From: Nordholm, Gail [DOT]
To: Nordholm, Gail [DOT]
Subject: Guide and / or I.M. Revision Notice 2010-01
Date: Monday, April 26, 2010 10:15:00 AM

TO: County Engineers, City Representatives, and Consultants

CC: District Local Systems Engineers, Service Bureau,
Systems Planning, Local Systems, Joe Jurasic, FHWA

FROM: Office of Local Systems

SUBJECT: Guide and / or I.M. Revision Notice 2010-01

DATE: April 26, 2010

The Federal-aid Project Development Guide (Guide) and / or Instructional Memorandums to Local Public Agencies (I.M.s) have been revised. For additional information and instructions please refer to the revision notice located at:

http://www.iowadot.gov/local_systems/publications/im/rev_2010-01.pdf

If you have any questions, **please do not reply to this note**. Instead, you may contact me as shown below.

Thank you,

Donna Buchwald, P.E.
Deputy Director, Office of Local Systems
Iowa Department of Transportation
515-239-1051 Donna.Buchwald@dot.iowa.gov

Some of the documents referenced above are in Adobe Acrobat's Portable Document Format (PDF). If you do not have the Adobe Acrobat Reader software, you can download it free of charge at: http://www.adobe.com/products/acrobat/readstep.html.

Mailings are available at the Local Systems Weekly Mailing web address

http://www.iowadot.gov/local_systems/mailing/main_mailing.htm

Guide and / or I.M. Revision Notice

To: Cities, Counties, and Consultants **Date:** April 22, 2010

From: Office of Local Systems **Revision Notice Number:** 2010-01

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existing Project Development Information Packet (Packet) or County Engineers I.M. documents that have been replaced or superseded.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. However, if you prefer using paper copies, all new or revised documents have been included in this file for convenient printing. If you maintain a paper copy of these documents, please remove the old documents and replace them with the new documents. Note: This file is designed for double-sided printing; therefore, all documents with an odd number of pages will be followed by a blank page.

For more information and additional download options, refer to the Guide and I.M.s web page. If you have any questions concerning these revisions, please contact Donna Buchwald Donna.Buchwald@dot.iowa.gov or 515-239-1051.

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

Document Title or I.M Number	Summary of Significant Revision(s)
I.M. Table of Contents April 22, 2010	The I.M. Table of Contents has been revised to reflect new or revised I.M.s, as indicated below.
I.M. 3.005 Project Submittal Dates and Information April 22, 2010	This I.M. has been revised. Substantive changes from the previous guidance include the following: • The table of submittal dates was updated to extend through the December 2012 letting. Guidance for requesting reimbursement of indirect costs was added.

Instructional Memorandums To Local Public Agencies
Table of Contents

Some I.M.s are written either to counties or cities; others are written to both counties and cities. The intended audience is indicated in the "To:" field of the I.M. as well as the Table of Contents below. Many of the I.M.s are referenced by the Federal-aid Project Development Guide (Guide). These I.M.s are marked with an asterisk (*). For more information about the relationship between the Guide and I.M.s, refer to the Guide and I.M.s web page.

Note: The I.M.s are currently in the process of being transitioned into a new format and numbering system. New or updated I.M.s will use the new format. Existing I.M.s will remain in the old format until they are revised or updated. Some of the I.M.s are not yet complete, as shown in light grey text. Some incomplete I.M.s will be based on an existing Project Development Information Packet document, some will be based on an existing County Engineers I.M. that will be renumbered, and some will include entirely new content. Where applicable, a reference and link to the existing Packet document or County Engineers I.M. is provided.

