



# Iowa Department of Transportation

To: Holders of the Project Development Information Packet

Date: March 22, 2005

From: Office of Local Systems

Revision No.: 01-2005

Subject: Project Development Information Packet Revision

The Project Development Information Packet (Packet) has been revised. If you are maintaining a hardcopy of the Packet, please update your Packet by removing the old documents and replacing them with the revised documents noted below. To view, print or download the revised documents noted below, click on the document title.

You may wish to keep this revision notice in the "Revision Notices" section of your Packet for future reference. The current versions of all Packet documents are available on the internet at:

[http://www.dot.state.ia.us/local\\_systems/publications/2001\\_packet/packet\\_toc.pdf](http://www.dot.state.ia.us/local_systems/publications/2001_packet/packet_toc.pdf)

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

Document Title Revision Date (Section / Index No.)	Summary of Significant Revision(s)
<a href="#">Table of Contents</a> 03-22-05 (Table of Contents)	The table of contents has been modified to show the latest revision dates for the documents listed below.
<a href="#">Chart No. 1 – Project Development Process Overview</a> 03-22-05 (Flow Charts Section)	On page 2 of this flow chart the reference to Index No. 9, and accompanying note, was updated to reflect the new title of this index (Locally Procured Federal-aid Contracts).
<a href="#">Critical Path Memorandum for Project Development</a> 03-22-05 (General Information)	<p>The submittal date for the <a href="#">Form 730002</a>, Project Development Certification (PDC) has been changed to coincide with the final plan submittal to the Iowa DOT Administering Office.</p> <p>This change will allow more time for review and approval of the PDC before the project is turned-in for letting to the Iowa DOT Office of Contracts. This additional review time is necessary because of the Iowa DOT's increased emphasis on obtaining all applicable project clearances prior to beginning the letting process.</p> <p>For projects scheduled for the June 21, 2005 letting, the PDC may be submitted as before, on the Thursday before the 1<sup>st</sup> Tuesday, 2 months prior to letting. However, for subsequent lettings, the PDC should accompany the final plan submittal to the Administering Office.</p>
<a href="#">DBE Guidelines</a> 03-22-05 (General Information)	<p>Discussion of the various forms that are used to document the use of Disadvantaged Business Enterprises (DBE) firms has been eliminated because this information is already contained elsewhere in the Packet.</p> <p><a href="#">Form 517010</a>, DBE Commitment Information, and <a href="#">Form 517011</a>, DBE Payment Information, are discussed in Index No. 1, Consultant Selection. When originally developed, these forms were intended to be used for both federal-aid consultant contracts and locally let federal-aid construction contracts. <b>However, these forms have been revised so they pertain only to federal-aid consultant contracts.</b> They are not included as part of the Packet, but are referenced in the <a href="#">Federal-aid Consultant Checklist</a>, included in Index No. 1.</p> <p><a href="#">Form 517012</a>, Statement of DBE Commitments, and <a href="#">Form 517013</a>, Certification of DBE Accomplishments, are discussed in Index No. 9, Locally Procured Federal-aid Contracts. These forms are used only for locally let federal-aid contracts. They are also not included as part of the Packet, but are referenced throughout the documents contained in Index No. 9.</p>

<b>Document Title Revision Date (Section / Index No.)</b>	<b>Summary of Significant Revision(s)</b>
<a href="#">Storm Water Permits</a> 03-22-05 (Index No. 8)	Minor editorial changes were made to fix broken hyperlinks. Also, the discussion of the Phase II permit effective dates was removed because this information is no longer relevant.
<a href="#">BIAS 2000 Information</a> 03-22-05 (Index No. 8)	The hyperlink to the BIAS 2000 program has changed. The text has been revised accordingly.