

Guide and / or I.M. Revision Notice

To: Cities, Counties, and Consultants

Date: August 14, 2008

From: Office of Local Systems

Revision Notice Number: 2008-03

The Federal-aid Project Development Guide (Guide) and / or Instructional Memorandums to Local Public Agencies (I.M.s) have been revised as indicated below. This revision notice identifies all new or revised documents and includes a summary of the significant changes. Where appropriate, it also references the existing Project Development Information Packet (Packet) or County Engineers I.M. documents that have been replaced or superseded.

The Iowa DOT does not provide paper copies of the Guide or I.M.s. Since these documents are updated frequently, we recommend using the on-line version of the [Guide and I.M.s](#) for reference. However, if you prefer using paper copies, all new or revised documents have been included in this file for convenient printing. If you maintain a paper copy of these documents, please remove the old documents and replace them with the new documents. Note: This file is designed for double-sided printing; therefore, all documents with an odd number of pages will be followed by a blank page.

For more information and additional download options, refer to the [Guide and I.M.s](#) web page. If you have any questions concerning these revisions, 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 I.M Number | Summary of Significant Revision(s) |
|---|--|
| I.M. Table of Contents August 14, 2008 | The I.M. Table of Contents has been revised to reflect new or revised I.M.s, as indicated below. |
| I.M. 3.005 Project Development Submittal Dates and Information August 14, 2008 | This I.M. has been updated. Significant changes include: <ul style="list-style-type: none"> • On page 1, the table of dates was updated to include Iowa DOT lettings from November 2008 through October 2010. • On page 4, railroad agreements were added to the list of potential items to submit with the final plans. |
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Instructional Memorandums To Local Public Agencies

Table of Contents



Some I.M.s are written either to counties or cities; others are written to both counties and cities. The intended audience is indicated in the "To:" field of the I.M. as well as the Table of Contents below. Many of the I.M.s are referenced by the Federal-aid Project Development Guide (Guide). These I.M.s are marked with an asterisk (*). For more information about the relationship between the Guide and I.M.s, refer to the [Guide and I.M.s web page](#).

Note: The I.M.s are currently in the process of being transitioned into a new format and numbering system. New or updated I.M.s will use the new format. Existing I.M.s will remain in the old format until they are revised or updated. Some of the I.M.s are not yet complete, as shown in light grey text. Some incomplete I.M.s will be based on an existing Project Development Information Packet document, some will be based on an existing County Engineers I.M. that will be renumbered, and some will include entirely new content. Where applicable, a reference and link to the existing Packet document or County Engineers I.M. is provided.

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| | Attachment B - Environmental Assessment / FONSI Process (see Packet, Flowcharts, Chart No. 6A – Environmental Assessment / FONSI Process) | (future) | Both |
| | Attachment C - Environmental Impact Statement / ROD Process (see Packet, Flowcharts, Chart No. 6B – Environmental Impact Statement / ROD Process) | (future) | Both |
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|--|---|-------------------|------------|
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| 3.210* | Rural Design Guidelines | March 26, 2008 | Counties |
| 3.211 | Rehabilitation of Existing Surfaces | November 2001 | Counties |
| 3.213* | Traffic Barriers (Guardrail and Bridge Rail) | November 2001 | Both |
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| 3.215* | Clear Zone Guidelines | March 26, 2008 | Both |
| 3.216* | Economic Analysis (Benefit-to-Cost Ratio) | October 2001 | Counties |
| 3.218* | Design Exception Process | December 2002 | Counties |
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| 3.220* | Design Exception Information for Bridges Narrower than Approach Pavement (see I.M. 3.132 , dated February 2002) | (future) | Both |
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| | Attachment B – Guidelines for Federal-Aid Consultant Contracts | August 29, 2006 | Both |
| | Attachment C – Payment Methods | August 29, 2006 | Both |
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| | Attachment B – Preliminary Plan Checklist (see Packet, Index No. 7, Preliminary Plan Checklist) | (future) | Both |
| | Attachment C – Preliminary Plan Process Flowchart (see Packet, Flowcharts, Chart No. 7 – Preliminary Plan Process) | (future) | Both |
| 3.410* | Preliminary Bridge or Culvert Plans (see I.M. 3.131 , dated May 2003) | (future) | Both |

