agency's approval. The department shall allow self-insurance as long as a federal agency has approved the carrier to self-insure and the motor carrier provides the department with copies of any information required by that federal agency. The department must be notified immediately by the motor carrier if there is any change in the status of the self-insurance for interstate operation.

ITEM 8. Amend rule 761—524.8(325A) as follows:

**761—524.8(325A) Self-insurance for motor carriers of passengers.**

**524.8(1) *Applications for self-insurance.*** A motor carrier of passengers with more than 25 motor vehicles may request self-insurance by submitting a written request to the office of vehicle and motor carrier services. The written request shall include a copy of the most recent audited financial statement and a vehicle list.

**524.8(2) *Review by the department.*** The department may request additional information. The department shall deny the request to self-insure or suspend existing approval if the motor carrier fails to meet the self-insurance standard. Approval of self-insurance is continuous. However, the motor carrier shall annually file audited financial statements with the office of vehicle and motor carrier services within 60 days after the end of the motor carrier's fiscal year.

**524.8(3)** No change.

ITEM 9. Amend rule 761—524.11(325A) as follows:

**761—524.11(325A) Safety education seminar.**

**524.11(1)** No change.

**524.11(2) *Availability.*** The department shall provide an approved safety education seminar periodically. Information on the seminar schedule is available by mail from the Office of ~~Motor Vehicle Enforcement~~ Vehicle and Motor Carrier Services, Iowa Department of Transportation, P.O. Box ~~10473~~ 10382, Des Moines, Iowa ~~50306-0473~~ 50306-0382; in person at 6310 SE Convenience Blvd., Ankeny, Iowa; or by telephone at ~~(800)925-6469~~ (515)237-3268.

**524.11(3)** No change.

**524.11(4) *Exemption.*** Passenger carriers with vehicles not meeting the definition of a commercial vehicle as defined in Iowa Code section 321.1 are exempt from attending the safety education seminar and paying the seminar fee. A motor carrier certificate issued for such a carrier contains the statement: "limited to noncommercial vehicles only." If a motor carrier wishes to start operating vehicles that meet the definition of a commercial motor vehicle, the motor carrier must update its authority with the office of vehicle and motor carrier services. A motor carrier must pay the seminar fee and attend the seminar within six months of updating the certificate. A new motor carrier certificate removing the limitation would then be issued.

ITEM 10. Amend paragraph **524.12(1)"b"** as follows:

*b.* U.S. DOT number followed by the letters "IA;" if the motor carrier has been issued a number by the Federal Motor Carrier Safety Administration.

ITEM 11. Amend rule 761—524.15(325A) as follows:

**761—524.15(325A) Tariffs.**

**524.15(1) Requirements.** All motor carriers of household goods shall maintain on file with the office of vehicle and motor carrier services a tariff stating the rates and charges that apply for the services performed under the permit.

**524.15(2)** No change.

**524.15(3) Filing date.** All changes to tariffs and supplements must be filed with the office of vehicle and motor carrier services at least seven days prior to the effective date. Tariffs, supplements or adoption notices issued in connection with applications for motor carriers of household goods may become effective on the date the permits are issued.

**524.15(4) Copy to department.** To file a tariff with the office of vehicle and motor carrier services, motor carriers of household goods or their agents shall submit a transmittal letter listing all the enclosed tariffs and include one copy of each tariff, supplement or revised page.

**524.15(5) to 524.15(7)** No change.

**524.15(8) Tariff changes.** All rates and charges which have been filed with the office of vehicle and motor carrier services must be allowed to become effective and remain in effect for a period of at least seven days before being changed, canceled or withdrawn. All tariffs, supplements and revised pages shall indicate changes from the preceding issue by use of the following symbols:

(R) to denote reductions

(A) to denote increases

(C) to denote changes, the result of which is neither an increase nor a reduction.

The proper symbol must be shown directly in connection with each change.

