



# Iowa Department of Transportation

**To:** Cities, Counties, and Consultants

**Date:** December 3, 2007

**From:** Office of Local Systems

**Revision No.:** 2007-06

**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) and 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 replaced and the corresponding new I.M.s that have taken their place. It also identifies any updates to existing I.M.s. All new or updated I.M. documents are included on the pages that follow this notice. Note: This document is designed for double-sided printing, therefore documents with an odd number of pages are followed by a blank page.

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, the transition to the new I.M.s, or these revisions, please contact Charlie Purcell at [Charlie.Purcell@dot.iowa.gov](mailto:Charlie.Purcell@dot.iowa.gov) or 515-239-1532.

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

Document Title or I.M Number Revision Date	Summary of Significant Revision(s)
<b>Packet Table of Contents</b> December 3, 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.
<b>I.M. Table of Contents</b> December 3, 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 and Packet documents, where appropriate.
<b>I.M. 3.150</b> December 3, 2007	I.M. 3.150, Highway Improvements in the Vicinity of Airports or Heliports, has been updated. Substantive changes include the following: <ul style="list-style-type: none"> <li>• References, addresses, and hyperlinks have been updated for current documents and procedures.</li> <li>• The Federal Aviation Administration (FAA) notification form may now be completed and filed on-line.</li> <li>• Addition guidance has been provided regarding submittal of the notification form. Submittals should be made at least 60 days prior to construction, but no later than 30 days.</li> <li>• A reference and link was added to an additional FAA Advisory Circular concerning hazards associated with wildlife attractants near airports.</li> </ul>
<b>Chart 11 – Project Development Certification Process</b> Packet Flow Charts 04-18-05	These Packet documents have been replaced by <b>I.M. 3.750</b> , Project Development Certification Instructions, dated December 3, 2007. This I.M. provides instructions for completing the Project Development Certification (PDC) (Form 730002, available in <a href="#">Word</a> or <a href="#">PDF</a> ). It also includes a sample form (see Attachment A).
<b>Project Development Certification Form and Instructions</b> Packet Index No. 8 02-24-06	Besides putting this information into the new I.M. format, Section 1 of the PDC form and instructions have been revised to reflect the current procedures for railroad agreements, as outlined in <a href="#">I.M. 3.670</a> , Work on Railroad Right-of-Way.

<b>Document Title or I.M Number</b> Revision Date	<b>Summary of Significant Revision(s)</b>
<b>Chart 15</b> Packet Flow Charts 11-01-01	This Packet document has been replaced by Attachment A to I.M. 3.910 (see below).
<b>Public Interest Findings</b> Packet Index No. 8 04-18-05	<p>This Packet document has been replaced by <b>I.M. 3.760</b>, Public Interest Findings, dated December 3, 2007. This I.M. includes a description of what Public Interest Findings are, conditions that require them, and procedures for their submittal, review, and approval.</p> <p>Besides putting this information into the new I.M. format and updating references and hyperlinks, one minor change was made. Page 1, condition no. 1, paragraph b) was revised to apply only to Federal-aid projects that complete the National Environmental Policy Act (NEPA) review process as a Categorical Exclusion (CE). Projects that require Environmental Assessment (EA) or Environmental Impact Statement (EIS) documents will not be submitted for letting until the Finding of No Significant Impact (FONSI) or Record of Decision (ROD) is approved.</p>
<b>I.M. 3.910</b> December 3, 2007	<p>I.M. 3.910, Final Review, Audit, and Close-out Procedures for Federal-aid Projects, is new. It provides guidelines and procedures for closing-out Local Public Agency (LPA) Federal-aid projects, including field inspections, pre-audits, final audits or reviews, final Federal reimbursement, and records retention. It includes several flowcharts and checklists to assist with these procedures.</p> <p><u>Note: In many cases, the procedures outlined by this I.M. are different than previous practices. Please review this I.M. carefully.</u> Some important differences include:</p> <ul style="list-style-type: none"> <li>• The LPA's Project Engineer should not accept the project as complete (sign the Form 830435 or 640003) until after the Iowa DOT Administering Office has performed a field inspection.</li> <li>• Prior to requesting an audit, the Project Engineer shall review, complete, and submit the Pre-audit checklist, included as Attachment E to this I.M.</li> <li>• The Project Engineer should not wait until after the Iowa DOT audit to send the proposed final quantities (semi-final voucher or pay estimate) to the contractor. Instead, the Project Engineer should send the semi-final voucher or pay estimate to the contractor as soon as the pre-audit is complete and the proposed final quantities have been determined.</li> <li>• For projects where the LPA pays the contractor directly, final payment to the contractor shall not be made until after the Project Engineer receives a signed Form 830435 or Form 640003 from the Administering Office.</li> </ul> <p>This I.M. replaces information that is currently located in Appendix 2-38 of the Iowa DOT Construction Manual. A future update to the Construction Manual will eliminate Appendix 2-38 and reference this I.M. instead. Nevertheless, the procedures outlined in this I.M. are effectively immediately.</p>
<b>I.M. 3.930</b> December 3, 2007	<p>I.M. 3.930, Interest Payment Procedures, is new. It includes procedures to comply with the interest payment requirements associated with construction contracts. It also includes instructions and a sample Interest Payment Information form.</p> <p>Similar to I.M. 3.910 discussed above, I.M. 3.930 replaces information that is currently located in Appendix 2-38 of the Iowa DOT Construction Manual. A future update to the Construction Manual will eliminate Appendix 2-38 and reference this I.M. instead. Nevertheless, the procedures outlined in this I.M. are effectively immediately.</p>
<b>I.M. 3.940</b> December 3, 2007	<p>I.M. 3.940, County Engineer Resolution, is new. It includes procedures for a County to authorize the County Engineer to accept a construction project as complete on behalf of the County Board of Supervisors. It also includes a sample resolution that may be used for this purpose.</p> <p>Similar to I.M. 3.910 discussed above, I.M. 3.940 replaces information that is currently located in Appendix 2-38 of the Iowa DOT Construction Manual. A future update to the Construction Manual will eliminate Appendix 2-38. Nevertheless, the procedures outlined in this I.M. are effectively immediately.</p>

## PROJECT DEVELOPMENT INFORMATION PACKET

### for Local Public Agency Federal-Aid Projects

**Please Note:** The Packet is in the process of being phased-out. Most of the detailed guidance currently contained in the Packet documents will be transferred to the new Instructional Memorandums for Local Public Agencies (I.M.s). Eventually, the Packet will be completely replaced with a new, more concise document called the “Federal-aid Project Development Guide.” The Guide will summarize the Federal-aid project development process and reference the new I.M.s where appropriate to provide additional details concerning specific parts of the process.

If a Packet document has been replaced it is shown below in light grey text along with a cross-reference to the corresponding new I.M. In all new I.M.s, references to existing Packet documents have been replaced with references to the new I.M. that has taken or will take its place. If the referenced new I.M. is not yet complete, the web page will redirect the user to the appropriate existing Packet document(s).

This Table of Contents will remain in place until the Packet is completely phased-out.

### TABLE OF CONTENTS

<b>General Information</b>	<b>Revision Date</b>
• Introduction ( <a href="#">PDF</a> ) .....	09-02-04
• FHWA Authorization Basics ( <a href="#">PDF</a> ).....	09-04-02
• Glossary of Terms ( <a href="#">PDF</a> ) .....	09-04-02
• Project Development Timeline (Replaced by <a href="#">I.M. 3.002</a> ) .....	N/A
• Critical Path Memorandum for Project Development (Replaced by <a href="#">I.M. 3.005</a> ).....	N/A
• DBE Guidelines (Replaced by <a href="#">I.M. 3.710</a> ) .....	N/A
<b>Flow Charts</b>	<b>Revision Date</b>
• Flow Chart Legend and Abbreviations ( <a href="#">PDF</a> ).....	09-02-04
• Chart 1 – Project Development Process Overview ( <a href="#">PDF</a> ).....	09-06-05
• Chart 2 – LPA / DOT Agreement Process ( <a href="#">PDF</a> ) .....	02-24-06
• Chart 3 – Concept Statement Process ( <a href="#">PDF</a> ).....	12-01-05
• Chart 4 – Design Exception Process ( <a href="#">PDF</a> ) .....	11-01-01
• Chart 5 – Early ROW Acquisition Process (Replaced by I.M. <a href="#">I.M. 3.605</a> ) .....	N/A
• Chart 6 – Environmental Process Overview ( <a href="#">PDF</a> ).....	09-02-04
• Chart 6A – Environmental Assessment / FONSI Process ( <a href="#">PDF</a> ) .....	09-02-04
• Chart 6B – Environmental Impact Statement / ROD Process ( <a href="#">PDF</a> ) .....	09-02-04
• Chart 6C – Section 106 Process ( <a href="#">PDF</a> ) .....	09-02-04
• Chart 6D – Section 4(f) Process ( <a href="#">PDF</a> ) .....	09-06-05
• Chart 6E – Farmland Protection Policy Act Process ( <a href="#">PDF</a> ) .....	09-02-04
• Chart 7 – Preliminary Plan Process ( <a href="#">PDF</a> ).....	11-01-01
• Chart 8 – ROW Authorization Process (Replaced by I.M. <a href="#">I.M. 3.605</a> ) .....	N/A
• Chart 9 – Utility Relocation or Railroad Work Federal-aid Authorization Process (For Railroads, see <a href="#">I.M. 3.680</a> ; for Utilities, see <a href="#">I.M. 3.650</a> ) .....	N/A
• Chart 10 – Check and Final Plan Process (Replaced by <a href="#">I.M. 3.505</a> ) .....	N/A
• Chart 11 – Project Development Certification Process (Replaced by <a href="#">I.M. 3.750</a> ).....	N/A
• Chart 12 – DOT Pre-letting Process ( <a href="#">PDF</a> ).....	11-01-01
• Chart 13 – DOT Post-letting Process ( <a href="#">PDF</a> ) .....	01-23-03
• Chart 14 – Final Detail Estimate Process ( <a href="#">PDF</a> ).....	11-01-01
• Chart 15 – Final Voucher Process (Replaced by <a href="#">I.M. 3.910</a> ).....	N/A