No.	Subject	Revision Date	Written To
Chapter 1 – General Information			
Section 1.0 -- General			
1.010	County Road Embargoes on the Iowa Detour and Road Embargo Map	November 2001	Counties
1.020	Pavement Friction Evaluation Program	August 2003	Counties
1.030	Ordering Forms and Supplies From the Iowa Department of Transportation	November 2001	Both
1.050	Manuals, Guides and Instructional Information Available to Counties	December 2002	Both
1.070*	Title VI and Nondiscrimination Requirements	February 21, 2008	Both
1.080*	ADA Requirements	February 21, 2008	Both
	Attachment A – Sample Curb Ramp Transition Plan (Word)	February 21, 2008	Both
Section 1.1 -- References			
1.120	References to the Iowa Code	August 2003	Counties
Chapter 2 – Administration			
Section 2.0 -- Finance			
2.010	Transfer of Local Secondary Road Use Tax Funds to the Farm-to-Market Fund	November 2001	Counties
	Attachment A - Local to FM Fund Transfer Resolution (Word)	November 2001	Counties
2.020	Federal and State Bridge Replacement and Rehabilitation Programs	August 2004	Counties
2.030	Transfer of Farm-to-Market Funds to the Local Secondary Road Fund	April 12, 2007	Counties
2.040	Temporary Allocation of Farm-to-Market Funds	November 2001	Counties
2.050	Procedure to Change a County Secondary Road Construction Program (see I.M. 3.11, dated March 2003)	(future)	Counties
	Attachment A – Add FM or Local Project Resolution (see attachment to I.M. 3.11, dated March 2003) (Word)	(future)	Counties
	Attachment B - Advance Local Project Resolution (see attachment to I.M. 3.11, dated March 2003) (Word)	(future)	Counties
2.071	Secondary Road Budget Accounting Code Series	July 2005	Counties
Section 2.1 -- Maintenance			
2.110	Maintenance of County Roads at Intersections, Interchanges, and Grade Separations with the Primary Highway System	June 1998	Counties
2.120	Bridge Inspections	(future)	Both

No.	Subject	Revision Date	Written To
Section 2.2 -- Traffic Service and Control			
2.210	Engineering and Traffic Investigations – Speed Limit Study	March 2002	Counties
	Attachment A - Speed Restriction Ordinance (Word)	March 2002	Counties
	Attachment B - Amendment to Speed Restriction Ordinance (Word)	March 2002	Counties
	Attachment C - Resolution for Establishing Speed Limits (Word)	March 2002	Counties
2.220	Establishing and Signing Area Service B and Area Service C Roads	January 2004	Counties
	Attachment A - Area Service "B" Ordinance (Word)	March 2002	Counties
	Attachment B - Area Service "B" Resolution (Word)	March 2002	Counties
	Attachment C - Area Service "C" Ordinance (Word)	January 2004	Counties
	Attachment D - Area Service "C" Resolution (Word)	January 2004	Counties
2.230	Signing for Low Cost Stream Crossings	June 2002	Counties
	Attachment A - Resolution for Low-Water Stream Crossing (Word)	June 2002	Counties
2.240	Iowa DOT Traffic Counts	(future)	Both
Section 2.3 -- Agreements			
2.310	Construction Agreements Between City and County on Secondary Road Extensions	April 2002	Both
	Attachment A - Resolution for Construction Agreement between City and County on Secondary Road Extensions (Word)	April 2002	Both

Chapter 3 – Project Development

Section 3.0 -- General			
3.002*	Federal-aid Project Scheduling	February 16, 2007	Both
3.005*	Project Development Submittal Dates and Information	April 22, 2010	Both
3.010	Project Development Outline -- Federal-Aid Funding (BRS, BHS, BROS, BHOS, STS-S, STP-A, STP-E, STP-ES)	February 2002	Both
3.020	Project Development Outline -- Farm-to-Market Funding (FM)	February 2002	Counties
3.030	Project Development Outline -- Local Funding (L)	February 2002	Both
3.050*	In-Kind Contributions	April 12, 2007	Both
3.060	Project Numbers (see I.M. 3.14, dated December 2002)	(future)	Both
Section 3.1 -- Environmental Reviews and Permits			
3.105*	Concept Statement Instructions (see Packet, Index No. 6, Concept Statement Instructions)	(future)	Both
	Attachment A – Example Concept Statement	(future)	Both
3.110*	Environmental Data Sheet Instructions (see Packet, Index No. 6, Environmental Datasheet Instructions)	(future)	Both
	Attachment A – Example Environmental Data Sheet	(future)	Both
3.112*	FHWA Environmental Concurrence Process (see Packet, Index No. 6, NEPA Project Classification Process)	(future)	Both
	Attachment A - Environmental Concurrence Process Overview (see Packet, Flowcharts, Chart No. 6 – Environmental Process Overview)	(future)	Both
	Attachment B - Environmental Assessment / FONSI Process (see Packet, Flowcharts, Chart No. 6A – Environmental Assessment / FONSI Process)	(future)	Both
	Attachment C - Environmental Impact Statement / ROD Process (see Packet, Flowcharts, Chart No. 6B – Environmental Impact Statement / ROD Process)	(future)	Both
	Attachment D - Section 106 Process (see Packet, Flowcharts, Chart No. 6C – Section 106 Process)	(future)	Both
	Attachment E - Section 4(f) Process (see Packet, Flowcharts, Chart No. 6D – Section 4(f) Process)	(future)	Both