| No. | Subject | Revision Date | Written To |
|--|--|-------------------|------------|
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| 3.505* | Check and Final Plans | February 16, 2007 | Both |
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| Section 3.6 -- Right-of-Way, Utilities, and Railroads | | | |
| 3.605* | Right-of-Way Acquisition | June 18, 2007 | Both |
| | Attachment A – Compensation Estimate Procedures | June 18, 2007 | Both |
| | Attachment B – FHWA Authorization of Right-of-Way Costs Flowchart | June 18, 2007 | Both |
| | Attachment C – Early Right-of-Way Acquisition Process Flowchart | June 18, 2007 | Both |
| 3.640* | Utility Accommodation and Coordination | (future) | Both |
| 3.650* | Federal-aid Participation in Utility Relocations | June 18, 2007 | Both |
| | Attachment A – Utility Relocation Federal-Aid Eligibility Flowchart | June 18, 2007 | Both |
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| 3.670* | Work on Railroad Right-of-Way | May 1, 2007 | Both |
| | Attachment A – Notification and Agreement of Maintenance Work in Railroad Right-of-Way (Word) | May 1, 2007 | Both |
| | Attachment B – Notification of Construction Work in Railroad Right-of-Way (Word) | May 1, 2007 | Both |
| | Attachment C – Work on Railroad Right-of-Way Flowchart | May 1, 2007 | Both |
| 3.680* | Federal-aid Projects Involving Railroads | May 1, 2007 | Both |
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| 3.705 | Local Letting Process – State or Local Funded (see I.M. 3.41 , dated September 2005; I.M. 3.42 , dated March 2002; and I.M. 3.43 , dated September 2002) | (future) | Both |
| 3.710* | DBE Guidelines | June 18, 2007 | Both |
| 3.720* | Local Letting Process – Federal-aid | April 12, 2007 | Both |
| | Attachment A – Pre-Award Checklist and Certification | April 12, 2007 | Both |
| | Attachment B – Post-Award Checklist and Certification | April 12, 2007 | Both |
| | Attachment C – Supplemental Agreement | April 12, 2007 | Both |
| | Forms Packet Note: The documents included in the Forms Packet are not actually a part of I.M. 3.720 or its attachments. However, for convenient download, these documents are bundled together in a self-extracting executable file (forms.exe). | N/A | Both |
| 3.730* | Iowa DOT Letting Process (see I.M. 3.44 , dated September 2005) | (future) | Both |
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| 3.750* | Project Development Certification Instructions | December 3, 2007 | Both |
| | Attachment A – Project Development Certification Process Flowchart | December 3, 2007 | Both |
| | Attachment B - Sample Project Development Certification Form | December 3, 2007 | Both |
| 3.760* | Public Interest Findings | December 3, 2007 | Both |
| 3.770 | Paving Point Requirements | (future) | Counties |

| No. | Subject | Revision Date | Written To |
|--|---|------------------|------------|
| Section 3.8 -- Construction | | | |
| 3.805* | Construction Inspection (see I.M. 3.51 , dated September 2002) | (future) | Both |
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| | Attachment A – Project Close-out Process Overview Flowchart | December 3, 2007 | Both |
| | Attachment B – Final Review and Audit Process Flowchart – Highway or Bridge Construction | December 3, 2007 | Both |
| | Attachment C – Final Review and Audit Process Flowchart – Non-highway Construction, DOT Specifications | December 3, 2007 | Both |
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| | Attachment E – Pre-audit Checklist (Word) | December 3, 2007 | Both |
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| | Attachment A – Sample County Engineer Resolution (Word) | December 3, 2007 | Counties |
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| 4.030 | County Road Vacations | September 2002 | Counties |
| | Attachment A - Resolution for Road Vacation Public Hearing (Word) | September 2002 | Counties |
| | Attachment B - Notice of Public Hearing (Word) | September 2002 | Counties |
| | Attachment C - Resolution to Vacate a County Road (Word) | September 2002 | Counties |
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| Section 4.2 -- Farm-to-Market System | | | |
| 4.210 | Modification of the Farm-to Market (FM) System | March 2002 | Counties |
| | Attachment A - FM Review Board Application Resolution (Word) | March 2002 | Counties |
| 4.220 | Farm-to-Market Review Board Advisory Opinions on Proposed Jurisdictional Transfers | April 2002 | Counties |

INSTRUCTIONAL MEMORANDUMS

To Local Public Agencies



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|--|-----------------------|
| To: Counties and Cities | Date: August 14, 2008 |
| From: Office of Local Systems | I.M. No. 3.005 |
| Subject: Project Development Submittal Dates and Information | |

Contents: This Instructional Memorandum (I.M.) lists the submittal dates for some of the major milestone events for development for Local Public Agency (LPA) projects that will be let by the Iowa Department of Transportation (Iowa DOT). It also summarizes the information that should be included with each submittal.