<b>Index No. 1 - Consultant Selection</b> (Replaced by <a href="#">I.M. 3.305</a> ) .....	<b>Revision Date</b>
• Federal-Aid Consultant Checklist .....	N/A
• Types of Payment Methods .....	N/A
• Guidelines for Federal-Aid Consultant Agreements .....	N/A
• Sample Consultant Agreement .....	N/A
<b>Index No. 2 - In-House Engineering</b> .....	<b>Revision Date</b>
• In-House Engineering Guidelines ( <a href="#">PDF</a> ) .....	11-01-01
• Steps to Utilize Federal Aid for In-House Engineering ( <a href="#">PDF</a> ) .....	11-01-01
<b>Index No. 3 - Force Account</b> .....	<b>Revision Date</b>
• Force Account Construction Guidelines ( <a href="#">PDF</a> ) .....	11-01-05
• Steps to Utilize Federal Aid for Force Account Construction ( <a href="#">PDF</a> ) .....	11-01-05
<b>Index No. 4 - In-Kind Contribution</b> (Replaced by <a href="#">I.M. 3.050</a> ) .....	<b>Revision Date</b>
• In-Kind Contribution Guidelines .....	N/A
• Steps to Utilize In-Kind Contributions .....	N/A
• Example In-Kind Calculations .....	N/A
<b>Index No. 5 - Design Criteria</b> .....	<b>Revision Date</b>
• Application of Design Criteria ( <a href="#">PDF</a> ) .....	11-01-01
• Urban Design Aids ( <a href="#">PDF</a> ) .....	10-04-02
• Alternative Urban Design Guides ( <a href="#">PDF</a> ) .....	10-04-02
• Urban 3R Guidelines ( <a href="#">PDF</a> ) .....	10-04-02
• Design Exception Process for City Federal Aid Projects ( <a href="#">PDF</a> ) .....	11-01-01
<b>Index No. 6 - Concept Statement and Environmental Regulations</b> .....	<b>Revision Date</b>
• NEPA Project Classification Process ( <a href="#">PDF</a> ) .....	06-16-05
• Concept Statement for Federal Aid Projects (Form 517001) ( <a href="#">eForm XML</a> ) ( <a href="#">Word</a> ) .....	Aug-05
• Concept Statement Instructions ( <a href="#">PDF</a> ) .....	09-06-05
• Environmental Data Sheet (Form 517006) ( <a href="#">eForm XML</a> ) ( <a href="#">Word</a> ) .....	Aug-05
• Environmental Data Sheet Instructions ( <a href="#">PDF</a> ) .....	09-06-05
• Cultural Resource Regulations ( <a href="#">PDF</a> ) .....	09-02-04
• Farmland Protection Policy Act Guidelines ( <a href="#">PDF</a> ) .....	11-01-01
• Farmland Conversion Impact Rating Form (Form AD-1006) ( <a href="#">PDF</a> ) .....	Oct-83
<b>Index No. 7 - Preliminary Plans</b> .....	<b>Revision Date</b>
• Preliminary Plan Guidelines ( <a href="#">PDF</a> ) .....	02-24-06
• Preliminary Plan Checklist ( <a href="#">PDF</a> ) .....	06-16-05
<b>Index No. 8 - Check and Final Plans</b> .....	
• Check and Final Plan Guidelines (Replaced by <a href="#">I.M. 3.505</a> ) .....	N/A
• Check and Final Plan Checklist (Replaced by <a href="#">I.M. 3.505</a> ) .....	N/A
• Bridge or Structural Plan Supplementary Checklist (Replaced by <a href="#">I.M. 3.510</a> ) .....	N/A
• Storm Water Permits ( <a href="#">PDF</a> ) .....	03-22-05
• Sample Pollution Prevention Plan ( <a href="#">PDF</a> ) ( <a href="#">Word</a> ) .....	12-06-02
• BIAS 2000 Information ( <a href="#">PDF</a> ) .....	03-22-05
• Requirements for Preparing and Submitting Special Provisions for State and Local Projects ( <a href="#">PDF</a> ) .....	01-14-03
• Project Development Certification (Form 730002) (Replaced by <a href="#">I.M. 3.750</a> ) .....	N/A
• Project Development Certification Instructions (Replaced by <a href="#">I.M. 3.750</a> ) .....	N/A
• Public Interest Findings (Replaced by <a href="#">I.M. 3.760</a> ) .....	N/A

**Index No. 9 – Locally Procured Federal-aid Contracts (Replaced by [I.M. 3.720](#)) .....Revision Date**

- Locally Procured Federal-aid Contract Requirements ..... N/A
- Pre-Award Checklist and Certification ..... N/A
- Post-Award Checklist and Certification ..... N/A
- Supplemental Agreement for Locally Procured Federal-aid Contracts..... N/A
- Forms Packet\* ..... N/A

\* These forms are not included in the Project Development Information Packet itself. However, for convenience, this self-extracting executable file is provided. It contains current versions of bid / quote documents and the construction forms used for local federal-aid contract procurement process.

**Appendix A – Instructional Memorandums (I.M.)**

**Revision Date**

- I.M. 3.131 Design and Submittal of Preliminary Bridge and Culvert Plans ([PDF](#)) .....May-03
- I.M. 3.150 Highway Improvements in the Vicinity of Airports or Heliports ([PDF](#)) .....12-03-07
- I.M. 3.210 Design Criteria – New Construction or Complete Reconstruction ([PDF](#)).....May-03
- I.M. 3.213 Traffic Barriers (Guardrail and Bridge Rail) ([PDF](#)) ..... Nov-01
- I.M. 3.214 3R Guidelines ([PDF](#)) .....May-03
- I.M. 3.216 Economic Analysis (Benefit-to-Cost Ratio) ([PDF](#))..... Oct-01
- I.M. 3.218 Design Exception Process ([PDF](#)) ..... Dec-02

**Revision Notices**

**Notice Date**

- Revision No. 01-2002 ([PDF](#)) .....03-26-02
- Revision No. 02-2002 ([PDF](#)) .....05-03-02
- Revision No. 03-2002 ([PDF](#)) .....06-03-02
- Revision No. 04-2002 ([PDF](#)) .....09-10-02
- Revision No. 05-2002 ([PDF](#)) .....10-04-02
- Revision No. 06-2002 ([PDF](#)) .....12-06-02
- Revision No. 01-2003 ([PDF](#)) .....01-23-03
- Revision No. 02-2003 ([PDF](#)) .....03-10-03
- Revision No. 03-2003 ([PDF](#)) .....05-02-03
- Revision No. 04-2003 ([PDF](#)) .....09-12-03
- Revision No. 05-2003 ([PDF](#)) .....10-31-03
- Revision No. 01-2004 ([PDF](#)) .....05-24-04
- Revision No. 02-2004 ([PDF](#)) .....09-02-04
- Revision No. 01-2005 ([PDF](#)) .....03-22-05
- Revision No. 02-2005 ([PDF](#)) .....04-18-05
- Revision No. 03-2005 ([PDF](#)) .....06-16-05
- Revision No. 04-2005 ([PDF](#)) .....09-06-05
- Revision No. 05-2005 ([PDF](#)) .....11-01-05
- Revision No. 06-2005 ([PDF](#)) .....12-01-05
- Revision No. 01-2006 ([PDF](#)) .....02-24-06
- Revision No. 02-2006 ([PDF](#)).....08-29-06
- Revision No. 2007-01 ([PDF](#)).....02-16-07
- Revision No. 2007-02 ([PDF](#)).....04-12-07
- Revision No. 2007-03 ([PDF](#)).....05-01-07
- Revision No. 2007-04 ([PDF](#)).....06-18-07
- Revision No. 2007-05 ([PDF](#)).....08-06-07
- Revision No. 2007-06 ([PDF](#)).....12-03-07



# Instructional Memorandums To Local Public Agencies

## Table of Contents



Note: Some of the I.M.s listed below are not yet complete. Incomplete I.M.s are shown in light grey text. Some of the incomplete I.M.s will be based on existing I.M.s that will be renumbered. Other incomplete I.M.s will be based on content that is currently part of the [Project Development Information Packet](#). Still other incomplete I.M.s will include entirely new content. Where applicable, a reference and link to the existing I.M. or Packet document is provided.

