Guide and / or I.M. Revision Notice

To: Cities, Counties, and Consultants

Date: August 7, 2020

From: Local Systems Bureau

Revision Notice Number: 2020-04

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it also references the existing Project Development Information Packet (Packet) documents that have been replaced or superseded.

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

If you have any questions concerning these revisions, please contact Nicole Moore at nicole.moore@iowadot.us or 515-239-1506.

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

Document Title or I.M. Number	Summary of Significant Revision(s)
I.M. Table of Contents August 7, 2020	The I.M. Table of Contents has been revised to reflect new or revised I.M. numbers, as indicated below.
I.M. 1.020 References to the Iowa Code August 7, 2020	This I.M. has been updated. Substantive changes from the previous version include the following: • Minor clarifications and code section updates.
I.M. 1.150 Federal-aid Swap Program August 7, 2020	This is a new I.M.
I.M. 1.150, Att. A Federal-aid Swap Policy Approved by the Iowa DOT Commission February 13, 2018 August 7, 2020	This is a new Attachment to the I.M.
I.M. 2.050 Procedure to Amend a County Secondary Road Construction Program and Budget August 7, 2020	This I.M. has been updated. Substantive changes from the previous version include the following: • Minor updates and fixed a reference to an Iowa Code section.
I.M. 2.050, Att. A Example of Resolution to Add, Modify, or Advance a Project August 7, 2020	This I.M. has been updated. Substantive changes from the previous version include the following: • Updated for TPMS 2020 changes.
I.M. 3.010, Att. A Submittal Dates for Non-Federal-aid Local Public Agency projects let by the Iowa DOT August 7, 2020	This I.M. has been updated. Substantive changes from the previous version include the following: • Corrected submittal dates for 2022 letting dates.
I.M. 3.700, Att. B (word) Check and Final Plan Checklist August 7, 2020	This I.M. has been updated. Substantive changes from the previous version include the following: • Added a check box for making sure that multiple funding agreements were uploaded to TPMS, and funding amounts are listed.

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I.M. 6.000, Att. D Local Public Agency Construction Contract Administration Guidance August 7, 2020	This I.M. has been updated. Substantive changes from the previous version include the following: • Added e-tickets as a discussion item for the Preconstruction Conference • Added guidance on Change Orders and review by the Field Technician.
I.M. 6.110, Att. E (word) Pre-audit/Project Review Close-out Checklist for Local Public Agency Projects August 7, 2020	This I.M. has been updated. Substantive changes from the previous version include the following: • Moved the checkbox for completing the Form 107 to show a new bridge, from Attachment E to Attachment F. It is not something that needs to go in Doc Express, nor does it need audited/reviewed. It simply needs completed for all bridge projects and sent to Jodi Clement as the form states.
I.M. 6.110, Att. F (word) Pre-audit/Project Review Close-out Checklist for Local Public Agency Projects August 7, 2020	This I.M. has been updated. Substantive changes from the previous version include the following: • Moved the checkbox for completing the Form 107 to show a new bridge, from Attachment E to Attachment F. It is not something that needs to go in Doc Express, nor does it need audited/reviewed. It simply needs completed for all bridge projects and sent to Jodi Clement as the form states.