No.	Subject	Revision Date	Written To
3.114*	Cultural Resource Regulations (see Packet, Index No. 6, Cultural Resource Regulations)	(future)	Both
3.120*	Farmland Protection Policy Act Guidelines (see Packet, Index No. 6, Farmland Protection Policy Act Guidelines)	(future)	Both
	Attachment A - Farmland Protection Policy Act Process Flowchart (see Packet, Flowcharts, Chart No. 6E – Farmland Protection Policy Act Process)	(future)	Both
3.130*	404 Permit Process	March 26, 2008	Both
	Appendix A – 404 Permit Checklist	March 26, 2008	Both
3.140*	Storm Water Permits	February 21, 2008	Both
	Attachment A – Sample Pollution Prevention Plan (Word)	February 21, 2008	Both
3.150*	Highway Improvements in the Vicinity of Airports or Heliports	December 3, 2007	Both
3.160*	Asbestos Inspection, Removal, and Notification Requirements	April 12, 2007	Both
	Attachment A – Notification of Demolition form (Word)	April 12, 2007	Both
Section 3.2 -- Design Guidelines and Exceptions			
3.205*	Urban Design Guidelines (see Packet, Index No. 5, Application of Design Criteria, Urban Design Aids, Alternative Urban Design Guides, and Design Exception Process for City Federal-aid Projects)	(future)	Cities
3.210*	Rural Design Guidelines	March 26, 2008	Counties
3.211	Rehabilitation of Existing Surfaces	November 2001	Counties
3.213*	Traffic Barriers (Guardrail and Bridge Rail)	November 2001	Both
3.214*	3R Guidelines	March 26, 2008	Both
3.215*	Clear Zone Guidelines	March 26, 2008	Both
3.216*	Economic Analysis (Benefit-to-Cost Ratio)	October 2001	Counties
3.218*	Design Exception Process	December 2002	Counties
	Attachment A – Design Exception Process Flowchart (see Packet, Flowcharts, Chart No. 4 – Design Exception Process)	(future)	Both
3.220*	Design Exception Information for Bridges Narrower than Approach Pavement (see I.M. 3.132, dated February 2002)	(future)	Both
Section 3.3 -- Consultant and In-House Design			
3.305*	Federal-aid Participation in Consultant Costs	August 29, 2006	Both
	Attachment A – Federal-Aid Consultant Checklist	August 29, 2006	Both
	Attachment B – Guidelines for Federal-Aid Consultant Contracts	August 29, 2006	Both
	Attachment C – Payment Methods	August 29, 2006	Both
	Attachment D – Sample Consultant Contract (Word)	August 29, 2006	Both
3.310*	Federal-aid Participation in In-House Services	December 11, 2008	Both
3.315	Farm-to-Market Funded Consultant Contracts	(future)	Counties
Section 3.4 -- Preliminary Design			
3.405*	Preliminary Plans (see I.M. 3.12, dated June 2002)	(future)	Both
	Attachment A – Preliminary Plan Guidelines (see Packet, Index No. 7, Preliminary Plan Guidelines)	(future)	Both
	Attachment B – Preliminary Plan Checklist (see Packet, Index No. 7, Preliminary Plan Checklist)	(future)	Both
	Attachment C – Preliminary Plan Process Flowchart (see Packet, Flowcharts, Chart No. 7 – Preliminary Plan Process)	(future)	Both
3.410*	Preliminary Bridge or Culvert Plans (see I.M. 3.131, dated May 2003)	(future)	Both
Section 3.5 -- Final Design			
3.505*	Check and Final Plans	February 16, 2007	Both

