

Guide and / or I.M. Revision Notice

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

Date: July 7, 2023
Revision Notice Number: 2023-03

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 July 7, 2023	The I.M. Table of Contents has been revised to reflect new or revised I.M. numbers, as indicated below.
I.M. 2.070 Secondary Road Budget Accounting Code Series July 7, 2023	This I.M. has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> • Category numbers added to headers at the top of sections.
I.M. 2.130 Transfer of Local Funds to the Farm-to-Market Fund July 7, 2023	This I.M. has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> • Added language to Send a copy of the cover letter to the Secondary Roads Engineer in the Local Systems Bureau.
I.M. 3.060 Project Numbers July 7, 2023	This I.M. has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> • Added five (5) new project numbers.
I.M. 3.215 Urban Design Guidelines July 7, 2023	This is a new I.M.
I.M. 3.310 Federal-aid Participation in Consultant Costs July 7, 2023	This I.M. has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> • Deleting the PE 10 year rule, as it no longer applies in the Code of Federal Regulations. • Strongly recommending all CE Consultant Contracts include scope provisions to complete project close-out activities. • For consultant contracts that do not have Federal participation where use of the Standard Consultant Contract is not required, it is recommended that the LPA pay particular attention to the limit of liability clause in Article 4.9 of the Standard Consultant Contract and make sure the limit is equal to the amount of Federal-aid funding that will be lost if the consultant doesn't follow through on their contract obligations. • Clarifying that any costs incurred in excess of the previously authorized amount will make such work ineligible for Federal participation. • For Project Documentation, adding that it is strongly recommended that Attachment E to I.M. 6.110 be used and referenced throughout the construction project. This list will serve as a guide for documents required throughout the project and will greatly reduce time and effort required during the project closeout process. In the case of a Consultant discontinuing services during construction, or in the case of dispute or default, Consultant

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	shall provide all project documentation to the LPA. This includes, but is not limited to, Appia files, field calculations, field books, daily diaries, as-builts, and any other documentation necessary to close-out a project.
I.M. 3.320 Consultant Evaluations July 7, 2023	This I.M. has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> • Ensuring we are following federal regulations, no longer requiring consultant evaluations for all Federal-aid projects (just those that utilize federal funds to pay for consultant services). • There is also a new evaluation form, Form 517024, that is significantly less complicated than the previous form.
I.M. 3.500 Bridge or Culvert Plans July 7, 2023	This I.M. has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> • Re-ordered a bulleted list to ensure things are being accomplished in order.
I.M. 4.110 Threatened and Endangered Species July 7, 2023	This I.M. has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> • Clarifying the need to list whether species or habitats are being impacted by the project, then whether they will require mitigation. • Adding information on guidance from US Fish and Wildlife. • There will also be a new Determination of Effect of Threatened and Endangered Species form, Form 760005, on https://iowadot.seamlessdocs.com/sc/.
I.M. 7.020 Bridge Inspections July 7, 2023	This I.M. has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> • Several changes for the new Specifications for the National Bridge Inventory (SNBI). • Changing terminology of “Fracture Critical” to “Nonredundant Steel Tension Member”. • Updating information on Bridge Inspection Courses. • Updating information on Underwater Inspections. • Updating information about Initial Inspections (bridges must have an initial inspection within 3 months of opening to traffic). • Updating information on Critical Findings criteria.
I.M. 7.020, Att. K (word) Nonredundant Steel Tension Member Locations and Conditions for Trusses form July 7, 2023	This I.M. attachment has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> • Changing terminology of “Fracture Critical” to “Nonredundant Steel Tension Member”.
I.M. 7.020, Att. L (word) Nonredundant Steel Tension Member Locations and Conditions for Thru/Two Girders form July 7, 2023	This I.M. attachment has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> • Changing terminology of “Fracture Critical” to “Nonredundant Steel Tension Member”.
I.M. 7.020, Att. M Sample Nonredundant Steel Tension Member Locations and Conditions for Trusses form July 7, 2023	This I.M. attachment has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> • Changing terminology of “Fracture Critical” to “Nonredundant Steel Tension Member”.