Submittal Dates for Local Public Agency Projects Let by the Iowa DOT

Following are submittal dates for the November 18, 2008 through October 19, 2010 Iowa DOT lettings. All submittals should be *received* by the Iowa DOT Administering Office on the dates shown below. However, early submittals are always encouraged.

| Concept Statement | | Preliminary Plans | | Check Plans | | Final Plans and PDC (2 weeks) | Contracts Turn-in | Letting Date | Fiscal Year |
|-------------------|------------------|-------------------|------------------|-----------------|-----------------|-------------------------------|-------------------|--------------|-------------|
| Major (42 weeks) | Minor (16 weeks) | Major (16 weeks) | Minor (11 weeks) | Major (6 weeks) | Minor (5 weeks) | | | | |
| 11/13/07 | 05/13/08 | 05/13/08 | 06/17/08 | 07/22/08 | 07/29/08 | 08/19/08 | 09/02/08 | 11/18/08 | 2009 |
| 12/18/07 | 06/17/08 | 06/17/08 | 07/22/08 | 08/26/08 | 09/02/08 | 09/23/08 | 10/07/08 | 12/16/08 | |
| 01/15/08 | 07/15/08 | 07/15/08 | 08/19/08 | 09/23/08 | 09/30/08 | 10/21/08 | 11/04/08 | 01/21/09 | |
| 02/12/08 | 08/12/08 | 08/12/08 | 09/16/08 | 10/21/08 | 10/28/08 | 11/18/08 | 12/02/08 | 02/17/09 | |
| 03/18/08 | 09/16/08 | 09/16/08 | 10/21/08 | 11/25/08 | 12/02/08 | 12/23/08 | 01/06/09 | 03/17/09 | |
| 04/15/08 | 10/14/08 | 10/14/08 | 11/18/08 | 12/23/08 | 12/30/08 | 01/20/09 | 02/03/09 | 04/21/09 | |
| 05/13/08 | 11/12/08 | 11/12/08 | 12/16/08 | 01/20/09 | 01/27/09 | 02/17/09 | 03/03/09 | 05/19/09 | |
| 06/17/08 | 12/16/08 | 12/16/08 | 01/20/09 | 02/24/09 | 03/03/09 | 03/24/09 | 04/07/09 | 06/16/09 | |
| 07/15/08 | 01/13/09 | 01/13/09 | 02/17/09 | 03/24/09 | 03/31/09 | 04/21/09 | 05/05/09 | 07/21/09 | |
| 08/12/08 | 02/10/09 | 02/10/09 | 03/17/09 | 04/21/09 | 04/28/09 | 05/19/09 | 06/02/09 | 08/18/09 | |
| 09/16/08 | 03/17/09 | 03/17/09 | 04/21/09 | 05/26/09 | 06/02/09 | 06/23/09 | 07/07/09 | 09/15/09 | |
| 10/14/08 | 04/14/09 | 04/14/09 | 05/19/09 | 06/23/09 | 06/30/09 | 07/21/09 | 08/04/09 | 10/20/09 | |
| 11/12/08 | 05/12/09 | 05/12/09 | 06/16/09 | 07/21/09 | 07/28/09 | 08/18/09 | 09/01/09 | 11/17/09 | 2010 |
| 12/16/08 | 06/16/09 | 06/16/09 | 07/21/09 | 08/25/09 | 09/01/09 | 09/22/09 | 10/06/09 | 12/15/09 | |
| 01/13/09 | 07/14/09 | 07/14/09 | 08/18/09 | 09/22/09 | 09/29/09 | 10/20/09 | 11/03/09 | 01/20/10 | |
| 02/10/09 | 08/11/09 | 08/11/09 | 09/15/09 | 10/20/09 | 10/27/09 | 11/17/09 | 12/01/09 | 02/16/10 | |
| 03/17/09 | 09/15/09 | 09/15/09 | 10/20/09 | 11/24/09 | 12/01/09 | 12/22/09 | 01/05/10 | 03/16/10 | |
| 04/14/09 | 10/13/09 | 10/13/09 | 11/17/09 | 12/22/09 | 12/29/09 | 01/19/10 | 02/02/10 | 04/20/10 | |
| 05/12/09 | 11/10/09 | 11/10/09 | 12/15/09 | 01/19/10 | 01/26/10 | 02/16/10 | 03/02/10 | 05/18/10 | |
| 06/16/09 | 12/15/09 | 12/15/09 | 01/19/10 | 02/23/10 | 03/02/10 | 03/23/10 | 04/06/10 | 06/15/10 | |
| 07/14/09 | 01/12/10 | 01/12/10 | 02/16/10 | 03/23/10 | 03/30/10 | 04/20/10 | 05/04/10 | 07/20/10 | |
| 08/11/09 | 02/09/10 | 02/09/10 | 03/16/10 | 04/20/10 | 04/27/10 | 05/18/10 | 06/01/10 | 08/17/10 | |
| 09/15/09 | 03/16/10 | 03/16/10 | 04/20/10 | 05/25/10 | 06/01/10 | 06/22/10 | 07/06/10 | 09/21/10 | |
| 10/13/09 | 04/13/10 | 04/13/10 | 05/18/10 | 06/22/10 | 06/29/10 | 07/20/10 | 08/03/10 | 10/19/10 | |

