



To: Holders of the Project Development Information Packet

Date: 12-01-05

From: Office of Local Systems

Revision No.: 06-2005

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 12-01-05 (Table of Contents)	The table of contents has been modified to show the latest revision dates for the documents listed below.
Chart 3 - Concept Statement Process 12-01-05 (Flow Charts Section)	The distribution of the Concept Statement was changed to include the Office of Right of Way if borrow areas are anticipated, as well as other right-of-way needs.
Federal-aid Consultant Checklist 12-01-05 (Index No. 1)	Substantive changes to this document include the following: <ul style="list-style-type: none"> • A second introductory paragraph was added to emphasize that federally funded consultant contracts must be obtained through a qualifications-based selection process. Steps 9 and 11 were also revised to provide similar reminders. • Step 2 was revised to clarify that the LPA's initial estimate of consulting costs should include all phases of work that the consultant will be expected to provide, even if the initial consultant agreement does not cover all the anticipated phases of work. • Step 3 was revised to indicate that the LPA should decide the Disadvantaged Business Enterprise (DBE) goal, if any, prior to beginning discussions with consulting firms. • Step 11 was revised to specify that Request for Proposals (RFPs) should also be sent to Certified DBE firms. • Step 24 was modified to say that Form 517010, DBE Commitment Information, may be submitted electronically in lieu of paper copies. • Step 38 was revised to provide more specific guidance concerning the information that shall be included with a request for reimbursement of consultant costs. • Step 40 was modified to say that Form 517011, DBE Payment Information, may be submitted electronically in lieu of paper copies.
Qualifications-based Selection: A Guide for Selecting an Architect or Engineer for Public Owners (Index No. 1)	This document is no longer included in the Packet. If you maintain a hardcopy of the Packet, please remove this document. The revised Federal-aid Consultant Checklist (see above) references and provides a hyperlink to this document, which is available on the American Council of Engineering Companies web site .
Check and Final Plan Guidelines 12-01-05 (Index No. 8)	Substantive changes to this document include the following: <ul style="list-style-type: none"> • On page 3, the discussion of incidental items was revised to clarify the conditions under which items of work may be made incidental. • On page 4, the circumstances under which the phrase "as directed by the Engineer" may be used were clarified.

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Check and Final Plan Checklist 12-01-05 (Index No. 8)	Substantive changes to this document include the following: <ul style="list-style-type: none"> • Page 2, Index of Sheets: If the Iowa DOT's sheet number system is used, it shall be used consistently. • Page 4, Quantity Tabulations: Use of Iowa DOT standard tabulations is recommended. However, if used, the most current version of the standard tabulation shall be included. • Page 4, Earthwork Quantities: A note concerning the proper payment for the Overhaul bid item was added. • Page 4, Guardrail Items: The list of required Iowa DOT standard tabulations was modified to reflect the current standard tabulations. • Page 5, Bridge Approach Paving: Use of Iowa DOT standard tabulation 112-6 is required for this bid item.
Bridge or Structural Plan Supplementary Checklist 12-01-05 (Index No. 8)	Substantive changes to this document include the following: <ul style="list-style-type: none"> • Page 1, Shop Drawings / False Work Drawings Note: This item was clarified to only require this note if the plans indicate that shop drawings are required.