**524.15(9)** No change.

**524.15(10) Application for special permission.** Motor carriers of household goods and agents when making application for permission to establish rates, charges, or rules of the tariff on less than the statutory seven days' notice shall use the form prescribed by the office of vehicle and motor carrier services.

**524.15(11) Powers of attorney and participation notices.**

a. No change.

b. The original power of attorney shall be filed with the office of vehicle and motor carrier services and a copy sent to the agent or motor carrier of household goods on whose behalf the document was issued.

c. No change.

**524.15(12) Nonconforming tariffs.** The office of vehicle and motor carrier services shall review tariffs that do not conform with subrules 524.15(1) to 524.15(11) to determine if ~~they~~ the tariffs contain the necessary information and ~~if they~~ are acceptable. Tariffs that are unacceptable shall be returned with an explanation.

ITEM 12. Amend rule 761—524.18(325A) as follows:

**761—524.18(325A) Hearings.** A person whose application for a motor carrier permit or certificate has been denied for a reason other than noncompliance with insurance requirements or whose motor carrier permit or certificate has been suspended or revoked for a reason other than noncompliance with insurance requirements may contest the decision in accordance with Iowa Code chapter 17A and 761—Chapter 13, ~~Iowa Administrative Code~~. The request for a hearing shall be submitted in writing to the director of the office of vehicle and motor carrier services. The request shall include, as applicable, the motor carrier's name, permit or certificate number, complete address and telephone number. The request must be submitted within 20 days after the date of the notice of suspension, revocation or denial.

DEPARTMENT OF TRANSPORTATION  
COMMISSION ORDER

Division/Bureau/Office Motor Vehicle Division Order No. M-2019-50  
Submitted by Melissa Spiegel Phone No. 515-237-3010 Meeting Date February 12, 2019  
Title Administrative Rules — 761 IAC 620, Operating While Intoxicated

**DISCUSSION/BACKGROUND:**

This proposed rule making amends Chapter 620 to align with existing legal authority and department practice. The proposed amendment conforms rule 761—620.3(321J) with 2018 Iowa Acts, House File 2338, which significantly altered the requirements for obtaining a temporary restricted license and installation of an ignition interlock device (IID) for operating while intoxicated (OWI) revocations.

A complete summary explaining the proposed amendments is included in the attached Notice of Intended Action.

The public comment period ended February 5. The department received comments from a law firm. The comments concerned the 2018 legislative requirement that a person applying for a temporary restricted license under Iowa Code chapter 321J must install an IID in all vehicles owned or operated. Clients of the law firm who did not commit an OWI are experiencing consequences of an OWI offender's actions if they happen to co-own a vehicle with the OWI offender by having to drive a vehicle with an IID installed due to the requirement to have an IID installed in all vehicles owned or operated. The proposed rule amendments comply with the 2018 legislation and any changes to the administrative rules to address "vehicles owned or operated" must first be amended in the Iowa Code.

**PROPOSAL/ACTION RECOMMENDATION:**

It is recommended that the Commission approve the rule amendments included in the attached Notice of Intended Action.

**COMMISSION ACTION:**

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

	Aye	Vote Nay	Pass
Fehrman	_____	_____	_____
Maher	_____	_____	_____
Paulsen	_____	_____	_____
Putney	_____	_____	_____
Rielly	_____	_____	_____
Rose	_____	_____	_____
Yanney	_____	_____	_____

\_\_\_\_\_  
Division  
Director

\_\_\_\_\_  
Legal

\_\_\_\_\_  
State Director

## TRANSPORTATION DEPARTMENT[761]

### Notice of Intended Action

#### **Proposing rule making related to a temporary restricted license and providing an opportunity for public comment**

The Department of Transportation hereby proposes to amend Chapter 620, “OWI and Implied Consent,” Iowa Administrative Code.

#### *Legal Authority for Rule Making*

This rule making is proposed under the authority provided in Iowa Code section 307.12.