No.	Subject	Revision Date	Written To
	Attachment A – Check and Final Plan Guidelines	February 16, 2007	Both
	Attachment B – Check and Final Plan Checklist	February 16, 2007	Both
	Attachment C – Check and Final Plan Process Flowchart	February 16, 2007	Both
3.510*	Check and Final Bridge or Culvert Plans	February 16, 2007	Both
	Attachment A – Bridge or Culvert Plan Supplementary Checklist	February 16, 2007	Both
3.520*	Electronic Bid Item Information (see Packet, Index No. 8, BIAS 2000 Information)	(future)	Both
Section 3.6 -- Right-of-Way, Utilities, and Railroads			
3.605*	Right-of-Way Acquisition	June 18, 2007	Both
	Attachment A – Compensation Estimate Procedures	June 18, 2007	Both
	Attachment B – FHWA Authorization of Right-of-Way Costs Flowchart	June 18, 2007	Both
	Attachment C – Early Right-of-Way Acquisition Process Flowchart	June 18, 2007	Both
3.640*	Utility Accommodation and Coordination	December 11, 2008	Both
	Attachment A – Utility Coordination Flowchart	December 11, 2008	Both
	Attachment B – Utility Coordination Checklist (Word)	December 11, 2008	Both
3.650*	Federal-aid Participation in Utility Relocations	June 18, 2007	Both
	Attachment A – Utility Relocation Federal-Aid Eligibility Flowchart	June 18, 2007	Both
	Attachment B – FHWA Authorization of Utility Relocation Costs Flowchart	June 18, 2007	Both
3.670*	Work on Railroad Right-of-Way	May 1, 2007	Both
	Attachment A – Notification and Agreement of Maintenance Work in Railroad Right-of-Way (Word)	May 1, 2007	Both
	Attachment B – Notification of Construction Work in Railroad Right-of-Way (Word)	May 1, 2007	Both
	Attachment C – Work on Railroad Right-of-Way Flowchart	May 1, 2007	Both
3.680*	Federal-aid Projects Involving Railroads	May 1, 2007	Both
	Attachment A – FHWA Authorization of Railroad Costs Flowchart	May 1, 2007	Both
Section 3.7 -- Lettings and Contracts			
3.705	Local Letting Process – State or Local Funded (see I.M. 3.41, dated September 2005; I.M. 3.42, dated March 2002; and I.M. 3.43, dated September 2002)	(future)	Both
3.710*	DBE Guidelines	June 18, 2007	Both
3.720*	Local Letting Process – Federal-aid	April 12, 2007	Both
	Attachment A – Pre-Award Checklist and Certification	April 12, 2007	Both
	Attachment B – Post-Award Checklist and Certification	April 12, 2007	Both
	Attachment C – Supplemental Agreement	April 12, 2007	Both
	Forms Packet Note: The documents included in the Forms Packet are not actually a part of I.M. 3.720 or its attachments. However, for convenient download, these documents are bundled together in a self-extracting executable file (forms.exe).	N/A	Both
3.730*	Iowa DOT Letting Process (see I.M. 3.44, dated September 2005)	(future)	Both
	Attachment A – Iowa DOT Letting Process Flowchart (see Packet, Flowcharts, Chart No. 12 – DOT Pre-letting Process and Chart No. 13 – DOT Post-letting Process)	(future)	Both
3.750*	Project Development Certification Instructions	December 3, 2007	Both
	Attachment A – Project Development Certification Process Flowchart	December 3, 2007	Both
	Attachment B - Sample Project Development Certification Form	December 3, 2007	Both
3.760*	Public Interest Findings	December 3, 2007	Both
3.770	Paving Point Requirements	(future)	Counties

No.	Subject	Revision Date	Written To
Section 3.8 -- Construction			
3.805*	Construction Inspection (see I.M. 3.51, dated September 2002)	(future)	Both
3.810*	Federal-aid Construction by Local Agency Forces	December 11, 2008	Both
3.870	Farm-to-Market Voucher Process	(future)	Counties
Section 3.9 -- Project Close-out and Audits			
3.910*	Final Review, Audit, and Close-out Procedures for Federal-aid Projects	December 3, 2007	Both
	Attachment A – Project Close-out Process Overview Flowchart	December 3, 2007	Both
	Attachment B – Final Review and Audit Process Flowchart – Highway or Bridge Construction	December 3, 2007	Both
	Attachment C – Final Review and Audit Process Flowchart – Non-highway Construction, DOT Specifications	December 3, 2007	Both
	Attachment D – Final Review and Audit Process Flowchart – Non-highway Construction, Non-DOT Specifications	December 3, 2007	Both
	Attachment E – Pre-audit Checklist (Word)	December 3, 2007	Both
	Attachment F – Final Forms Packet Checklist (Word)	December 3, 2007	Both
3.920	Final Review, Audit, and Close-out Procedures for State-aid Projects	(future)	Both
3.930*	Interest Payment Procedures	December 3, 2007	Both
	Attachment A – Sample Interest Payment Information Form	December 3, 2007	Both
3.940	County Engineer Resolution	December 3, 2007	Counties
	Attachment A – Sample County Engineer Resolution (Word)	December 3, 2007	Counties

