

Guide and / or I.M. Revision Notice

To: Cities, Counties, and Consultants
From: Local Systems Bureau

Date: June 12, 2024
Revision Notice Number: 2024-05

The Federal-aid Project Development Guide (Federal-aid 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. 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.

If you have any questions concerning these revisions, please contact Nicole Moore at nicole.moore@iowadot.us or 515-460-0763.

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

Document Title or I.M. Number	Summary of Significant Revision(s)
I.M. Table of Contents June 12, 2024	The I.M. Table of Contents has been revised to reflect new or revised I.M. numbers, as indicated below.
I.M. 1.100 Highway Bridge Programs for Cities and Counties June 12, 2024	This I.M. has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> • Updated to remove the reference to Administrative Code Chapter 161 (this Admin Code will be eliminated with Executive Order 10). • Added a few other clarifications.
I.M. 1.200, Att. A. Procedures for Estimating Project End Dates June 12, 2024	This I.M. Attachment has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> • Adding additional time to closeout for Railroad and Utility projects.
I.M. 2.140 Transfer of Farm-to-Market Funds to the Local Secondary Road Fund June 12, 2024	This I.M. has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> • Make a minor procedural update.
I.M. 3.020 Concept Statement Instructions June 12, 2024	This I.M. has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> • Added several clarifications and changed a question to be more reflective of the answers we need.
I.M. 3.020, Att. A (word) Concept Statement Checklist of Submittal Items June 12, 2024	This I.M. Attachment has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> • Updated the checklist of submittal items to line up with instructions and be more reflective of the answers we need.
I.M. 3.400 Preliminary Plans June 12, 2024	This I.M. has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> • Documented Roundabout Review Process.
I.M. 3.700 Check and Final Plans June 12, 2024	This I.M. has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> • Added some clarifications. • Added updates to funding and project cost estimates.

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I.M. 3.700, Att. B (word) Check and Final Plan Checklist June 12, 2024	This I.M. Attachment has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> • Added updates and clarifications to funding and project cost estimates on the checklist. • Added a placeholder for BABA not being required for Federal Financial award of under \$500,000 to the end of the checklist.
I.M. 6.000 Construction Inspection June 12, 2024	This I.M. has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> • Removed Field Manager references. • Clarified Doc Express and Appia references. • Reorganized Preconstruction Inspection Duties and added updated methods. • Expanded preconstruction meeting references. • Updated resources, links, and made other minor clarifications.
I.M. 6.000, Att. D Local Public Agency Construction Contract Administration Guidance June 12, 2024	This I.M. Attachment has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> • Incorporated annual Construction & Materials Chapter 2 updates which included Davis Bacon updates and working day specification changes. • Removed Field Manager references. • Added Doc Express and Appia clarifications. • Clarified subcontractor .con process, and made other minor clarifications.
I.M. 6.110 Final Review, Audit, and Close-out Procedures for Federal-aid, Federal-aid Swap, and Farm-to-Market Projects June 12, 2024	This I.M. has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> • Removed Field Manager references. • Updated and clarified Doc Express and Appia references. • Reorganized to clarify project audit and closeout process timing. • Clarified processes for various steps and funding sources. • Made other minor clarifications.
I.M. 6.110, Att. E (word) Required LPA Project Documentation and Pre-audit Checklist June 12, 2024	This I.M. Attachment has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> • Removed Field Manager references. • Updated and clarified Doc Express and Appia references. • Clarified this check-list can be used to guide a pre-audit and lined up with I.M. 6.110 updates. • Made other minor clarifications.
I.M. 7.020, Att. E Iowa Legal Truck, EV, and Annual Permit Truck Diagrams June 12, 2024	This I.M. Attachment has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> • Added diagrams for current Emergency Vehicle and Annual Permit Truck configurations. • Revised Attachment Title to be inclusive of added content.