No.	Subject	Revision Date	Written To
<b>Chapter 1 – General Information</b>			
<b>Section 1.0 -- General</b>			
<a href="#">1.010</a>	County Road Embargoes on the Iowa Detour and Road Embargo Map	November 2001	Counties
<a href="#">1.020</a>	Pavement Friction Evaluation Program	August 2003	Counties
<a href="#">1.030</a>	Ordering Forms and Supplies From the Iowa Department of Transportation	November 2001	Both
<a href="#">1.050</a>	Manuals, Guides and Instructional Information Available to Counties	December 2002	Both
1.070	Title VI and Nondiscrimination Requirements	N/A	Both
1.080	ADA Requirements	N/A	Both
<b>Section 1.1 -- References</b>			
<a href="#">1.120</a>	References to the Iowa Code	August 2003	Counties
<b>Chapter 2 – Administration</b>			
<b>Section 2.0 -- Finance</b>			
<a href="#">2.010</a>	Transfer of Local Secondary Road Use Tax Funds to the Farm-to-Market Fund	November 2001	Counties
	Attachment A - Local to FM Fund Transfer Resolution ( <a href="#">Word</a> )	November 2001	Counties
<a href="#">2.020</a>	Federal and State Bridge Replacement and Rehabilitation Programs	August 2004	Counties
<a href="#">2.030</a>	Transfer of Farm-to-Market Funds to the Local Secondary Road Fund	April 12, 2007	Counties
<a href="#">2.040</a>	Temporary Allocation of Farm-to-Market Funds	November 2001	Counties
2.050	Procedure to Change a County Secondary Road Construction Program (see <a href="#">I.M. 3.11</a> , dated March 2003)	N/A	Counties
	Attachment A – Add FM or Local Project Resolution (see attachment to <a href="#">I.M. 3.11</a> , dated March 2003) ( <a href="#">Word</a> )	N/A	Counties
	Attachment B - Advance Local Project Resolution (see attachment to <a href="#">I.M. 3.11</a> , dated March 2003) ( <a href="#">Word</a> )	N/A	Counties
<a href="#">2.071</a>	Secondary Road Budget Accounting Code Series	July 2005	Counties
<b>Section 2.1 -- Maintenance</b>			
<a href="#">2.110</a>	Maintenance of County Roads at Intersections, Interchanges, and Grade Separations with the Primary Highway System	June 1998	Counties
<b>Section 2.2 -- Traffic Service and Control</b>			
<a href="#">2.210</a>	Engineering and Traffic Investigations – Speed Limit Study	March 2002	Counties
	Attachment A - Speed Restriction Ordinance ( <a href="#">Word</a> )	March 2002	Counties
	Attachment B - Amendment to Speed Restriction Ordinance ( <a href="#">Word</a> )	March 2002	Counties
	Attachment C - Resolution for Establishing Speed Limits ( <a href="#">Word</a> )	March 2002	Counties



No.	Subject	Revision Date	Written To
<a href="#">2.220</a>	Establishing and Signing Area Service B and Area Service C Roads	January 2004	Counties
	Attachment A - Area Service "B" Ordinance ( <a href="#">Word</a> )	March 2002	Counties
	Attachment B - Area Service "B" Resolution ( <a href="#">Word</a> )	March 2002	Counties
	Attachment C - Area Service "C" Ordinance ( <a href="#">Word</a> )	January 2004	Counties
	Attachment D - Area Service "C" Resolution ( <a href="#">Word</a> )	January 2004	Counties
<a href="#">2.230</a>	Signing for Low Cost Stream Crossings	June 2002	Counties
	Attachment A - Resolution for Low-Water Stream Crossing ( <a href="#">Word</a> )	June 2002	Counties
2.240	Iowa DOT Traffic Counts	N/A	Both
<b>Section 2.3 -- Agreements</b>			
<a href="#">2.310</a>	Construction Agreements Between City and County on Secondary Road Extensions	April 2002	Both
	Attachment A - Resolution for Construction Agreement between City and County on Secondary Road Extensions ( <a href="#">Word</a> )	April 2002	Both
<b>Chapter 3 – Project Development</b>			
<b>Section 3.0 -- General</b>			
<a href="#">3.002</a>	Federal-aid Project Scheduling	February 16, 2007	Both
<a href="#">3.005</a>	Project Development Submittal Dates and Information	August 6, 2007	Both
<a href="#">3.010</a>	Project Development Outline -- Federal-Aid Funding (BRS, BHS, BROS, BHOS, STS-S, STP-A, STP-E, STP-ES)	February 2002	Both
<a href="#">3.020</a>	Project Development Outline -- Farm-to-Market Funding (FM)	February 2002	Counties
<a href="#">3.030</a>	Project Development Outline -- Local Funding (L)	February 2002	Both
<a href="#">3.050</a>	In-Kind Contributions	April 12, 2007	Both
3.060	Project Prefix Designation (see <a href="#">I.M. 3.14</a> , dated December 2002)	N/A	Both
<b>Section 3.1 -- Environmental Reviews and Permits</b>			
3.105	Concept Statement Instructions (see Packet, Index No. 6, <a href="#">Concept Statement Instructions</a> )	N/A	Both
	Attachment A – Example Concept Statement	N/A	Both
3.110	Environmental Data Sheet Instructions (see Packet, Index No. 6, <a href="#">Environmental Datasheet Instructions</a> )	N/A	Both
	Attachment A – Example Environmental Data Sheet	N/A	Both
3.112	FHWA Environmental Concurrence Process (see Packet, Index No. 6, <a href="#">NEPA Project Classification Process</a> )	N/A	Both
	Attachment A - Environmental Concurrence Process Overview (see Packet, Flowcharts, <a href="#">Chart No. 6 – Environmental Process Overview</a> )	N/A	Both
	Attachment B - Environmental Assessment / FONSI Process (see Packet, Flowcharts, <a href="#">Chart No. 6A – Environmental Assessment / FONSI Process</a> )	N/A	Both
	Attachment C - Environmental Impact Statement / ROD Process (see Packet, Flowcharts, <a href="#">Chart No. 6B – Environmental Impact Statement / ROD Process</a> )	N/A	Both
	Attachment D - Section 106 Process (see Packet, Flowcharts, <a href="#">Chart No. 6C – Section 106 Process</a> )	N/A	Both
	Attachment E - Section 4(f) Process (see Packet, Flowcharts, <a href="#">Chart No. 6D – Section 4(f) Process</a> )	N/A	Both
3.114	Cultural Resource Regulations (see Packet, Index No. 6, <a href="#">Cultural Resource Regulations</a> )	N/A	Both
3.120	Farmland Protection Policy Act Guidelines (see Packet, Index No. 6, <a href="#">Farmland Protection Policy Act Guidelines</a> )	N/A	Both