Important notes regarding submittal dates:

- 1) Projects using the "Major" submittal dates typically involve any of the following: wetlands, recreational areas, or wildlife refuges; railroad crossings; historical structures or historical districts; right-of-way or easement acquisitions; or Federal-aid for consultant work. Examples include relocating a road on new alignment, major reconstruction, a major bridge, or a historical structure. Note: All projects requiring a hydraulic or structural review should follow the schedule for "Major" type projects.

- 2) Projects using the “Minor” submittal dates typically do not involve any of the items listed above for the “Major” type projects. Examples include an asphalt resurfacing project or a bike trail surfacing project on an existing railroad bed.
- 3) Neither the Major nor the Minor project submittal dates are applicable to Federal-aid projects that require an Environmental Assessment (EA) or Environmental Impact Statement (EIS) document. The submittal dates shown above reflect the *minimum* amount of time required by the *Iowa DOT* to review the submittal. *These dates do not reflect the time that may be required by other agencies for the appropriate reviews and approvals.* The project schedule should be based on the specific circumstances of the project. Federal-aid projects that have significant impacts to environmental or historical resources, require large amounts of right-of-way, or involve adjustments to railroad or utility facilities, will likely require additional time to develop for letting. Therefore, in such cases, it will probably be necessary to submit the Concept Statement and Preliminary Plans earlier than the dates shown. For additional guidance and information, refer to [I.M. 3.002](#), Federal-aid Project Scheduling.
- 4) The “Final Plans and PDC” date is when the LPA shall submit final plans and the Project Development Certification (PDC) to the Administering Office.
- 5) The “Letting Date” is the third Tuesday of every month, except January, which is the Wednesday after the third Tuesday of the month.
- 6) The “Contracts Turn-in” date is the first Tuesday, 2 months prior to letting. This date is when the Administering Office will deliver final plans to the Office of Contracts.
- 7) All other submittal dates are calculated from the “Contracts Turn-in” date by subtracting the number of weeks shown, except when such dates conflict with a State holiday. Dates adjusted for a holiday are shown in **bold**.
- 8) The “Fiscal Year” is the Federal fiscal year in which a project should be programmed in the Statewide Transportation Improvement Program (STIP) for the letting dates shown. Even though October 1 is the beginning of the Federal fiscal year, projects targeting an October letting should be programmed in the previous fiscal year. This is because projects in the October letting are authorized for letting in September.

Administering Office When it occurs in this document, and elsewhere throughout the I.M.s, the term, “Administering Office,” shall refer to the Iowa DOT [Office of Systems Planning](#) for projects funded by the Transportation Enhancement, Federal Recreational Trails, Scenic Byways, Safe Routes to School, or Revitalize Iowa’s Sound Economy (RISE) programs; unless such projects are already being administered by one of the Iowa DOT District Offices. For all other projects, the term, “Administering Office,” shall refer to the appropriate Iowa DOT [District Office](#).