#### *State or Federal Law Implemented*

This rule making implements, in whole or in part, Iowa Code chapter 321J as amended by 2018 Iowa Acts, House File 2338, sections 2 to 9.

#### *Purpose and Summary*

This proposed rule making updates Chapter 620 to align with existing legal authority and Department practice. The proposed amendment conforms rule 761—620.3(321J) with 2018 Iowa Acts, House File 2338, which significantly altered the requirements for obtaining a temporary restricted license (TRL) and installation of an ignition interlock device (IID) for operating while intoxicated (OWI) revocations.

Specifically, the legislation extended the requirement to install an IID as a condition of a TRL to a subset of OWI offenders who had not previously been required to install an IID as a condition of a TRL, for example, applicants whose test results demonstrated a blood-alcohol content of .08 to .10. The legislation also removed the periods of ineligibility for most OWI offenses so that an applicant no longer must wait a specified period of time after committing an OWI offense before the applicant may apply for a TRL. Finally, the legislation removed the driving location restrictions for an applicant obtaining a TRL authorized under Iowa Code chapter 321J.

The proposed amendment also reflects a new TRL application form number and conforms the rule to requirements in Iowa Code chapter 321J requiring an IID to be installed in all vehicles owned or operated by the applicant as a condition of the TRL.

#### *Fiscal Impact*

This rule making has no fiscal impact to the State of Iowa.

#### *Jobs Impact*

After analysis and review of this rule making, no impact on jobs has been found.

#### *Waivers*

Any person who believes that the person’s circumstances meet the statutory criteria for a waiver may petition the Department for a waiver under 761—Chapter 11.

#### *Public Comment*

Any interested person may submit written comments concerning this proposed rule making or may submit a written request to make an oral presentation at a public hearing. Written comments or requests to present oral comments in response to this rule making must be received by the Department no later than 4:30 p.m. on February 5, 2019. Comments should be directed to:



Tracy George  
Department of Transportation  
DOT Rules Administrator, Strategic Communications and Policy  
800 Lincoln Way  
Ames, Iowa 50010  
Email: [tracy.george@iowadot.us](mailto:tracy.george@iowadot.us)

### *Public Hearing*

A public hearing to hear requested oral presentations will be held as follows:

February 7, 2019  
3 p.m.

Department of Transportation  
Motor Vehicle Division  
6310 SE Convenience Boulevard  
Ankeny, Iowa

Persons who wish to make oral comments at the public hearing may be asked to state their names for the record and to confine their remarks to the subject of this proposed rule making.

Any persons who intend to attend the public hearing and have special requirements, such as those related to hearing or mobility impairments, should contact Tracy George, the Department's rules administrator, and advise of specific needs.

The public hearing will be canceled without further notice if no oral presentation is requested.

### *Review by Administrative Rules Review Committee*

The Administrative Rules Review Committee, a bipartisan legislative committee which oversees rule making by executive branch agencies, may, on its own motion or on written request by any individual or group, review this rule making at its [regular monthly meeting](#) or at a special meeting. The Committee's meetings are open to the public, and interested persons may be heard as provided in Iowa Code section 17A.8(6).

The following rule-making action is proposed:

Amend rule 761—620.3(321J) as follows:

#### **761—620.3(321J) Issuance of temporary restricted license.**

##### **620.3(1) Eligibility and application.**

*a.* The department may issue a temporary restricted license to a person who is eligible under and for the purposes listed in Iowa Code section 321J.4 (except subsection 8), 321J.9, 321J.12 or 321J.20 chapter 321J. The department shall not issue a temporary restricted license to a person ~~who has a current suspension or revocation for any other reason, or~~ who is otherwise ineligible.