No.	Subject	Revision Date	Written To
	Attachment A - Farmland Protection Policy Act Process Flowchart (see Packet, Flowcharts, <a href="#">Chart No. 6E – Farmland Protection Policy Act Process</a> )	N/A	Both
<a href="#">3.130</a>	404 Permit Process	September 2005	Both
	<a href="#">Appendix A</a> - Permit Application Checklist	January 2004	Both
	<a href="#">Appendix B</a> - List of Environmental Consultants	September 2005	Both
3.140	Storm Water Permits (see Packet, Index No. 8, <a href="#">Storm Water Permits</a> )	N/A	Both
	Attachment A – Sample Pollution Prevention Plan (see Packet, Index No. 8, Sample Pollution Prevention Plan ( <a href="#">Word</a> ) ( <a href="#">PDF</a> ))	N/A	Both
<a href="#">3.150</a>	Highway Improvements in the Vicinity of Airports or Heliports	December 3, 2007	Both
<a href="#">3.160</a>	Asbestos Inspection, Removal, and Notification Requirements	April 12, 2007	Both
	Attachment A – Notification of Demolition form ( <a href="#">Word</a> ) ( <a href="#">PDF</a> )	April 12, 2007	Both
3.170	Hazardous Wastes	N/A	Both
<b>Section 3.2 -- Design Guidelines and Exceptions</b>			
3.205	Urban Design Guidelines for Federal-aid Projects (see Packet, Index No. 5, <a href="#">Application of Design Criteria</a> , <a href="#">Urban Design Aids</a> , <a href="#">Alternative Urban Design Guides</a> , <a href="#">Urban 3R Guidelines</a> , and <a href="#">Design Exception Process for City Federal-aid Projects</a> )	N/A	Cities
<a href="#">3.210</a>	Design Criteria – New Construction or Complete Reconstruction on Federal-aid Projects	May 2003	Counties
<a href="#">3.211</a>	Rehabilitation of Existing Surfaces	November 2001	Counties
<a href="#">3.213</a>	Traffic Barriers (Guardrail and Bridge Rail)	November 2001	Both
<a href="#">3.214</a>	3R Guidelines for Federal-Aid Projects	May 2003	Counties
<a href="#">3.215</a>	Clear Zone	February 2002	Counties
<a href="#">3.216</a>	Economic Analysis (Benefit-to-Cost Ratio)	October 2001	Counties
<a href="#">3.218</a>	Design Exception Process	December 2002	Counties
	Attachment A – Design Exception Process Flowchart (see Packet, Flowcharts, <a href="#">Chart No. 4 – Design Exception Process</a> )	N/A	Both
3.220	Design Exception Process for Bridges Narrower than Approach Pavement (see <a href="#">I.M. 3.132</a> , dated February 2002)	N/A	Both
<b>Section 3.3 -- Consultant and In-House Design</b>			
<a href="#">3.305</a>	Federal-aid Participation in Consultant Costs	August 29, 2006	Both
	<a href="#">Attachment A</a> – Federal-Aid Consultant Checklist	August 29, 2006	Both
	<a href="#">Attachment B</a> – Guidelines for Federal-Aid Consultant Contracts	August 29, 2006	Both
	<a href="#">Attachment C</a> – Payment Methods	August 29, 2006	Both
	<a href="#">Attachment D</a> – Sample Consultant Contract ( <a href="#">Word</a> )	August 29, 2006	Both
3.310	Federal-aid Participation in In-House Engineering Costs (see Packet, Index No. 2, <a href="#">In-House Engineering Guidelines</a> and <a href="#">Steps to Utilize Federal-aid for In-House Engineering</a> )	N/A	Both
3.315	Farm-to-Market Funded Consultant Contracts	N/A	Counties
<b>Section 3.4 -- Preliminary Design</b>			
3.405	Preliminary Plans (see <a href="#">I.M. 3.12</a> , dated June 2002)	N/A	Both
	Attachment A – Preliminary Plan Guidelines (see Packet, Index No. 7, <a href="#">Preliminary Plan Guidelines</a> )	N/A	Both
	Attachment B – Preliminary Plan Checklist (see Packet, Index No. 7, <a href="#">Preliminary Plan Checklist</a> )	N/A	Both
	Attachment C – Preliminary Plan Process Flowchart (see Packet, Flowcharts, <a href="#">Chart No. 7 – Preliminary Plan Process</a> )	N/A	Both

No.	Subject	Revision Date	Written To
3.410	Preliminary Bridge or Culvert Plans (see <a href="#">I.M. 3.131</a> , dated May 2003)	N/A	Both
<b>Section 3.5 -- Final Design</b>			
<a href="#">3.505</a>	Check and Final Plans	February 16, 2007	Both
	<a href="#">Attachment A</a> – Check and Final Plan Guidelines	February 16, 2007	Both
	<a href="#">Attachment B</a> – Check and Final Plan Checklist	February 16, 2007	Both
	<a href="#">Attachment C</a> – Check and Final Plan Process Flowchart	February 16, 2007	Both
<a href="#">3.510</a>	Check and Final Bridge or Culvert Plans	February 16, 2007	Both
	<a href="#">Attachment A</a> – Bridge or Culvert Plan Supplementary Checklist	February 16, 2007	Both
3.520	Electronic Bid Item Information (see Packet, Index No. 8, <a href="#">BIAS 2000 Information</a> )	N/A	Both
<b>Section 3.6 -- Right-of-Way, Utilities, and Railroads</b>			
<a href="#">3.605</a>	Right-of-Way Acquisition	June 18, 2007	Both
	<a href="#">Attachment A</a> – Compensation Estimate Procedures	June 18, 2007	Both
	<a href="#">Attachment B</a> – FHWA Authorization of Right-of-Way Costs Flowchart	June 18, 2007	Both
	<a href="#">Attachment C</a> – Early Right-of-Way Acquisition Process Flowchart	June 18, 2007	Both
3.640	Utility Accommodation and Coordination	N/A	Both
<a href="#">3.650</a>	Federal-aid Participation in Utility Relocations	June 18, 2007	Both
	<a href="#">Attachment A</a> – Utility Relocation Federal-Aid Eligibility Flowchart	June 18, 2007	Both
	<a href="#">Attachment B</a> – FHWA Authorization of Utility Relocation Costs Flowchart	June 18, 2007	Both
<a href="#">3.670</a>	Work on Railroad Right-of-Way	May 1, 2007	Both
	<a href="#">Attachment A</a> – Notification and Agreement of Maintenance Work in Railroad Right-of-Way ( <a href="#">Word</a> )	May 1, 2007	Both
	<a href="#">Attachment B</a> – Notification of Construction Work in Railroad Right-of-Way ( <a href="#">Word</a> )	May 1, 2007	Both
	<a href="#">Attachment C</a> – Work on Railroad Right-of-Way Flowchart	May 1, 2007	Both
<a href="#">3.680</a>	Federal-aid Projects Involving Railroads	May 1, 2007	Both
	<a href="#">Attachment A</a> – FHWA Authorization of Railroad Costs Flowchart	May 1, 2007	Both
<b>Section 3.7 -- Lettings and Contracts</b>			
3.705	Local Letting Process – State or Local Funded (see <a href="#">I.M. 3.41</a> , dated September 2005; <a href="#">I.M. 3.42</a> , dated March 2002; and <a href="#">I.M. 3.43</a> , dated September 2002)	N/A	Both
<a href="#">3.710</a>	DBE Guidelines	June 18, 2007	Both
<a href="#">3.720</a>	Local Letting Process – Federal-aid	April 12, 2007	Both
	<a href="#">Attachment A</a> – Pre-Award Checklist and Certification	April 12, 2007	Both
	<a href="#">Attachment B</a> - Post-Award Checklist and Certification	April 12, 2007	Both
	<a href="#">Attachment C</a> - Supplemental Agreement	April 12, 2007	Both
	<a href="#">Forms Packet</a> 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 <a href="#">I.M. 3.44</a> , dated September 2005)	N/A	Both
	Attachment A – Iowa DOT Letting Process Flowchart (see Packet, Flowcharts, <a href="#">Chart No. 12 – DOT Pre-letting Process</a> and <a href="#">Chart No. 13 – DOT Post-letting Process</a> )	N/A	Both
<a href="#">3.750</a>	Project Development Certification Instructions	December 3, 2007	Both
	<a href="#">Attachment A</a> – Project Development Certification Process Flowchart	December 3, 2007	Both
	<a href="#">Attachment B</a> - Sample Project Development Certification Form	December 3, 2007	Both

No.	Subject	Revision Date	Written To
<a href="#">3.760</a>	Public Interest Findings	December 3, 2007	Both
3.770	Paving Point Requirements	N/A	Counties
<b>Section 3.8 -- Construction</b>			
3.805	Construction Inspection (see <a href="#">I.M. 3.51</a> , dated September 2002)	N/A	Both
3.810	Federal-aid Construction by Local Agency Forces (see Packet, Index No. 3, <a href="#">Force Account Construction Guidelines</a> and <a href="#">Steps to Utilize Federal-aid for Force Account Construction</a> )	N/A	Both
3.870	Farm-to-Market Voucher Process	N/A	Counties
<b>Section 3.9 -- Project Close-out and Audits</b>			
<a href="#">3.910</a>	Final Review, Audit, and Close-out Procedures for Federal-aid Projects	December 3, 2007	Both
	<a href="#">Attachment A</a> – Project Close-out Process Overview Flowchart	December 3, 2007	Both
	<a href="#">Attachment B</a> – Final Review and Audit Process Flowchart – Highway or Bridge Construction	December 3, 2007	Both
	<a href="#">Attachment C</a> – Final Review and Audit Process Flowchart – Non-highway Construction, DOT Specifications	December 3, 2007	Both
	<a href="#">Attachment D</a> – Final Review and Audit Process Flowchart – Non-highway Construction, Non-DOT Specifications	December 3, 2007	Both
	<a href="#">Attachment E</a> – Pre-audit Checklist	December 3, 2007	Both
	<a href="#">Attachment F</a> – Final Forms Packet Checklist	December 3, 2007	Both
3.920	Final Review, Audit, and Close-out Procedures for State-aid Projects	N/A	Both
<a href="#">3.930</a>	Interest Payment Procedures	December 3, 2007	Both
	<a href="#">Attachment A</a> – Sample Interest Payment Information Form	December 3, 2007	Both
<a href="#">3.940</a>	County Engineer Resolution	December 3, 2007	Counties
	<a href="#">Attachment A</a> – Sample County Engineer Resolution ( <a href="#">Word</a> )	December 3, 2007	Counties
<b>Chapter 4 – Systems Classification And Identification</b>			
<b>Section 4.0 -- General</b>			
<a href="#">4.010</a>	Procedures to Modify the Secondary Road Route Numbering System	September 2002	Counties
<a href="#">4.030</a>	County Road Vacations	September 2002	Counties
	Attachment A - Resolution for Road Vacation Public Hearing ( <a href="#">Word</a> )	September 2002	Counties
	Attachment B - Notice of Public Hearing ( <a href="#">Word</a> )	September 2002	Counties
	Attachment C - Resolution to Vacate a County Road ( <a href="#">Word</a> )	September 2002	Counties
<b>Section 4.1 -- Federal-aid Secondary System</b>			
<b>Section 4.2 -- Farm-to-Market System</b>			
<a href="#">4.210</a>	Modification of the Farm-to Market (FM) System	March 2002	Counties
	Attachment A - FM Review Board Application Resolution ( <a href="#">Word</a> )	March 2002	Counties
<a href="#">4.220</a>	Farm-to-Market Review Board Advisory Opinions on Proposed Jurisdictional Transfers	April 2002	Counties



