



To: Holders of the Project Development Information Packet

Date: 02-24-06

From: Office of Local Systems

Revision No.: 01-2006

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

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

Document Title Revision Date (Section / Index No.)	Summary of Significant Revision(s)
Table of Contents 02-24-06 (Table of Contents)	The table of contents has been modified to show the latest revision dates for the documents listed below.
Chart 2 - LPA / DOT Agreement Process 02-24-06 (Flow Charts Section)	Changes to this document include: <ul style="list-style-type: none"> The distribution of the signed funding agreement was modified to eliminate the copy provided to the planning agencies. The term "District" was replaced with "Administering Office."
Chart 9 – Utility Relocation or Railroad Work Federal-aid Authorization Process 02-24-06 (Flow Charts Section)	Changes to this document include: <ul style="list-style-type: none"> The distribution of the railroad or utility relocation agreement was modified to eliminate the copy provided to the planning agencies. However, the planning agency still receives a copy of the notice that Federal funds have been authorized.
Federal-aid Consultant Checklist 02-24-06 (Index No. 1)	Changes to this document include: <ul style="list-style-type: none"> Steps 1 and 2 have been reversed. Consultants need to be on the Iowa DOT's pre-qualified list only if the abbreviated process is used (Steps 2-5). If the full selection process is used (Steps 6-20), the consultant does not need to be on the Iowa DOT's pre-qualified list. Steps 35 and 37 have been modified to eliminate sending a copy of agreement to Regional Planning Affiliation or Metropolitan Planning Organization.
Preliminary Plan Guidelines 02-24-06 (Index No. 7)	Changes to this document include: <ul style="list-style-type: none"> Page 2, Hydraulic Review Procedures, was clarified to indicate that these procedures are only required for Federal-aid projects. Page 2, Hydraulic Review Procedures, was also modified to make it easier to locate information concerning flood insurance studies. The term "District Office" was replaced with "Administering Office."
Check and Final Plan Guidelines 02-24-06 (Index No. 8)	Changes to this document include: <ul style="list-style-type: none"> Page 2: a paragraph was added to describe the required bid quantities tabulation. Pages 2-3: several paragraphs were added to provide guidance on the proper use of plan divisions. Page 5, Structural Review Procedures, was clarified to indicate that these procedures are only required for Federal-aid projects.
Check and Final Plan Checklist 02-24-06 (Index No. 8)	Changes to this document include: <ul style="list-style-type: none"> Page 4, Bid Item Codes, Descriptions and Units: A reference to the BIAS 2000 Information document was added to indicate where the most current bid item lists can be obtained. Page 5. Certified Plant Inspection: This item was revised to make it clear it

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	<p>applies to any item for which Certified Plant Inspection is required. Previously, the references to Hot Mix Asphalt (HMA) and Portland Cement Concrete (PCC) wrongly implied that this checklist item didn't apply to other bid items for which Certified Plant Inspection may be specified.</p>
<p>Project Development Certification (Form 730002) Feb-06 (Index No. 8)</p>	<p>Changes to this document include:</p> <ul style="list-style-type: none"> • Question 1.b in the Railroads section was modified to include any work on railroad right-of-way, in addition to modifications to railroad facilities. <p>In summary, if any work will occur on the railroad right of way, the Local Public Agency (LPA) must produce either a signed railroad agreement or documentation from the railroad indicating that the LPA has permission to proceed with the work. For more information, see the revised Project Development Certification Instructions, as noted below.</p> <ul style="list-style-type: none"> • Question 1.e in the Railroad section was eliminated.
<p>Project Development Certification Instructions 02-24-06 (Index No. 8)</p>	<p>The instructions for the Project Development Certification (Form 730002) were modified as per the changes to this form. In particular:</p> <ul style="list-style-type: none"> • The instructions for question 1.b. were expanded to better describe what constitutes work on railroad right-of-way and modifications to railroad facilities. • The instructions for question 1.c were modified to better explain the documentation required from the railroad. • The instructions for question 1.e were deleted.