

# Guide and / or I.M. Revision Notice

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

**Date:** April 24, 2018

**From:** Office of Local Systems

**Revision Notice Number:** 2018\_02

The Federal-aid Project Development Guide (Guide) and / or Instructional Memorandums to Local Public Agencies (I.M.s) have been revised as indicated below. This revision notice identifies all new or revised documents and includes a summary of the significant changes. Where appropriate, it also references the existing Project Development Information Packet (Packet) or County Engineers I.M. documents that have been replaced or superseded.

The Iowa DOT does not provide paper copies of the Guide or I.M.s. Since these documents are updated frequently, we recommend using the on-line version of the [Guide and I.M.s](#) for reference.

If you have any questions concerning these revisions, please contact Nicole Fox [nicole.fox@iowadot.us](mailto:nicole.fox@iowadot.us) or 515-239-1506.

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

Document Title or I.M Number	Summary of Significant Revision(s)
<a href="#">I.M. Table of Contents</a> April 24, 2018	The I.M. Table of Contents has been revised to reflect new or revised I.M.s, as indicated below.
<a href="#">I.M. 2.020</a> Highway Bridge Programs for Cities and Counties April 24, 2018	This I.M. has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> <li>• The title was changed from Federal and State Bridge Programs to Highway Bridge Programs for Cities and Counties</li> <li>• Updated the language on what is eligible, after discussions with American Public Works Association, Iowa Chapter, and the Iowa County Engineers Association.</li> </ul>
<a href="#">I.M. 2.020, Att. A (word)</a> City Bridge Priority Point Rating Spreadsheet April 24, 2018	The content of this Attachment did not change. It was made fillable in Microsoft Word.
<a href="#">I.M. 2.020, Att. B (word)</a> County Bridge Priority Point Rating Spreadsheet April 24, 2018	The content of this Attachment did not change. It was made fillable in Microsoft Word.
<a href="#">I.M. 2.120</a> Bridge Inspections April 24, 2018	This I.M. has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> <li>• The title was changed from Federal and State Bridge Programs to Highway Bridge Programs for Cities and Counties</li> </ul>
<a href="#">I.M. 2.120, Att. A (word)</a> Bridge Scour Stability Worksheet - Level A Evaluation April 24, 2018	The content of this Attachment did not change. It was made fillable in Microsoft Word.
<a href="#">I.M. 2.120, Att. D (word)</a> Scope of Services for NBI Bridge Inspection Services April 24, 2018	The content of this Attachment did not change. It was made fillable in Microsoft Word.

<p><a href="#">I.M. 2.120, Att. H (word)</a> Unknown Foundations Guidance, Flowchart, Risk Assessment, Worksheet, and Plan of Action (POA) April 24, 2018</p>	<p>The content of this Attachment did not change. It was made fillable in Microsoft Word.</p>
<p><a href="#">I.M. 2.120, Att. J (word)</a> Quality Assurance Field Review Worksheet April 24, 2018</p>	<p>The content of this Attachment did not change. It was made fillable in Microsoft Word.</p>
<p><a href="#">I.M. 3.210</a> Rural Design Guidelines April 24, 2018</p>	<p>This I.M. has been updated. Substantive changes from the previous version include the following:</p> <ul style="list-style-type: none"> <li>• Added that Swap projects must use these guidelines, but the DOT will not provide any review of the proposed design values, unless requested by the LPA.</li> </ul>
<p><a href="#">I.M. 3.213</a> Traffic Barriers (Guardrail and Bridge Barrier Rail) April 24, 2018</p>	<p>This I.M. has been updated. Substantive changes from the previous version include the following:</p> <ul style="list-style-type: none"> <li>• Clarified that Federal-aid will participate in guardrail and bridge barrier rail, and that also Swap, FM or local funds can pay for it as well.</li> </ul>
<p><a href="#">I.M. 3.405</a> Preliminary Plans April 24, 2018</p>	<p>This I.M. has been updated. Substantive changes from the previous version include the following:</p> <ul style="list-style-type: none"> <li>• Clarified that preliminary plan reviews are not required for Swap projects, and the DOT will not review design criteria for Swap projects, but recommends that the LPA document any design features that do not meet the current design guidelines.</li> </ul>
<p><a href="#">I.M. 3.505</a> Check and Final Plans April 24, 2018</p>	<p>This I.M. has been updated. Substantive changes from the previous version include the following:</p> <ul style="list-style-type: none"> <li>• Added that the DOT will not review design criteria for Swap projects, but recommends that the LPA document any design features that do not meet the current design guidelines.</li> <li>• Added a statement about Hydraulic Reviews being requested, if desired by the LPA.</li> </ul>
<p><a href="#">I.M. 3.505, Att. A</a> Check and Final Plan Guidelines April 24, 2018</p>	<p>The Attachment to this I.M. has been updated. Substantive changes from the previous version include the following:</p> <ul style="list-style-type: none"> <li>• Added that Swap funds can be used for delivery and stockpiling of salvaged materials, but Federal-aid and State-aid do not participate in these items.</li> </ul>
<p><a href="#">I.M. 3.505, Att. B (word)</a> Check and Final Plan Checklist April 24, 2018</p>	<p>The Attachment to this I.M. has been updated. Substantive changes from the previous version include the following:</p> <ul style="list-style-type: none"> <li>• Moved a Federal-aid item to the bottom of the checklist.</li> <li>• Added clarification that utility notices are required 90 days before the utility must move.</li> <li>• This checklist is now required.</li> </ul>
<p><a href="#">I.M. 3.670, Att. A</a> Work on Railroad ROW Flowchart April 24, 2018</p>	<p>The Attachment to this I.M. has been updated. Substantive changes from the previous version include the following:</p> <ul style="list-style-type: none"> <li>• Removed the railroad data sheets reference, as these are no longer created.</li> <li>• Removed the reference to notification of upcoming lettings to railroads.</li> </ul>

<p><a href="#">I.M. 3.750</a> Project Development Certification Instructions April 24, 2018</p>	<p>This I.M. has been updated. Substantive changes from the previous version include the following:</p> <ul style="list-style-type: none"> <li>• Added Environmental and Cultural Resources certification to this I.M. and the Project Development Certification Form (<a href="#">Form 730002</a>).</li> </ul>
<p><a href="#">I.M. 3.750, Att. A</a> Project Development Certification Process Flowchart April 24, 2018</p>	<p>The Attachment to this I.M. has been updated. Substantive changes from the previous version include the following:</p> <ul style="list-style-type: none"> <li>• Updated the Flowchart to show that the Waiver Valuation Provision can be used for uncomplicated acquisitions up to \$25,000.</li> </ul>
<p><a href="#">I.M. 3.750, Att. B</a> Sample Project Development Certification Form April 24, 2018</p>	<p>The Attachment to this I.M. has been updated. Substantive changes from the previous version include the following:</p> <ul style="list-style-type: none"> <li>• Updated the example using the new form (<a href="#">Form 730002</a>).</li> </ul>