# INSTRUCTIONAL MEMORANDUMS

## To Local Public Agencies



To: Counties and Cities	Date: December 3, 2007
From: Office of Local Systems	I.M. No. 3.150
Subject: Highway Improvements in the Vicinity of Airports or Heliports	

**Contents:** This Instructional Memorandum (I.M.) provides guidance for a Local Public Agency (LPA) to comply with the notification requirements associated with improvements or alterations conducted in the vicinity of a public airport or heliport. This information is provided as a guide only. The Iowa Department of Transportation (Iowa DOT) does not oversee or monitor these requirements.

### Introduction

To protect navigable airspace from encroachment by either construction operations or alterations, the Federal Aviation Administration (FAA) promulgated [14 CFR 77](#). This regulation defines the airspace next to a public airport or heliport that requires a Notice of Proposed Construction or Alteration.

All public airports in Iowa are shown on the Iowa Aeronautical Chart, published by the Iowa DOT. Copies of this chart may be obtained free of charge at any public airport, or by contacting the Iowa DOT Office of Aviation at 515-239-1691, or by ordering on-line using the Office of Aviation's [Publications Order form](#).

### Notification Criteria

The FAA does not need to be notified if the highway construction or alteration is taking place more than 20,000 feet from any public airport or heliport. For construction or alteration activities within 20,000 feet of a public airport or heliport, the FAA must be notified under the following conditions:

1. If the affected public airport has a runway greater than 3,200 feet in length:

The FAA must be notified if a point taken 15 feet above the highest point of the roadway, or any proposed construction or alteration, including construction equipment or utility poles, penetrates an imaginary surface that extends outward and upward at a slope of 100 to 1 for a horizontal distance of 20,000 feet from the nearest point of the nearest runway. See Figure 1 below.

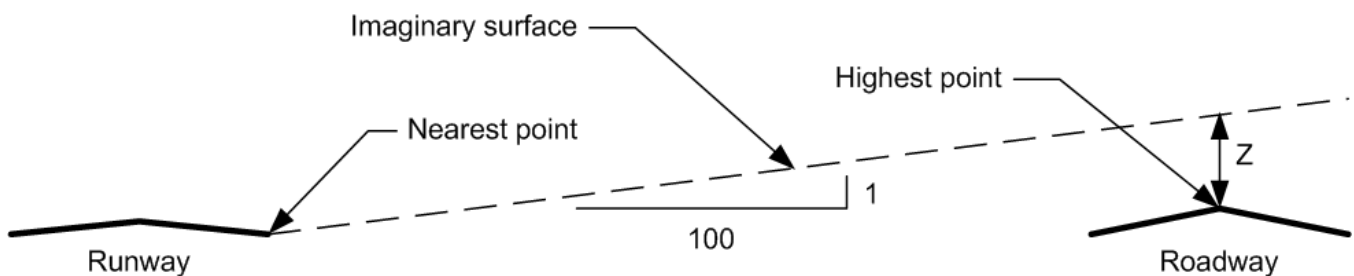


Figure 1 – Runways > 3,200 feet

If "Z" is less than 15 feet, then Form 7460-1 must be completed and submitted to the FAA.

2. If the affected public airport has a runway less than or equal to 3,200 feet in length:

The FAA must be notified if a point taken 15 feet above the highest point of the roadway, or any proposed construction or alteration, including construction equipment or utility poles, penetrates an imaginary surface that extends outward and upward at a slope of 50 to 1 for a horizontal distance of 10,000 feet from the nearest point of the nearest runway. See Figure 2 below.

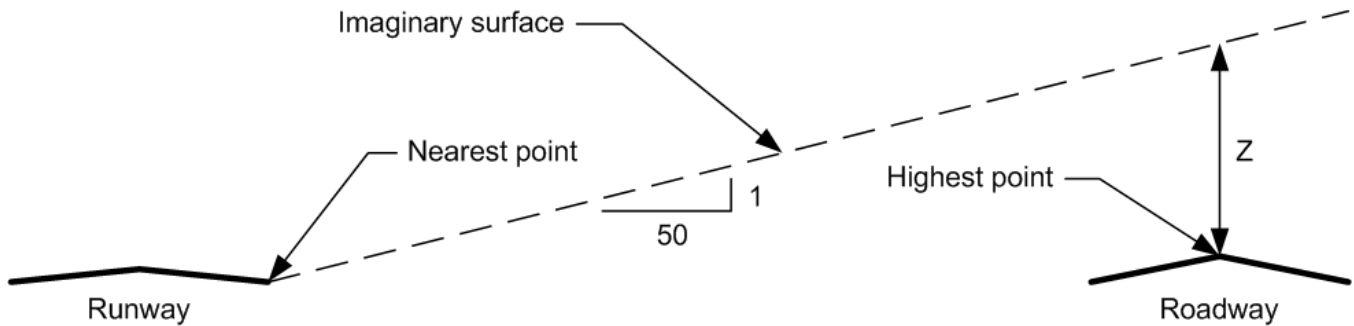


Figure 2 – Runways < 3,200 feet

If "Z" is less than 15 feet, then Form 7460-1 must be completed and submitted to the FAA.

3. For heliports:

The FAA must be notified if a point taken 15 feet above the highest point of the roadway, or any proposed construction or alteration, including construction equipment or utility poles, penetrates an imaginary surface that extends outward and upward at a slope of 25 to 1 for a horizontal distance of 5,000 feet from the nearest point of the nearest landing and takeoff area. See Figure 3 below.

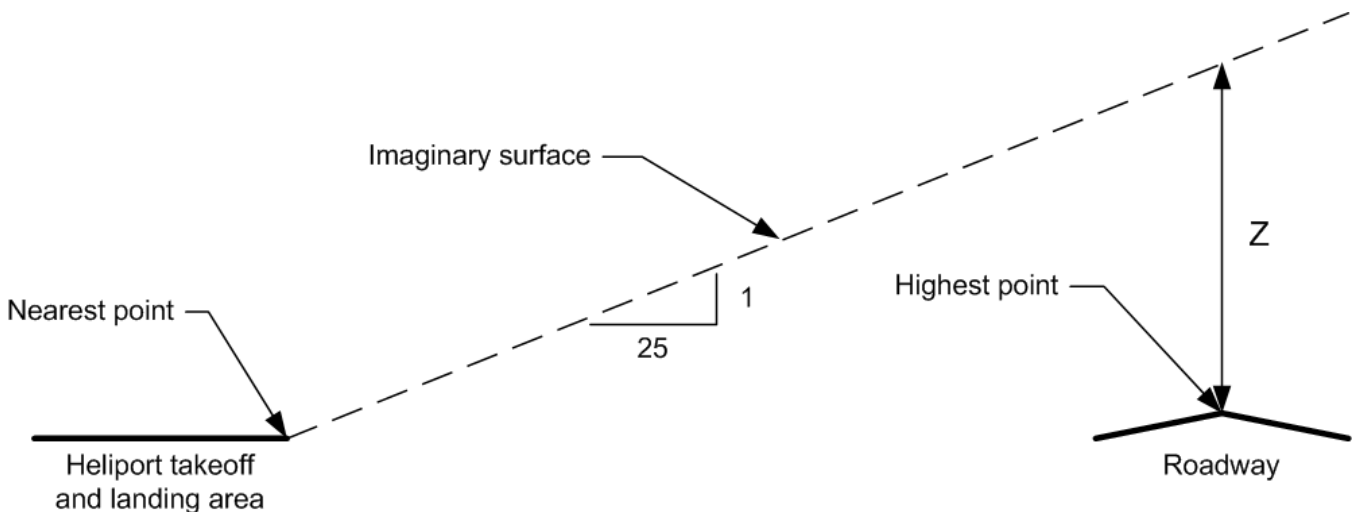


Figure 3 - Heliports

If "Z" is less than 15 feet, then Form 7460-1 must be completed and submitted to the FAA.