Chapter 4 – Systems Classification And Identification

Section 4.0 -- General			
4.010	Procedures to Modify the Secondary Road Route Numbering System	September 2002	Counties
4.030	County Road Vacations	September 2002	Counties
	Attachment A - Resolution for Road Vacation Public Hearing (Word)	September 2002	Counties
	Attachment B - Notice of Public Hearing (Word)	September 2002	Counties
	Attachment C - Resolution to Vacate a County Road (Word)	September 2002	Counties
Section 4.1 -- (Reserved)			
Section 4.2 -- Farm-to-Market System			
4.210	Modification of the Farm-to Market (FM) System	March 2002	Counties
	Attachment A - FM Review Board Application Resolution (Word)	March 2002	Counties
4.220	Farm-to-Market Review Board Advisory Opinions on Proposed Jurisdictional Transfers	April 2002	Counties

INSTRUCTIONAL MEMORANDUMS
To Local Public Agencies

Iowa Department of Transportation

To:	Counties and Cities	Date: April 22, 2010
From:	Office of Local Systems	I.M. No. 3.005
Subject:	Project Development Submittal Dates and Information	

Contents: This Instructional Memorandum (I.M.) lists the submittal dates for some of the major milestone events for development for Local Public Agency (LPA) projects that will be let by the Iowa Department of Transportation (Iowa DOT). It also summarizes the information that should be included with each submittal.

Submittal Dates for Local Public Agency Projects Let by the Iowa DOT

Following are submittal dates for the July 20, 2010, through December 18, 2012, Iowa DOT lettings. All submittals should be *received* by the Iowa DOT Administering Office on the dates shown below. However, early submittals are always encouraged.

Concept Statement		Preliminary Plans		Check Plans		Final Plans and PDC	Contracts Turn-in	Letting Date	Fiscal Year
Major (42 weeks)	**Minor** (16 weeks)	**Major** (16 weeks)	**Minor** (11 weeks)	**Major** (6 weeks)	**Minor** (5 weeks)	(2 weeks)			
07/14/09	01/12/10	01/12/10	02/16/10	03/23/10	03/30/10	04/20/10	05/04/10	07/20/10	2010
08/11/09	02/09/10	02/09/10	03/16/10	04/20/10	04/27/10	05/18/10	06/01/10	08/17/10	
09/15/09	03/16/10	03/16/10	04/20/10	05/25/10	06/01/10	06/22/10	07/06/10	09/21/10	
10/13/09	04/13/10	04/13/10	05/18/10	06/22/10	06/29/10	07/20/10	08/03/10	10/19/10	
11/17/09	05/18/10	05/18/10	06/22/10	07/27/10	08/03/10	08/24/10	09/07/10	11/16/10	2011
12/15/09	06/15/10	06/15/10	07/20/10	08/24/10	08/31/10	09/21/10	10/05/10	12/21/10	
01/12/10	07/13/10	07/13/10	08/17/10	09/21/10	09/28/10	10/19/10	11/02/10	01/19/11	
02/16/10	08/17/10	08/17/10	09/21/10	10/26/10	11/02/10	11/23/10	12/07/10	02/15/11	
03/16/10	09/14/10	09/14/10	10/19/10	11/23/10	11/30/10	12/21/10	01/04/11	03/15/11	
04/13/10	10/12/10	10/12/10	11/16/10	12/21/10	12/28/10	01/18/11	02/01/11	04/19/11	
05/11/10	11/09/10	11/09/10	12/14/10	01/18/11	01/25/11	02/15/11	03/01/11	05/17/11	
06/15/10	12/14/10	12/14/10	01/18/11	02/22/11	03/01/11	03/22/11	04/05/11	06/21/11	
07/13/10	01/11/11	01/11/11	02/15/11	03/22/11	03/29/11	04/19/11	05/03/11	07/19/11	
08/17/10	02/15/11	02/15/11	03/22/11	04/26/11	05/03/11	05/24/11	06/07/11	08/16/11	
09/14/10	03/15/11	03/15/11	04/19/11	05/24/11	05/31/11	06/21/11	07/05/11	09/20/11	
10/12/10	04/12/11	04/12/11	05/17/11	06/21/11	06/28/11	07/19/11	08/02/11	10/18/11	
11/16/10	05/17/11	05/17/11	06/21/11	07/26/11	08/02/11	08/23/11	09/06/11	11/15/11	2012
12/14/10	06/14/11	06/14/11	07/19/11	08/23/11	08/30/11	09/20/11	10/04/11	12/20/11	
01/11/11	07/12/11	07/12/11	08/16/11	09/20/11	09/27/11	10/18/11	11/01/11	01/18/12	
02/15/11	08/16/11	08/16/11	09/20/11	10/25/11	11/01/11	11/22/11	12/06/11	02/21/12	
03/15/11	09/13/11	09/13/11	10/18/11	11/22/11	11/29/11	12/20/11	01/03/12	03/20/12	
04/19/11	10/18/11	10/18/11	11/22/11	12/27/11	01/03/12	01/24/12	02/07/12	04/17/12	
05/17/11	11/15/11	11/15/11	12/20/11	01/24/12	01/31/12	02/21/12	03/06/12	05/15/12	
06/14/11	12/13/11	12/13/11	01/17/12	02/21/12	02/28/12	03/20/12	04/03/12	06/19/12	
07/12/11	01/10/12	01/10/12	02/14/12	03/20/12	03/27/12	04/17/12	05/01/12	07/17/12	
08/16/11	02/14/12	02/14/12	03/20/12	04/24/12	05/01/12	05/22/12	06/05/12	08/21/12	
09/13/11	03/13/12	03/13/12	04/17/12	05/22/12	05/29/12	06/19/12	07/03/12	09/18/12	
10/18/11	04/17/12	04/17/12	05/22/12	06/26/12	07/03/12	07/24/12	08/07/12	10/16/12	
11/15/11	05/15/12	05/15/12	06/19/12	07/24/12	07/31/12	08/21/12	09/04/12	11/20/12	'13
12/13/11	06/12/12	06/12/12	07/17/12	08/21/12	08/28/12	09/18/12	10/02/12	12/18/12	