*b.* To apply for a temporary restricted license, an applicant shall, at any time before or during the revocation period, submit application Form ~~430400~~ 430400 to driver and identification services at the address in 761—620.2(321J). The application form should be furnished by the arresting officer. It may also be obtained upon oral or written request to driver and identification services ~~or by submitting Form 432018 to driver and identification services with the appropriate box checked.~~

~~*c.* A temporary restricted license issued for employment may include permission for the licensee to transport dependent children to and from a location for child care when that activity is essential to continuation of the licensee's employment.~~

~~*d. c.*~~ *c.* A temporary restricted license issued for any purpose may include permission for the licensee to participate in the sobriety and drug monitoring program established pursuant to Iowa Code chapter 901D. For purposes of this chapter, a sobriety and drug monitoring program means the sobriety and drug monitoring program established pursuant to Iowa Code chapter 901D. If the licensee is required to participate in and comply with the sobriety and drug monitoring program as a condition of the license, the

licensee shall notify the department of the jurisdiction to which the licensee is reporting in compliance with the program.

~~620.3(2)~~ *Statements.* A person applying for a temporary restricted license shall submit all of the following statements that apply to the person's situation. Each statement shall explain the need for the license and shall list specific places and times for the activity which can be verified by the department.

~~a.~~ A statement from the person's employer unless the person is self-employed including, when applicable, verification that the person's use of a child care facility is essential to the person's continued employment.

~~b.~~ A statement from the person.

~~c.~~ A statement from the health care provider if the person or the person's dependent requires continuing health care.

~~d.~~ A statement from the educational institution in which the person is enrolled.

~~e.~~ A statement from the substance abuse treatment program in which the person is participating.

~~f.~~ A copy of the court order for community service and a statement describing the assigned community service from the responsible supervisor.

~~g.~~ A statement from the child care provider.

~~620.3(3)~~ ~~620.3(2)~~ *Additional requirements.* A person applying for a temporary restricted license shall also comply with all of the following requirements:

~~a.~~ Provide a description of all motor vehicles ~~to be~~ owned or operated under the temporary restricted license.

~~b.~~ Submit proof of financial responsibility under Iowa Code chapter 321A for all motor vehicles ~~to be~~ owned or operated under the temporary restricted license.

~~c.~~ Provide certification of installation of an approved ignition interlock device on every motor vehicle owned or operated.

~~d.~~ No change.

~~620.3(4)~~ ~~620.3(3)~~ *Issuance and restrictions.*

~~a. and b.~~ No change.

~~620.3(5)~~ ~~620.3(4)~~ *Denial.* A person who has been denied a temporary restricted license or who contests the restrictions imposed by the department may request an informal settlement conference by submitting a written request to the director of driver and identification services at the address given in 761—620.2(321J). Following an unsuccessful informal settlement or instead of that procedure, the person may request a contested case hearing in accordance with rule 761—620.4(321J).

DEPARTMENT OF TRANSPORTATION  
COMMISSION ORDER

Division/Bureau/Office Strategic Performance Division Order No. SP-2019-51  
Submitted by Matt Haubrich Phone No. 515-233-7902 Meeting Date February 12, 2019  
Title Project Prioritization Weighting (2020-2024 Highway Program)

**DISCUSSION/BACKGROUND:**

For the development of the 2020-2024 Highway Program, the Commission will utilize a Project Prioritization Tool as an input in the project review process. In December, the Commission participated in a weighting workshop and identified the following criteria weights for use in the tool:

- Bridge: 15 percent
- Pavement: 16 percent
- Traffic: 15 percent
- Safety: 18 percent
- Freight: 12 percent
- Roadway classification: 10 percent
- Mobility: 14 percent

**PROPOSAL/ACTION RECOMMENDATION:**

It is recommended the Commission approve the use of the criteria weights listed above for the Project Prioritization Tool to be used for the development of the 2020-2024 Highway Program.