Note: Each of the situations shown above assumes the roadway is not an Interstate Highway. If the roadway is an Interstate Highway, use 17 feet for the "Z" dimension shown in the diagrams above.

## **Notification Procedures**

Notification is made using FAA Form 7460-1, Notice of Proposed Construction or Alteration. The LPA shall submit this form to the FAA either electronically or by mail. To obtain a copy of the form and / or to submit it electronically, refer to the [FAA's Obstruction Evaluation / Airport Airspace Analysis \(OE/AAA\) web site](#). Completed paper forms should be mailed to the address shown on this web site.

Construction should not begin until the LPA receives an acknowledgment from the FAA, which will include a determination of the impact of the proposed construction. In some cases, the FAA may require additional study or may require the LPA to file a supplemental notice at least 48 hours before the start of the proposed construction. Therefore, the Form 7460-1 should be submitted at least 60 days, but in no case less than 30 days, prior to beginning construction.

## **Other Restrictions**

Any highway project financed with Federal highway funds shall comply with [Section 318 of Title 23 U.S.C.](#), Highway Relocation Due to Airport. This code section does not allow Federal participation in highways which serve an airport, or which must be relocated or reconstructed to accommodate airport improvements, unless such participation has been found to be in the public interest, as determined by the Iowa DOT and the Federal Highway Administration (FHWA).

During activities on, or in proximity to, an airport, including maintenance or construction, the LPA shall contact the airport manager and comply with FAA Advisory Circular No. [150/5370-2E](#), "Operational Safety on Airports During Construction", and FAA Advisory Circular No. [150/5210-5C](#), "Painting, Marking, and Lighting of Vehicles Used on An Airport."

Any highway construction that may create a potential wildlife attractant within 5,000 feet of an airport serving piston powered aircraft, or 10,000 feet of an airport serving turbine powered aircraft, should also comply with the FAA Advisory Circular No. [150/5200-33B](#), "Hazardous Wildlife Attractants on or Near Airports."





# INSTRUCTIONAL MEMORANDUMS

## To Local Public Agencies



To: Counties and Cities	Date: December 3, 2007
From: Office of Local Systems	I.M. No. 3.750
Subject: Project Development Certification Instructions	

**Contents:** This Instructional Memorandum (I.M.) provides information related to the *Project Development Certification* (PDC) (Form 730002, available in [Word](#) or [PDF](#)). It includes a description of its purpose, submittal and review procedures, and instructions for completing the form. This I.M. also includes the following attachments:

[Attachment A](#) – Project Development Certification Process Flowchart

[Attachment B](#) – Sample Project Development Certification Form

### Purpose

This form is used by Iowa Department of Transportation (Iowa DOT) to verify that a Local Public Agency (LPA) project is ready to begin the letting process. It is required for any LPA project let by the Iowa DOT. This form is also required for any LPA Federal-aid project that is let locally. It is the responsibility of the LPA to ensure that the information submitted on this form is accurate. If inaccurate information is submitted, serious consequences can result, including project delays, increased costs, and possible loss of Federal funding. The LPA or their authorized representative should review this form and these instructions carefully before it is signed and submitted.

If there are any questions regarding right-of-way acquisition or relocation issues (Items 4 and 5), please contact the [Local Public Agency Coordinator](#) in the Iowa DOT Office of Right of Way for assistance. For any other questions related to this form, please contact the Administering Office.

### Submittal and Review Procedures

The steps involved in the PDC review and approval process are shown on [Attachment A](#) – Project Development Certification Process Flowchart.

For projects let by the Iowa DOT, the PDC form should be received by the Iowa DOT Administering Office by the date listed in [I.M. 3.005](#), Project Development Submittal Dates and Information. However, if the Railroad, Utility, Right-of-Way, and Relocation clearances listed on this form have not been obtained by the submittal date shown in I.M. 3.005, the PDC may be submitted to the Administering Office as late as the Thursday before the 1<sup>st</sup> Tuesday, 2 months prior to the Iowa DOT letting date. If these clearances have not been obtained by this date, the project will not be submitted for letting, unless a Public Interest Finding to enter the letting process without the remaining project clearance has been requested by the LPA and approved by the Administering Office. Refer to [I.M. 3.760](#), Public Interest Findings, for guidance concerning justification of Public Interest Findings for project clearances.

For Federal-aid projects that are let locally, the PDC form should be submitted with the LPA's request to advertise for bids or solicit quotes. For more information, refer to [I.M. 3.720](#), Local Letting Process – Federal-aid.

### Instructions for Completing the PDC Form

The LPA shall complete the PDC form according to the following instructions. For a sample form, refer to [Attachment B](#) to this I.M.

## Instructions - Page 1

### Railroads:

- 1.a. Check "Yes" if any railroad crossings or property are within or adjacent to the project limits. Crossings or property are considered adjacent to the project limits if any construction equipment, personnel, or materials will be located within 50 feet of the centerline of the outermost track.
- 1.b. Check "Yes" if the project requires any work on railroad facilities or railroad right-of-way.

Work on railroad facilities includes construction, reconstruction, relocation, or modification to any of the following: rails, ties, ballast, crossing material, railroad signals and / or crossing gates, or any other equipment owned or operated by the railroad company.

Work on railroad right-of-way includes construction, reconstruction, relocation, or modification to any features located on property owned by the railroad. Examples of such features include, but are not limited to: roadway, trail, or sidewalk pavement, grade separation structures (either over or under the tracks, regardless of who owns the structure itself), drainage structures, or utilities.

Note: If question 1.b is checked "Yes," the LPA shall contact the railroad company to determine what type of an agreement is needed. Depending on the railroad company and the type of work proposed, the agreement may be a simple letter of permission signed by the appropriate officials from the railroad company and the LPA, or it may be a formal agreement between the LPA and the railroad company. For additional guidance, refer to [I.M. 3.670](#), Work on Railroad Right-of-Way.

- 1.c. Check "Yes" only if the agreement between the LPA and railroad company has been signed by all parties. If "Yes," include a copy of the fully signed railroad agreement along with the PDC.

If "No," the project will not be submitted for letting at the Iowa DOT unless a Public Interest Finding is requested and approved to justify submitting the project for letting without a signed railroad agreement. Because railroad agreements can take a considerable amount of time to be developed and approved, the Iowa DOT will not usually accept a project for letting that has a railroad agreement pending. However, if negotiations for a railroad agreement are underway and it is likely that an agreement will be fully executed before the 1<sup>st</sup> Tuesday, 1 month prior to letting, the Administering Office may approve the LPA's Public Interest Finding for this condition. Otherwise, the project will be rescheduled for a later letting.

For a Federal-aid project let locally, the Iowa DOT will not grant approval to advertise for bids or solicit quotes until the railroad agreement is signed.

### Utilities:

- 2.a. Check "Yes" for any utility relocations or adjustments, regardless of whether they are publicly or privately owned.
- 2.b. Check "Yes" only if all the affected utilities have been physically relocated so that construction may proceed without any foreseeable utility conflicts.
- 2.c. Check "Yes" only if all the affected utility companies involved have been notified in writing of the proposed improvements. If multiple notices have been issued, give the earliest date.
- 2.d. Check "Yes" only if the affected utility companies must relocate their facilities, as required by an existing permit, franchise agreement, or executed relocation agreement between the affected utility and the LPA.

If "No," the project will not be submitted for an Iowa DOT letting unless a Public Interest Finding is requested and approved to justify submitting the project for letting without a signed utility relocation agreement.

Usually, privately owned utilities are allowed on public right-of-way because of an existing permit or franchise agreement. These typically specify that if relocation of these utilities is required due to roadway work, the costs of such relocation shall be borne by the utility owners.

Privately owned utilities located in private easements (i.e., not in the existing public right-of-way) are usually not required to relocate at their own expense, but instead the LPA shall bear these costs. When such utilities must be relocated to accommodate roadway work, a separate utility relocation agreement between the LPA and the affected utility will be required. This agreement shall address the costs and proposed schedule for the relocation work.

For public utilities that are owned and operated directly by the LPA (e.g., water lines, sanitary sewers, storm sewers, etc.), this question shall be answered "Yes" since these utilities are under the direct control of the LPA. No formal permit or agreement is required.