Important notes regarding submittal dates:

1) Projects using the "Major" submittal dates typically involve any of the following: wetlands, recreational areas, or wildlife refuges; railroad crossings; historical structures or historical districts; right-of-way or easement acquisitions; or Federal-aid for consultant work. Examples include relocating a road on new alignment, major reconstruction, a major bridge, or a historical structure. Note: All projects requiring a hydraulic or structural review should follow the schedule for "Major" type projects.
2) Projects using the "Minor" submittal dates typically do not involve any of the items listed above for the "Major" type projects. Examples include an asphalt resurfacing project or a bike trail surfacing project on an existing railroad bed.
3) Neither the Major nor the Minor project submittal dates are applicable to Federal-aid projects that require an Environmental Assessment (EA) or Environmental Impact Statement (EIS) document. The submittal dates shown above reflect the *minimum* amount of time required by the *Iowa DOT* to review the submittal. *These dates do not reflect the time that may be required by other agencies for the appropriate reviews and approvals*. The project schedule should be based on the specific circumstances of the project. Federal-aid projects that have significant impacts to environmental or historical resources, require large amounts of right-of-way, or involve adjustments to railroad or utility facilities, will likely require additional time to develop for letting. Therefore, in such cases, it will probably be necessary to submit the Concept Statement and Preliminary Plans earlier than the dates shown. For additional guidance and information, refer to I.M. 3.002, Federal-aid Project Scheduling.
4) The "Final Plans and PDC" date is when the LPA shall submit final plans and the Project Development Certification (PDC) to the Administering Office.
5) The "Letting Date" is the third Tuesday of every month, except January, which is the Wednesday after the third Tuesday of the month.
6) The "Contracts Turn-in" date is the first Tuesday, 2 months prior to letting. This date is when the Administering Office will deliver final plans to the Office of Contracts.
7) All other submittal dates are calculated from the "Contracts Turn-in" date by subtracting the number of weeks shown, except when such dates conflict with a State holiday. Dates adjusted for a holiday are shown in **bold**.
8) The "Fiscal Year" is the Federal fiscal year in which a project should be programmed in the Statewide Transportation Improvement Program (STIP) for the letting dates shown. Even though October 1 is the beginning of the Federal fiscal year, projects targeting an October letting should be programmed in the previous fiscal year. This is because projects in the October letting are authorized for letting in September.

Administering Office When it occurs in this document, and elsewhere throughout the I.M.s, the term, "Administering Office," shall refer to the Iowa DOT Office of Systems Planning for projects funded by the Transportation Enhancement, Federal Recreational Trails, Scenic Byways, Safe Routes to School, or Revitalize Iowa's Sound Economy (RISE) programs; unless such projects are already being administered by one of the Iowa DOT District Offices. For all other projects, the term, "Administering Office," shall refer to the appropriate Iowa DOT District Office.