**COMMISSION ACTION:**

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

	Aye	Vote Nay	Pass
Fehrman	_____	_____	_____
Maher	_____	_____	_____
Paulsen	_____	_____	_____
Putney	_____	_____	_____
Rielly	_____	_____	_____
Rose	_____	_____	_____
Yanney	_____	_____	_____

\_\_\_\_\_  
Division  
Director

\_\_\_\_\_  
Legal

\_\_\_\_\_  
State Director



DEPARTMENT OF TRANSPORTATION  
COMMISSION ORDER

Division/Bureau/Office Planning, Programming and Modal Division  
Office of Aviation Order No. PPM-2019-52  
Submitted by Shane Wright Phone No. 515-239-1048 Meeting Date February 12, 2019  
Title Federal Fiscal Year (FFY) 2020 Federal Aviation Administration Funding Preapplications

**DISCUSSION/BACKGROUND:**

The Office of Aviation requests the Iowa Transportation Commission approve the submittal of FFY 2020 FAA funding preapplications prepared by Iowa airports that are eligible for federal funding. The list of preapplications is attached.

Preapplications will be submitted to FAA for review and action.

**PROPOSAL/ACTION RECOMMENDATION:**

It is recommended the Commission approve the submittal of the FAA funding preapplications as presented.

**COMMISSION ACTION:**

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

	Aye	Vote Nay	Pass
Fehrman	_____	_____	_____
Maher	_____	_____	_____
Paulsen	_____	_____	_____
Putney	_____	_____	_____
Rielly	_____	_____	_____
Rose	_____	_____	_____
Yanney	_____	_____	_____

\_\_\_\_\_  
Division  
Director

\_\_\_\_\_  
Legal

\_\_\_\_\_  
State Director

## FFY 20 Federal Airport Improvement Program Preapplications

Safety projects			
Airport	Project description	90 percent federal level	Total amount
Bloomfield Municipal	Eliminate West Pond	\$194,400	\$216,000
Iowa City Municipal	Runway 12/30 Approach Surface Obstruction Mitigation	\$234,000	\$260,000
	<b>Total safety projects</b>	<b>\$428,400</b>	<b>\$476,000</b>

Planning projects			
Airport	Project description	90 percent federal level	Total amount
Algona Municipal	Design and Approach Survey for Runway 12/30 Displacement and Safety Area	\$153,000	\$170,000
Cherokee Regional	Partial Parallel Taxiway, Apron to Runway 36 (Design Only)	\$162,000	\$180,000
Iowa Falls Municipal	Rehabilitate Runway 13/31 (Design)	\$193,500	\$215,000
Maquoketa Municipal	Extend Runway 15 (Design)	\$178,650	\$198,500
Mount Pleasant Municipal	Environmental Assessment for Runway 33 Extension	\$135,000	\$150,000
Perry Municipal	Runway 14/32 Paving Design	\$202,500	\$225,000
Rockwell City Municipal	Environmental Assessment for South End Improvements	\$81,000	\$90,000
Sioux County Regional	Terminal Area Study & Plan Update	\$67,500	\$75,000
Iowa DOT	Pavement Condition Study	\$311,788	\$346,432
Iowa DOT	Economic Impact Study	\$297,000	\$330,000
	<b>Total planning projects</b>	<b>\$1,781,938</b>	<b>\$1,979,932</b>