Municipal utilities that are publicly owned, but are operated separately from the LPA's governing authority should, for the purposes of this question, be regarded as private utilities. In such cases, the utility will usually be required to move at its own expense according to the existing permit or franchise agreement with the agency having jurisdiction over the roadway. If no such permit or agreement exists, a separate utility relocation agreement will be required between the municipal utility and the LPA.

If all the affected utilities have not been relocated, the project may enter the letting process, provided that both of the following conditions are met:

1. All affected utilities have been notified.
2. All of the affected utilities are required to relocate by an existing permit, franchise agreement, or an executed utility relocation agreement with the LPA.

If these conditions are not met, the Iowa DOT will not usually accept the project for an Iowa DOT letting. However, if negotiations for a utility relocation agreement are underway and it is likely that an agreement will be fully executed before the 1<sup>st</sup> Tuesday, 1 month prior to letting, the Administering Office may approve the LPA's Public Interest Finding for this condition. Otherwise, the project will be rescheduled for a later letting.

For a Federal-aid project let locally, the Iowa DOT will not grant approval to advertise for bids or solicit quotes until all required utility agreements have been signed.

#### Primary Highway:

- 3.a Check "Yes" if the contractor will need access to primary highway right-of-way at any time during construction, including the installation of traffic control devices or for use as a staging area. "Yes" should also be checked if entrances to a primary highway are added, removed, or relocated.
- 3.b Check "Yes" if all the applicable permits for work on Iowa DOT rights-of-way, including extensions of primary highways within cities, have been obtained. For assistance in determining what type of permit is required, contact the appropriate District Engineering Operations Technician. All necessary permits must be approved prior to any work beginning on primary highway right-of-way. If the anticipated date of the permit cannot be confirmed with the appropriate District office, the project may not be submitted for an Iowa DOT letting. For a Federal-aid project let locally, the Iowa DOT may not grant approval to advertise for bids or solicit quotes until an anticipated date of the permit is confirmed with the appropriate District office.

#### Right-of-Way:

- 4.a Check "Yes" if any type of property rights (permanent or temporary) are required for the project.
- 4.b. Enter the **number** of parcels that have been acquired or have been scheduled for condemnation that require permanent right-of-way, easements, or access rights. If none, enter zero. **Complete both blanks.**

- 4.c. Enter the **number** of parcels that have been acquired or have been scheduled for condemnation that require temporary easements. If none, enter zero. **Complete both blanks.**

A parcel is considered "acquired" only when the LPA has physical possession of the parcel. In other words, the LPA presently has legal right to use or occupy the parcel. In the case of condemnation, a parcel is considered acquired when the payment of just compensation has been deposited with the county Sheriff. Otherwise, the parcel is considered acquired as of the possession date specified in the executed agreement between the property owner and the LPA.

If any parcels are not either acquired or scheduled for condemnation, the Iowa DOT will usually not accept the project for an Iowa DOT letting. However, if negotiations are underway for a parcel that is not being condemned and it is likely that an acquisition agreement will be fully executed before the 1<sup>st</sup> Tuesday, 1 month prior to letting, the Administering Office may approve the LPA's Public Interest Finding for this condition. Otherwise, the project will be rescheduled for a later letting.

For a Federal-aid project let locally, the Iowa DOT will not grant approval to advertise for bids or solicit quotes until all required parcels have been acquired or scheduled for condemnation.

- 4.d Check "Yes" only if all of the property acquisitions were accomplished using the Appraisal Waiver (or Compensation Estimate) process. The Appraisal Waiver process may only be used for minor, uncomplicated acquisitions where compensation to the property owner does not exceed \$10,000 (not including damages for fence, crops, etc.). For additional guidance and instructions concerning the Appraisal Waiver process, refer to [I.M. 3.605](#), Right-of-Way Acquisition.

Relocation:

- 5.a Check "Yes" if any persons, personal property, or businesses must be relocated because of the proposed project.
- 5.b. Enter the **number** of residential and business relocatees. If none, enter zero. Also enter the number of residential and business relocatees that have not yet been relocated. If none, enter zero. **Complete all three blanks.**

LPA Certification:

The LPA or their authorized representative must sign and date this form. Since the certification is important to the project development process and serious consequences may result from inaccurate or incomplete information, the Iowa DOT recommends that this form be signed by the LPA official responsible for the project. However, if the LPA has delegated this authority to a consultant, the consultant may sign on behalf of the LPA.

**Instructions - Page 2 (Exception Status)**

The information on this page will be provided to bidders to inform them which parcels have not yet been acquired and / or when they will be acquired. After the project is advertised, bidders may inspect the project site; therefore, it's critical that this information be complete and accurate.

Right-of-Way Acquisition Exceptions:

Parcel No.: Enter the parcel number, as shown on the plans, of any parcels scheduled for condemnation. If parcel numbers are not used, leave this field blank.

Station to Station / Side: Enter the approximate station ranges and side (left or right) of any parcels scheduled for condemnation.

Date of Condemnation Hearing: Enter the date of each parcel's condemnation hearing. The date of the condemnation hearing shall be at least 2 weeks prior to the letting date. If for any reason the hearing is canceled or rescheduled to a date less than 2 weeks prior to letting, the project will be rescheduled for a later letting.

Date Warrant Will be Deposited and Physical Possession Will Occur: Enter the estimated date when the payment of just compensation will be deposited with the county Sheriff. This date indicates when the contractor may have access to the parcel. This date shall be prior to the letting date.

Relocatee Exceptions:

Parcel No.: Enter the parcel number for each relocatee. If parcel numbers are not used, leave this field blank.

Name / Owner or Tenant?: Enter the name of each relocatee and indicate if they are the owner of the parcel or a tenant.

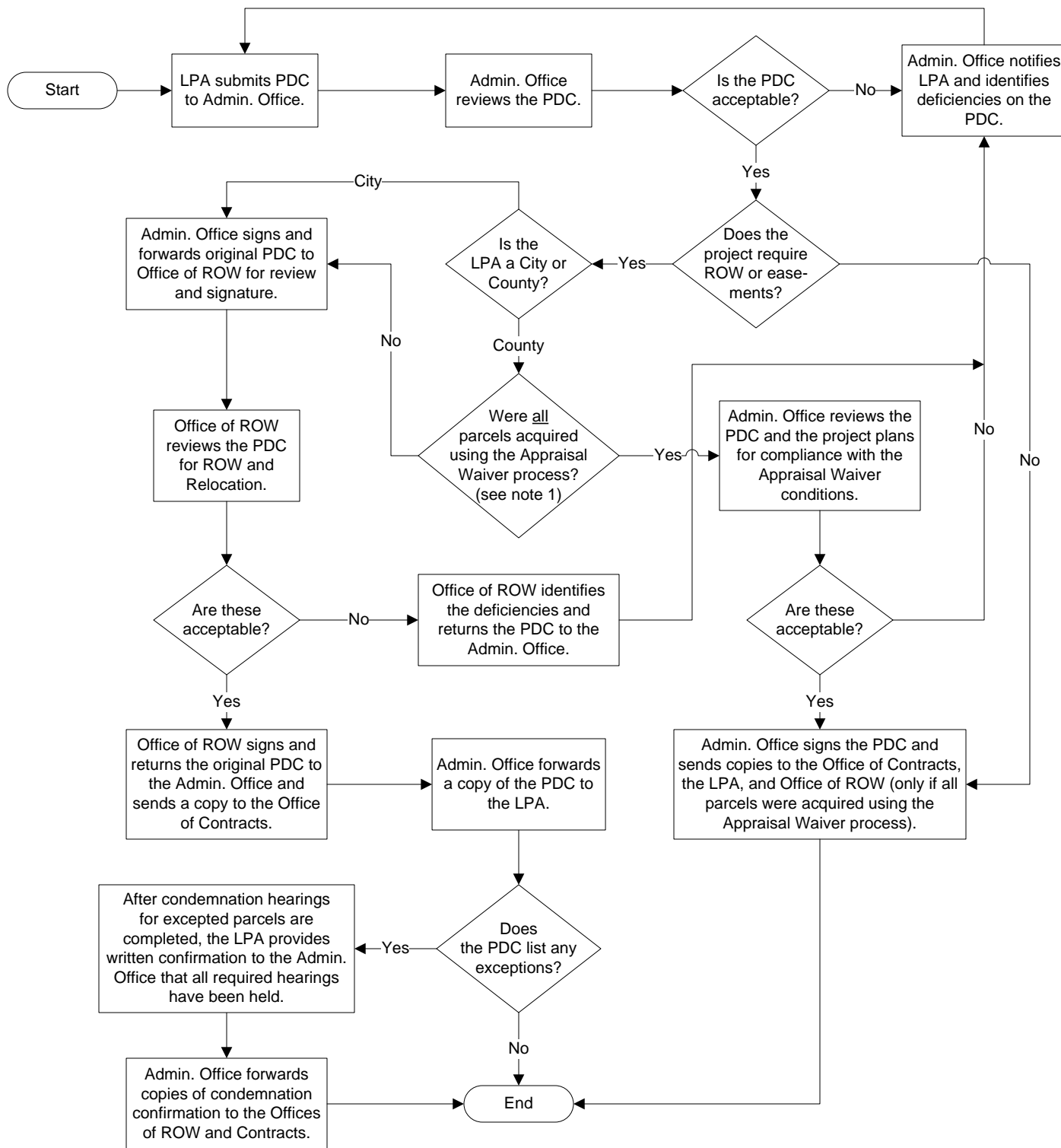
Station to Station / Side: Enter the approximate station ranges and side (left or right) for each parcel with relocatees.