Electronic Submittals Plans may be submitted in electronic format, if they conform to the requirements of the File Specifications for Electronic Plan Submittals to the Iowa DOT. Any of the other documents listed below may also be submitted in electronic format, provided the means of transmission and file format is acceptable to the Administering Office. Files may be transmitted via e-mail or the Transportation Project Management System (TPMS). If sent by e-mail, contact the Administering Office for the appropriate e-mail address. Acceptable file formats for electronic documents include: Microsoft Word (*.doc), Adobe Acrobat (*.pdf), Joint Photographs Expert Group (*.jpg), Graphic Interchange Format (*.gif), and Tag Image File Format (*.tif). If submitted electronically, paper copies are not required. Otherwise, submit hard copies as noted below.

Concept Statement Include the following items in a Federal-aid project "Concept Statement for Local Systems Federal-aid Projects" (Form 517001) submittal (non-Federal-aid projects do not require a Concept Statement):

- ❑ 1 transmittal letter (or e-mail, if submitted electronically). Include a description of any unique aspects of the project or other information that cannot be adequately explained on the Concept Statement form.
- ❑ 4 copies of the Concept Statement. This form is available on-line in either Microsoft Word or eForms XML format. Include a location map and any applicable environmental documents with each copy. For more information, refer to I.M. 3.105, Concept Statement Instructions.
- ❑ If a design exception is required, include 1 copy of the design exception documentation. For more information, refer to I.M. 3.218, Design Exception Process. If the need for a design exception cannot be determined when the Concept Statement is submitted, submit the design exception request as soon as possible, but no later than the Check Plan submittal date.

- ❑ If required by the Concept Statement, include 2 copies of the Environmental Data Sheet (Form 517006). This form is available on-line in either Microsoft Word or eForms XML format. If the information required by this form is not known at the time of the Concept Statement submittal, submit the Environmental Data Sheet as soon as possible, but no later than the Preliminary Plan submittal date. For more information, refer to I.M. 3.110, Environmental Data Sheet Instructions.

Incomplete Concept Statement submittals will delay project reviews. All submittals shall include the Iowa DOT project number. Users of the Transportation Program Management System (TPMS) may request project numbers using this system; otherwise, contact the Administering Office to obtain a project number.

Preliminary Plans Include the following items in a Federal-aid project Preliminary Plan submittal (non-Federal-aid projects do not require preliminary plans):

- ❑ 1 transmittal letter (or e-mail, if submitted electronically), including the following:
  - the proposed letting date;
  - identification of all changes from the previously approved project Concept Statement, if any; and
  - whether or not a hydraulic review is being requested.
- ❑ 2 copies of the plans for all Preliminary Plan submittals.
- ❑ If the project involves a bridge or culvert that requires a hydraulic review, include 1 extra copy of the plans and 2 copies of the hydraulic review materials.
- ❑ If the project involves any work on an Interstate or Primary highway, include 3 extra copies of the plans.
- ❑ If the project involves right-of-way acquisitions or easements, include 1 extra copy of the title sheet and plan sheets that show the proposed right-of-way or easements.
- ❑ If a design exception is required but has not been previously requested, include the design exception documentation as noted in the Concept Statement section above.
- ❑ If submittal of the Environmental Data Sheet (Form 517006) is required but has not been previously submitted, include copies of this form as noted in the Concept Statement section above.
- ❑ 1 completed copy of the Preliminary Plan Checklist, included as Attachment B to I.M. 3.405, Preliminary Plans (use of the checklist is encouraged, but not required).

For more information on the preliminary plan requirements, refer to I.M. 3.405, Preliminary Plans. For more information about the hydraulic review criteria for bridge and culvert projects, refer to I.M. 3.410, Preliminary Bridge and Culvert Plans.

Please note: Design activities for Federal-aid projects may not progress past the preliminary plan stage until after FHWA Environmental Concurrence has been received.

