



To: Cities, Counties, and Consultants

Date: August 29, 2006

From: Office of Local Systems

Revision No.: 02-2006

Subject: Project Development Information Packet Revision

Please note: The Project Development Information Packet (Packet) is in the process of being phased-out. Most of the detailed guidance currently contained in the Packet documents will be transferred to the new Instructional Memorandums for Local Public Agencies (I.M.s). Eventually, the Packet will be completely replaced with a new, more concise document called the "Federal-aid Project Development Guide." The Guide will summarize the Federal-aid project development process and reference the new I.M.s to provide additional details concerning specific parts of the process.

This revision notice identifies the Packet documents that have been most recently replaced and the corresponding new I.M.s that have taken their place. To view or print the new or revised documents, click on the links provided.

In all new I.M.s, references to existing Packet documents have been replaced with references to the new I.M. that has taken or will take its place. If the referenced new I.M. is not yet complete, the web page will redirect the user to the appropriate existing Packet document(s).

If you maintain a hardcopy of the Packet, and plan to continue doing so, we recommend doing either of the following:

- a) As individual Packet documents are replaced, remove the old Packet document and place the corresponding new I.M. in numeric sequence in Appendix A of your Packet binder.
- b) Wait until the Packet is completely replaced before printing a new hardcopy. Once complete, the Guide and / or the I.M.s referenced by the Guide will be available for download as a single PDF file for convenient printing.

If you have any questions concerning the phase-out of the Packet or the new I.M.s, please contact Charlie Purcell at Charlie.Purcell@dot.iowa.gov or 515-239-1532.

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

| Document Title Revision Date (Section / Index No.) | Summary of Significant Revision(s) |
|---|---|
| Table of Contents 08-29-06 (Table of Contents) | The Table of Contents has been modified to show which Packet documents have been replaced and include cross-references to the corresponding new I.M.s. |
| Critical Path Memorandum for Project Development (General Information Section) | This document has been replaced with I.M. 3.005 , Project Development Submittal Dates and Information, dated August 29, 2006. Besides transferring the content into the new I.M. format, other substantive changes include the following: <ul style="list-style-type: none"> • Page 1, Submittal Dates, Second Paragraph: This was added to clarify the relationship between the submittal dates and the actual project schedule. • Page 1, Submittal Dates Table: A column was added to show the Federal Fiscal Year the project should be programmed in the Statewide Transportation Improvement Program (STIP) for each letting date shown. • Page 3, Preliminary Plans: A note was added as a reminder that final design activities should not begin on Federal-aid projects until after FHWA Environmental Concurrence is received. • Page 4, Final Plans, transmittal letter: If the transmittal letter requests specific contract requirements, it should also include the reasons for the request. • Page 4, Final Plans, transmittal letter: If the contract will be funded with more than one type of funds, the cover letter should specify the type and order in which the funds should be used. |
| Index 1 – Consultant Selection | All of the documents in this Index have been replaced with I.M. 3.305 , Federal-aid Participation in Consultant Costs, and its associated attachments, dated August 29, 2006. This I.M. provides an overview and expanded guidance for the whole Federal-aid consultant process. The attachments to this I.M. are further described below. |

| Document Title Revision Date (Section / Index No.) | Summary of Significant Revision(s) |
|---|--|
| Federal-aid Consultant Checklist (Index No. 1) | <p>This document has been replaced with Attachment A to I.M. 3.305, dated August 29, 2006. Besides transferring the content into the new I.M. format, other substantive changes include the following:</p> <ul style="list-style-type: none"> • Some of the general guidance formerly included in the checklist is now contained in I.M. 3.305. • Page 1, Step 5: The documentation to be provided by the LPA when requesting Iowa DOT approval to begin negotiations was clarified. • Page 2, Step 11: A statement was added to clarify that proposals containing cost information should not be considered by the LPA. • Page 4, Steps 35 and 36: A reminder was added that final design activities should not begin until FHWA Environmental Concurrence has been obtained. • Page 4, Step 40: A statement was added that the DBE Payment Information form is required, even if no DBE firms were used or no DBE goal was set. • Page 4: Step 43: This step was added to explain what happens after the final review or audit is complete. |
| Types of Payment Methods (Index No. 1) | <p>This document has been replaced with Attachment C to I.M. 3.305, dated August 29, 2006. Besides transferring the content into the new I.M. format, other substantive changes include the following:</p> <ul style="list-style-type: none"> • Page 2: Additional guidance for consultant cost estimates and retainage practices was added. • Page 3: The example consultant cost estimate was updated. |
| Guidelines for Federal-aid Consultant Agreements (Index No. 1) | <p>This document has been replaced with Attachment B to I.M. 3.305, dated August 29, 2006. Besides transferring the content into the new I.M. format, other substantive changes include the following:</p> <ul style="list-style-type: none"> • The list of contract provisions was rearranged into separate lists of required and recommended. • The required and recommended contract provisions are now cross-referenced to the appropriate section of the Sample Consultant Contract, as shown in Attachment D to I.M. 3.305. • Page 1, Required Contract Provision no. 2: This provision was added, which prohibits the consultant from beginning final design work prior to FHWA Environmental Concurrence. • Page 1, Required Contract Provision no. 7: This provision was added, which request both LPA and Iowa DOT approval for the prime consultant to use underruns associated with subconsultant contracts. • Page 2, Required Contract Provision no. 18: This provision was added, which requires that the Iowa DOT and / or the Federal Highway Administration (FHWA) have an opportunity to be involved in the review of the consultant's work. |
| Sample Consultant Agreement (Index No. 1) | <p>This document has been replaced with Attachment D to I.M. 3.305, dated August 29, 2006. This attachment is available in PDF or Word format.</p> <p>The Sample Consultant Contract included in this attachment is all new. It is essentially the same as the standard consultant contract the Iowa DOT uses for consultants hired by the Iowa DOT. However, some of the terminology and provisions have been modified to reflect the appropriate relationships between the LPA, Iowa DOT, and the FHWA.</p> |
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