Maintenance and development projects			
Airport	Project description	90 percent federal level	Total amount
Ames Municipal	Electrical Vault & Terminal Demolition	\$360,000	\$400,000
Ankeny Regional	Taxiway D Apron Grading and Paving	\$524,745	\$583,050
Carroll Municipal	Pavement Maintenance Runway 3/21 & Connecting Taxiway & Terminal Apron	\$288,000	\$320,000
Centerville Municipal	Runway 16/34 Electrical Rehabilitation	\$429,300	\$477,000
Chariton Municipal	Airfield Pavement Rehabilitation	\$249,787	\$277,541
Chariton Municipal	Jet-A Fueling Facility	\$238,500	\$265,000
Charles City Municipal	Reconstruct Partial Parallel Taxiway	\$1,890,000	\$2,100,000
Clarinda Municipal	Acquire Snow Removal Equipment	\$225,000	\$250,000
Clarion Municipal	Runway & Taxiway Lighting Improvements	\$321,300	\$357,000
Creston Municipal	Runway 16/34 Pavement Rehabilitation	\$3,060,000	\$3,400,000
Decorah Municipal	Entrance Road Reconstruction	\$286,200	\$318,000
Estherville Municipal	Partial Parallel Taxiway (Runway 34 to Existing Connector Taxiway)	\$660,960	\$734,400
Fairfield Municipal	Airfield Pavement Rehabilitation	\$531,000	\$590,000
Fort Dodge Regional	Runway 6/24 & Runway 12/30 Rehabilitation	\$648,000	\$720,000
Fort Dodge Regional	Taxiways B, D, and E Surface Seal Coat	\$291,510	\$323,900
Fort Dodge Regional	Reconstruct Taxiway B West	\$1,019,160	\$1,132,400
Harlan Municipal	Apron Rehabilitation	\$383,976	\$426,640
Iowa City Municipal	Runway 25 Threshold Relocation	\$279,000	\$310,000
Knoxville Municipal	Expand Apron	\$753,300	\$837,000
Knoxville Municipal	Construct Connector Taxiway	\$494,460	\$549,400
Le Mars Municipal	Rehabilitate Runway 18/36	\$285,300	\$317,000
Marshalltown Municipal	Storage Hangar Construction	\$550,000	\$1,105,000
Mason City Municipal	Reconstruct Taxiway Lighting	\$360,000	\$400,000
Muscatine Municipal	Taxiway Reconstruction Phase One	\$990,720	\$1,100,800

Osceola Municipal	Construct Parallel Taxiway to End 36	\$1,109,835	\$1,233,150
Ottumwa Regional	Runway 4/22 and Taxiway Crack Cleaning and Slurry Sealing	\$442,746	\$491,940
Red Oak Municipal	Pavement Maintenance on Connecting Taxiways and Apron	\$108,000	\$120,000
Shenandoah Regional	Runway 4/22 and 12/30 Pavement Maintenance	\$262,800	\$292,000
Sioux County Regional	Acquire Snow Removal Equipment	\$270,000	\$300,000
Storm Lake Municipal	Lighting Replacement - Runway 13/31 and Taxiway	\$510,570	\$567,300
Vinton Municipal	Runway 9/27 Rehabilitation	\$414,000	\$460,000
Webster City Municipal	Reconstruct Partial Parallel Taxiway	\$761,170	\$845,745
	<b>Total maintenance and development projects</b>	<b>\$18,999,339</b>	<b>\$21,604,266</b>
<b>Land acquisition projects</b>			
<b>Airport</b>	<b>Project description</b>	<b>90 percent federal level</b>	<b>Total amount</b>
Bloomfield Municipal	Land Acquisition	\$261,900	\$291,000
Lamoni Municipal	Land Acquisition	\$216,000	\$240,000
Manchester Municipal	Land Acquisition for Airport Runway Protection Zone and Safety Areas	\$434,016	\$482,240
Pocahontas Municipal	Land Acquisition for Runway 12/30 Clearances	\$495,225	\$550,250
South Central Regional	Land Acquisition	\$773,199	\$854,665
South Central Regional	Land Acquisition	\$255,659	\$284,065
South Central Regional	Land Acquisition	\$441,959	\$491,065
South Central Regional	Land Acquisition	\$922,088	\$1,024,611
South Central Regional	Land Acquisition	\$396,944	\$441,049
Tipton Municipal	Land Acquisition	\$255,285	\$309,150
West Union Municipal	Land Acquisition	\$108,000	\$120,000
	<b>Total land acquisition projects</b>	<b>\$4,560,275</b>	<b>\$5,088,095</b>
<b>55 Total projects</b>	<b>Total preapplications</b>	<b>\$25,769,952</b>	<b>\$29,148,293</b>