Check Plans Include the following items in the check plan submittal:

- ❑ 1 transmittal letter (or e-mail, if submitted electronically), including the following information:
  - the proposed letting date;
  - identification of all changes from the previously approved project Concept Statement, if any;
  - whether or not a structural review is requested;
  - if a bridge, culvert, or grading project does not require a U.S. Army Corps of Engineers 404 permit, a statement that explains why the permit is not required;
  - if a bridge, culvert, or grading project does not require an Iowa Department of Natural Resources Floodplain Construction permit, a statement that explains why the permit is not required;
  - if the project does not disturb one or more acres of land, a statement that the National Pollutant Discharge Elimination System (NPDES) permits is not required; and
  - if a federal-aid bridge or culvert project will not use epoxy-coated reinforcing steel, a waiver request as per the Bridge or Culvert Plan Supplementary Checklist, included as Attachment A to I.M. 3.510, Check and Final Bridge or Culvert Plans.
- ❑ 2 copies of the plans for all check plan submittals.
- ❑ If the project includes any Special Provisions, include 1 electronic copy of each Special Provision. If the Check Plans are submitted in hardcopy format, also include 1 hardcopy of the Special Provisions
- ❑ If the project involves a bridge or culvert that requires a structural review, include 1 extra copy of the plans and 2 copies of the structural calculations.
- ❑ If the project involves any work on an Interstate or Primary highway, include 3 extra copies of the plans and 3 extra hard copies of each Special Provision.
- ❑ If the project involves right-of-way acquisitions or easements, include 1 extra copy of the title sheet and plan

sheets that show the proposed right-of-way or easements.

- ❑ If a design exception is required but has not been previously requested, include the design exception documentation as noted in the Concept Statement section above.
- ❑ 1 completed copy of the Check and Final Plan Checklist, included as Attachment B to I.M. 3.505, Check and Final Plans (use of the checklist is encouraged, but not required).
- ❑ If a Public Interest Finding is being requested, include justification. For more information, refer to I.M. 3.760, Public Interest Findings.

Check plans should be 100% complete and incorporate all preliminary plan review comments provided by the Administering Office and any other offices that were involved in the preliminary plan review. The engineer's signature is not needed on the Check Plan submittal. For more information on the check plan requirements, refer to I.M. 3.505, Check and Final Plans. For more information on the structural review criteria for bridge and culvert projects, refer to I.M. 3.510, Check and Final Bridge or Culvert Plans.

Final Plans Include the following items in the final plan submittal:

- ❑ 1 transmittal letter (or e-mail, if submitted electronically), including the following information:
  - the proposed letting date;
  - if requested, any specific contract requirements (e.g., start date, number of working days, combined projects, etc.), including the reasons for the request;
  - identification of any changes, in addition to those requested by the check plan review, that have been made to the plans since the Check Plan submittal. Please be specific. It is especially important to note any changes that affect bid items or the estimate reference information. Use of highlighter to indicate the changes on the copy of the final plans is also acceptable; and
  - if multiple funding sources will be used for the contract (not counting the local match), specify the type and order in which the funds should be used.
- ❑ 1 unbound set of reproducible final plans with original signatures. Note: The signature of the certifying Engineer and / or Architect shall be in contrasting ink (blue works best). Signatures on electronic plans do not require a color contrast. For more information, refer to the File Specifications for Electronic Plan Submittals to the Iowa DOT.
- ❑ 1 copy of the final plans.
- ❑ 2 copies of the project cost estimate.
- ❑ 1 electronic Trns*Port bid item file. The Trns*Port file is required for city projects and strongly encouraged for county projects with more than 6 bid items. For more information, refer to I.M. 3.520, Electronic Bid Item Information.
- ❑ If the project includes any Special Provisions, include 1 electronic copy of each Special Provision. If the Final Plans are submitted in hardcopy format, also include 2 hardcopies of the Special Provisions
- ❑ If the project involves any work on a Interstate or Primary highway, include 3 extra copies of the plans and 3 extra hard copies of each Special Provision.
- ❑ 1 Project Development Certification (PDC) (Form 730002). The PDC is available on-line in either Microsoft Word or Adobe Acrobat (PDF) format. For more information, refer to I.M. 3.750, Project Development Certification Instructions.
- ❑ If a railroad agreement is required, include 2 copies of the executed agreement. For more information, refer to I.M. 3.670, Work on Railroad Right-of-Way.
- ❑ If a Public Interest Finding is being requested, include justification. For more information, refer to I.M. 3.760, Public Interest Findings.

Final plans should incorporate all check plan comments made by the Administering Office and any other offices involved in the check plan review. For more information on the final plan requirements, refer to I.M. 3.505, Check and Final Plans, and I.M. 3.510, Check and Final Bridge or Culvert Plans.