Electronic Submittals Plans may be submitted in electronic format, if they conform to the requirements of the [File Specifications for Electronic Plan Submittals to the Iowa DOT](#). Any of the other documents listed below may also be submitted in electronic format, provided the means of transmission and file format is acceptable to the Administering Office. Files may be transmitted via e-mail or the Transportation Project Management System ([TPMS](#)). If sent by e-mail, contact the Administering Office for the appropriate e-mail address. Acceptable file formats for electronic documents include: Microsoft Word (*.doc), Adobe Acrobat (*.pdf), Joint Photographs Expert Group (*.jpg), Graphic Interchange Format (*.gif), and Tag Image File Format (*.tif). If submitted electronically, paper copies are not required. Otherwise, submit hard copies as noted below.

Concept Statement Include the following items in a Federal-aid project “Concept Statement for Local Systems Federal-aid Projects” (Form 517001) submittal (non-Federal-aid projects do not require a Concept Statement):

- 1 transmittal letter (or e-mail, if submitted electronically). Include a description of any unique aspects of the project or other information that cannot be adequately explained on the Concept Statement form.
- 4 copies of the Concept Statement. This form is available on-line in either [Microsoft Word](#) or [eForms XML](#) format. Include a location map and any applicable environmental documents with each copy. For more information, refer to [I.M. 3.105](#), Concept Statement Instructions.
- If a design exception is required, include 1 copy of the design exception documentation. For more information, refer to [I.M. 3.218](#), Design Exception Process. If the need for a design exception cannot be determined when the Concept Statement is submitted, submit the design exception request as soon as possible, but no later than the Check Plan submittal date.
- If required by the Concept Statement, include 2 copies of the Environmental Data Sheet (Form 517006). This form is available on-line in either [Microsoft Word](#) or [eForms XML](#) format. If the information required by this form is not known at the time of the Concept Statement submittal, submit the Environmental Data Sheet as soon as possible, but no later than the Preliminary Plan submittal date. For more information, refer to [I.M. 3.110](#), Environmental Data Sheet Instructions.

Incomplete Concept Statement submittals will delay project reviews. All submittals shall include the Iowa DOT project number. Users of the Transportation Program Management System (TPMS) may request project numbers using this system; otherwise, contact the Administering Office to obtain a project number.

Preliminary Plans Include the following items in a Federal-aid project Preliminary Plan submittal (non-Federal-aid projects do not require preliminary plans):

- 1 transmittal letter (or e-mail, if submitted electronically), including the following:
 - the proposed letting date;
 - identification of all changes from the previously approved project Concept Statement, if any; and
 - whether or not a hydraulic review is being requested.
- 2 copies of the plans for all Preliminary Plan submittals.
- If the project involves a bridge or culvert that requires a hydraulic review, include 1 extra copy of the plans and 2 copies of the hydraulic review materials.
- If the project involves any work on an Interstate or Primary highway, include 3 extra copies of the plans.
- If the project involves right-of-way acquisitions or easements, include 1 extra copy of the title sheet and plan sheets that show the proposed right-of-way or easements.
- If a design exception is required but has not been previously requested, include the design exception documentation as noted in the Concept Statement section above.
- If submittal of the Environmental Data Sheet (Form 517006) is required but has not been previously submitted, include copies of this form as noted in the Concept Statement section above.
- 1 completed copy of the Preliminary Plan Checklist, included as [Attachment B](#) to I.M. 3.405, Preliminary Plans (use of the checklist is encouraged, but not required).

For more information on the preliminary plan requirements and hydraulic review criteria for bridge and culvert projects, refer to [I.M. 3.405](#), Preliminary Plans.

Please note: Design activities for Federal-aid projects may not progress past the preliminary plan stage until after FHWA Environmental Concurrence has been received.

