



Iowa Department of Transportation

To: Holders of the Project Development Information Packet

Date: 06-16-05

From: Office of Local Systems

Revision No.: 03-2005

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

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

Document Title Revision Date (Section / Index No.)	Summary of Significant Revision(s)
Table of Contents 06-16-05 (Table of Contents)	The table of contents has been modified to show the latest revision dates for the documents listed below.
Chart 9 – Utility Relocation or Railroad Federal-aid Authorization Process 06-16-05 (Flow Charts Section)	This chart was revised to update references to the Iowa DOT offices involved with the review of agreements for railroad or utility work which are to be reimbursed with Federal funds. Additional guidance for conducting pre-audits of these agreements was also added.
NEPA Project Classification Process 06-16-05 (Index No. 6)	This is a new document. If you maintain a hard copy of the Packet, insert this document at the beginning of Index No. 6. This document gives a brief overview of how Federal-aid projects are classified for the purpose of review under the National Environmental Policy Act (NEPA) procedures.
Preliminary Plan Checklist 06-16-05 (Index No. 7)	Significant revisions to this checklist include: <ul style="list-style-type: none"> • All of the checklist items have been re-written to clarify which items (or aspects of those items) are required and which ones are recommended. • Page 1, Environmental Document Requirements: This item was added to remind designers to incorporate the requirements of the approved environmental document (if any) into the project design. • Page 1, Plan Sheet Size: Full size sheets will no longer be accepted. The maximum plan sheet size that will be accepted for letting is now 11"x17". • Page 1, Preliminary Bridge Plans: This checklist item was added to remind the designer to refer to the preliminary plan requirements contained in County Engineers Instructional Memorandum (I.M.) 3.131. • Page 2, Iowa DOT Signature Block: A signature block for Iowa DOT staff is no longer required and should not be included. The Iowa DOT currently has other internal documentation to verify that the local agency's plans have been accepted for letting. In addition, removing this hand signature will facilitate implementation of an electronic plan submittal process in the future. (Note: Local agency plans must currently still be submitted in hard copy format, but the Iowa DOT is currently investigating a procedure for electronic plan submittals by local agencies.) • Page 2, Work Type Description: The item was revised to better explain how the standard work type should be chosen, and how plans with multiple work types will be processed.

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Check and Final Plan Checklist 06-16-05 (Index No. 8)	<p>Significant revisions to this checklist include the same ones listed above for the Preliminary Plan Checklist, plus the following:</p> <ul style="list-style-type: none"> • All of the checklist items have been re-written to clarify which items (or aspects of those items) are required and which ones are recommended. • Page 2, U.S. Army Corps of Engineers 404 Permit: The required note has been modified to fit all possible permit conditions (Nationwide, Regional, or Individual). Additional guidance is also provided for implementing special conditions attached to the Corps approval of a permit. Any such special conditions shall be specified on the plans. • Page 3, Iowa DNR Storm Water Permit: Instructions have been added that clarify the Iowa DOT's expectation that the LPA will be responsible for obtaining the permit. The contract documents may not make the contractor responsible for obtaining the permit. • Page 3, Utility Contacts. A new item was added to include utility contact information if utilities are present on the project. • Page 4, HMA Commercial Mix for Trail Paving: A new item was added to provide a recommended aggregate size and asphalt content if the commercial mix bid item is used. A different specification may be used upon approval by the Iowa DOT. • Page 5, Flaggers: This item was revised to explain that the actual bid quantity for Flaggers is determined by the Iowa DOT Office of Contracts. The designer may choose to estimate their own quantity or leave this quantity blank on the Estimate of Quantities tabulation. However, the designer's estimate is subject to change, as determined by the Office of Contracts. • Page 5, Mobilization: This item was revised to indicate some exceptions when this bid item may be omitted. • Page 5, Traffic Control: If the contracting authority provides the traffic control devices, the location where they will be made available must be specified on the plans. • Page 5, Clearing and Grubbing: This item was re-written to clarify when this item should be bid by the acre and when it shall be bid by the unit. If bid by the acre, the plans should indicate the area to be cleared and grubbed. • Page 6, Pollution Prevention Plan (PPP): If the contracting authority will provide and maintain all of the erosion control measures, the plans do not need to contain a PPP or the associated bid items. However, the plans must clearly indicate that the contracting authority will be responsible for these items. • Page 7, Curb Ramps: This item was revised to make it clear that curb ramps complying with the Americans with Disabilities Act (ADA) are required for all types of improvement projects, even resurfacing projects that don't require reconstruction of the existing sidewalks. • Page 7, Detour Routes: This new checklist item provides instructions for projects that involve detour routes. Detours that involve a Primary Highway, even if they only involve placing signs on a Primary Highway, shall be reviewed and approved by the appropriate Iowa DOT District Office.
Bridge or Structural Plan Supplemental Checklist 06-16-05 (Index No. 8)	<p>Significant revisions to this checklist include:</p> <ul style="list-style-type: none"> • Page 1, Epoxy Coated Steel: This item was revised to clarify the circumstances which may be grounds for waiving the requirement of epoxy coated steel for Federal-aid projects. • Page 1, Sounding Data: The datum used for soil borings, if different than shown on the plans, shall be related to the datum used on the plans.