



To: Cities, Counties, and Consultants

Date: February 16, 2007

From: Office of Local Systems

Revision No.: 2007-01

Subject: Packet and I.M. Revision Notice

The Project Development Information Packet (Packet) is in the process of being phased-out. The Packet will be replaced by the Federal-aid Project Development Guide (Guide). In addition, the existing Instructional Memorandums to County Engineers are being transitioned into the new Instructional Memorandums to Local Public Agencies (I.M.s). Refer to these web pages for additional information concerning the phase-out and transition 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. It also includes any updates to existing I.M.s. To view or print the new or revised documents, click on the links provided.

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

If you maintain a hardcopy of the Packet and / or I.M.s, and plan to continue doing so, we recommend you either: a) as individual Packet or I.M. documents are replaced or updated, remove the old document and place the corresponding new I.M. in numeric sequence in your binder; or b) wait until the Packet is completely replaced before printing a new hardcopy. Once complete, the Guide and / or the I.M.s 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 transition to 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 or Number and Revision Date	Summary of Significant Revision(s)
Packet Table of Contents February 16, 2007	The Packet Table of Contents has been modified to show which Packet documents have been replaced. It includes cross-references and links to the corresponding new I.M.s. where appropriate.
I.M. Table of Contents February 16, 2007	The I.M. Table of Contents has been revised to reflect an updated numbering system and revision dates, including the new I.M.s listed below. It also includes cross-references and links to existing County Engineers I.M.s where appropriate.
I.M. 3.002 Federal-aid Project Scheduling February 16, 2007	This I.M. is new. It provides guidelines and information for estimating the time to complete project development activities for a Federal-aid project. Several different estimated project schedules are shown, based upon different conditions and assumptions.
County I.M. 3.23 June 2002	These documents have been replaced with I.M. 3.505 , Check and Final Plans, dated February 16, 2007, and the attachments noted below. Besides transferring the content into the new I.M. format, other substantive changes include the following:
Flow Charts, Chart 10 – Check and Final Plan Process November 1, 2001	Attachment A – Check and Final Plan Guidelines, includes expanded guidance concerning the different types and proper use of Iowa DOT standard plans.
Index No. 8, Check and Final Plan Guidelines February 24, 2006	Attachment B – Check and Final Plan Checklist, includes several modified items:
Index No. 8, Check and Final Plan Checklist February 24, 2006	<ul style="list-style-type: none"> • Pages 1-3, Title Sheet items: To promote consistency, all of these items now include a recommended location for placement on the Title Sheet. • Page 3, 404 Permit item: The required note has been modified to clarify which 404 Permit numbers should be referenced. The note also informs bidders that a copy of the 404 permit is available upon request. • Page 3, Standard Specifications note item: The language of the required note was modified slightly. • Page 4, the Non-Participating Items or Quantities item was added.

Document Title or Number and Revision Date	Summary of Significant Revision(s)
	<ul style="list-style-type: none"> • Page 5, Bridge Removals item: An explanation of why the “Removal of Existing Bridge” item must be used for bridge demotion work was added. • Page 8, the Non-Participation Limits item was added. <p>Attachment C – Check and Final Plan Process Flowchart, was modified to show the process for plan revisions after turn-in to the Office of Contracts. Notes were added to clarify several of the decision blocks.</p>
County I.M. 3.24 September 2002	<p>These documents have been replaced with I.M. 3.510, Check and Final Bridge of Culvert Plans, dated February 16, 2007, and the attachment noted below. Besides transferring the content into the new I.M. format, other substantive changes include the following:</p>
Index No. 8, Bridge or Structural Plan Supplementary Checklist December 1, 2005	<ul style="list-style-type: none"> • Page 1, Preparation, Design Guidelines: Guidance concerning the FHWA requirement for design of structures using the Load and Resistance Factor Design (LRFD) method has been added. • Page 2, Structural Reviews: This information was formerly located in the <i>Check and Final Plans Guidelines</i> Packet document. This information was also revised to clarify that structural reviews are required of all projects on the National Highway System, regardless of funding type. <p>Attachment A – Bridge or Structural Plan Supplementary Checklist:</p> <ul style="list-style-type: none"> • Quantity and Estimate Reference Notes: The checklist item recommending a break-out of quantities by structural element (e.g., piers, abutments, superstructure, etc.) was removed.