Check Plans Include the following items in the check plan submittal:

- 1 transmittal letter (or e-mail, if submitted electronically), including the following information:
 - the proposed letting date;
 - identification of all changes from the previously approved project Concept Statement, if any;
 - whether or not a structural review is requested;
 - if a bridge, culvert, or grading project does not require a U.S. Army Corps of Engineers 404 permit, a statement that explains why the permit is not required;
 - if a bridge, culvert, or grading project does not require an Iowa Department of Natural Resources Floodplain Construction permit, a statement that explains why the permit is not required;
 - if the project does not disturb one or more acres of land, a statement that the National Pollutant Discharge Elimination System (NPDES) permits is not required; and
 - if a federal-aid bridge or culvert project will not use epoxy-coated reinforcing steel, a waiver request as per the Bridge or Culvert Plan Supplementary Checklist, included as [Attachment A](#) to I.M. 3.510, Check and Final Bridge or Culvert Plans.
- 2 copies of the plans for all check plan submittals.
- If the project includes any Special Provisions, include 1 electronic copy of each Special Provision. If the Check Plans are submitted in hardcopy format, also include 1 hardcopy of the Special Provisions
- If the project involves a bridge or culvert that requires a structural review, include 1 extra copy of the plans and 2 copies of the structural calculations.
- If the project involves any work on an Interstate or Primary highway, include 3 extra copies of the plans and 3 extra hard copies of each Special Provision.
- If the project involves right-of-way acquisitions or easements, include 1 extra copy of the title sheet and plan sheets that show the proposed right-of-way or easements.
- If a design exception is required but has not been previously requested, include the design exception documentation as noted in the Concept Statement section above.
- 1 completed copy of the Check and Final Plan Checklist, included as [Attachment B](#) to I.M. 3.505, Check and Final Plans (use of the checklist is encouraged, but not required).
- If a Public Interest Finding is being requested, include justification. For more information, refer to [I.M. 3.760](#), Public Interest Findings.

Check plans should be 100% complete and incorporate all preliminary plan review comments provided by the Administering Office and any other offices that were involved in the preliminary plan review. The engineer's signature is not needed on the Check Plan submittal. For more information on the check plan requirements, refer to [I.M. 3.505](#), Check and Final Plans. For more information on the structural review criteria for bridge and culvert projects, refer to [I.M. 3.510](#), Check and Final Bridge or Culvert Plans.

Final Plans Include the following items in the final plan submittal:

- 1 transmittal letter (or e-mail, if submitted electronically), including the following information:
 - the proposed letting date;
 - if requested, any specific contract requirements (e.g., start date, number of working days, combined projects, etc.), including the reasons for the request;
 - identification of any changes, in addition to those requested by the check plan review, that have been made to the plans since the Check Plan submittal. Please be specific. It is especially important to note any changes that affect bid items or the estimate reference information. Use of highlighter to indicate the changes on the copy of the final plans is also acceptable; and
 - if multiple funding sources will be used for the contract (not counting the local match), specify the type and order in which the funds should be used.
- 1 unbound set of reproducible final plans with original signatures. Note: The signature of the certifying Engineer and / or Architect shall be in contrasting ink (blue works best). Signatures on electronic plans do not require a color contrast. For more information, refer to the [File Specifications for Electronic Plan Submittals to the Iowa DOT](#).
- 1 copy of the final plans.
- 2 copies of the project cost estimate.
- 1 electronic Trns*Port bid item file. The Trns*Port file is required for city projects and strongly encouraged for county projects with more than 6 bid items. For more information, refer to [I.M. 3.520](#), Electronic Bid Item Information.
- If the project includes any Special Provisions, include 1 electronic copy of each Special Provision. If the Final Plans are submitted in hardcopy format, also include 2 hardcopies of the Special Provisions
- If the project involves any work on a Interstate or Primary highway, include 3 extra copies of the plans and 3 extra hard copies of each Special Provision.
- 1 Project Development Certification (PDC) (Form 730002). The PDC is available on-line in either [Microsoft Word](#) or Adobe Acrobat ([PDF](#)) format. For more information, refer to [I.M. 3.750](#), Project Development Certification Instructions.
- If a railroad agreement is required, include 2 copies of the executed agreement. For more information, refer to [I.M. 3.670](#), Work on Railroad Right-of-Way.
- If a Public Interest Finding is being requested, include justification. For more information, refer to [I.M. 3.760](#), Public Interest Findings.

Final plans should incorporate all check plan comments made by the Administering Office and any other offices involved in the check plan review. For more information on the final plan requirements, refer to [I.M. 3.505](#), Check and Final Plans, and [I.M. 3.510](#), Check and Final Bridge or Culvert Plans.