Vacation Date Per Notice: Enter the vacation date given to the relocatee by the LPA. Iowa law requires that at least 90 days notice be provided. The vacation date shall be prior to the letting date.





## Project Development Certification Process Flowchart



**Notes:**

1) The Appraisal Waiver process, also known as the Compensation Estimate process, may only be used for minor, uncomplicated acquisitions for less than \$10,000. For more information, refer to I.M. 3.605, Right-of-Way Acquisition.

**Abbreviations:**

Admin. Office = Administering Office  
LPA = Local Public Agency  
PDC = Project Development Certification (Form 730002)  
ROW = Right-of-Way



### PROJECT DEVELOPMENT CERTIFICATION

Note: For instructions, refer to Instructional Memorandum (I.M.) 3.750, Project Development Certification Instructions.

City Cedar Falls

Project Number STP-U-1185(603)--70-07

County Black Hawk

**1. RAILROADS**

- a. Is there a railroad crossing or railroad property within or adjacent to the project limits?  Yes  No (If No, skip to No. 2)
- b. Is any work on railroad facilities or railroad right-of-way required?  Yes  No (If No, skip to No. 2)
- c. Has the railroad agreement been fully signed?  Yes  No (If Yes, attach a copy of the railroad agreement. If No, the project will not be submitted for letting, unless a Public Interest Finding is requested and approved for this condition – see instructions for more information.)

**2. UTILITIES**

- a. Are any utility relocations or adjustments required by this project?  Yes  No (If No, skip to No. 3)
- b. Have all the known affected utilities been relocated?  Yes  No (If Yes, skip to No. 3)
- c. Have all the known affected utilities been notified?  Yes  No (If Yes, give date of notice) June 15, 2007
- d. For any affected utilities not yet relocated, are all required to relocate by an existing permit, franchise agreement, or executed relocation agreement?  Yes  No (If No, the project will not be submitted for letting, unless a Public Interest Finding is requested and approved for this condition – see instructions for more information.)

**3. PRIMARY HIGHWAY**

- a. Will work be performed on Iowa DOT right-of-way or will access to Iowa DOT right-of-way be affected?  Yes  No (If No, skip to No. 4)
- b. Have the applicable permits for work on Iowa DOT right-of-way been obtained?  Yes  No (If No, when are they anticipated?) \_\_\_\_\_ (approximate date)

**4. RIGHT OF WAY**

- a. Is additional right-of-way (permanent or temporary easements, fee title) required?  Yes  No (If No, sign and date this form in the space provided below)
- b. Permanent right-of-way and/or access rights for 5 parcels have been acquired, except the 1 parcels scheduled for condemnation listed on page 2.\*
- c. Temporary construction easements for 2 parcels have been acquired, except the 0 parcels scheduled for condemnation listed on page 2.\*
- d. Were all of the parcels acquired using the Appraisal Waiver process?  Yes  No

\*Note: Exceptions should only be listed for Items 4.b or 4.c if the parcel is scheduled for condemnation. Possession of all other parcels and / or access rights shall be acquired by the date this form is submitted. After the condemnation hearings for the parcels listed on page 2 are complete, provide written confirmation to the Iowa DOT that the condemnation hearings were held. This confirmation shall be received as soon as possible, but no later than 10 days prior to letting; otherwise the project may be withdrawn from the letting.

**5. RELOCATION**

- a. Will any persons or businesses be displaced by this project?  Yes  No (If No, sign and date in the space provided below)
- b. If yes, all eligible relocatees, 2 residential and 0 businesses, except those 1 parcels listed on the reverse side have obtained and relocated into replacement housing and business locations. An inspection of the project was made on site. Decent, safe, and sanitary housing has been offered and is available to residential relocatees. Barring unforeseen circumstances beyond our control, the listed occupants will relocate by the date and manner indicated.

**LPA CERTIFICATION**

As the authorized representative of the LPA named above, I hereby certify the following: (1) I have read and understand the instructions for this form and the information supplied on this form is correct. (2) The LPA has complied with all applicable Federal and State laws, rules, and policies related to the development of this project. (3) All of the necessary railroad and utility work has either been completed or the necessary arrangements have been made to complete this work concurrent with the project construction without undue delay or additional cost to the project. (4) If any exceptions are listed for Items 4 or 5 above, it is in the public's best interest for this project to enter the Iowa DOT letting process. The LPA shall provide the notice(s) required for Item 4 above and is aware of the possible consequences for failing to do so.

Name John Q. Public  
Title City Engineer

Signature John Q. Public  
Date September 18, 2007

**FOR IOWA DOT USE ONLY**

**Iowa DOT Office of Right of Way** Based upon the information provided by the LPA for Items 4 and 5 above, I believe all necessary property rights for this project have been acquired or listed as exceptions. The DOT reserves the right to further review the LPA's procedures for the right-of-way acquisitions and relocations to ensure compliance with the applicable Federal and State laws, rules and policies.

**Iowa DOT Administering Office** I have reviewed all items above and have determined that this project is ready to enter the letting process, subject to approval by the Office of Right of Way if needed. If applicable, I concur with the LPA's public interest finding for Items 4 or 5.

This form (  is ) (  is not ) being routed to the Office of Right of Way: (  for review of Items 4 and 5 ) or (  for information ).

Signature \_\_\_\_\_  
Date \_\_\_\_\_

Signature \_\_\_\_\_  
Date \_\_\_\_\_



# INSTRUCTIONAL MEMORANDUMS

## To Local Public Agencies



To: Counties and Cities	Date: December 3, 2007
From: Office of Local Systems	I.M. No. 3.760
Subject: Public Interest Findings	

**Contents:** This Instructional Memorandum (I.M.) provides guidance and information about Public Interest Findings. It includes a description of what they are, conditions that require them, and procedures for their submittal, review, and approval. Except where noted otherwise, the guidance contained in this I.M. applies to any Local Public Agency (LPA) project let by the Iowa Department of Transportation (Iowa DOT), regardless of its funding source(s) or road system classification.

### Introduction

There are many State or Federal rules, policies, or procedures that apply to construction contract lettings conducted by the Iowa DOT. For LPA projects, the Iowa DOT is responsible for monitoring the LPA's compliance with these rules, policies, and procedures. However, a limited number of these rules, policies, and procedures contain provisions that permit them to be waived under certain circumstances. A Public Interest Finding (PIF) is an approval by the Iowa DOT to allow such an exception.

As its name suggests, these exceptions are approved if it is in the public's best interest to do so. Usually, an exception is deemed to be in the public's best interest if it is more cost effective than following the established rule, policy, or procedure. Cost effectiveness means that the proposed action results in the lowest overall cost. However, in some situations, other factors may also be considered. A PIF, by its very nature, is an unusual situation. Therefore, the Iowa DOT will approve a PIF only after careful consideration of the specific situation and the precedent that may be set.

### Conditions that Require a Public Interest Finding

For each condition listed below, the explanation describes why a PIF is required. In addition, guidance for justification of each type of PIF request is provided. The type and amount of justification required will vary, depending on the nature of the request. Whenever possible, the justification should be objective or quantifiable, such as a cost comparison or product research. The typical conditions that require a PIF include, but may not be limited to, the following:

1. *All of the applicable project clearances will not be obtained by the 1<sup>st</sup> Tuesday, 2 months prior to letting.*

**Explanation:** Projects let without the necessary clearances have an increased risk of delays and increased construction costs. To help minimize the potential for delays and increased costs, the Iowa DOT's policy is to ensure that all projects have the necessary clearances prior to this date. This date is when the Administering Office submits the project plans and specifications to the Office of Contracts. It marks the beginning of the letting process.

Project clearances, for the purposes of this document, shall include:

- a) Project Agreement (applicable to Federal-aid and State-aid projects only): This item is considered clear when the appropriate officials of both the Iowa DOT and the LPA have signed the project agreement.
- b) FHWA Environmental Concurrence (applicable only to Federal-aid projects processed as a Categorical Exclusion): This item is considered clear as of the date of notification from the Iowa DOT, Office of Location and Environment.
- c) An approved Project Development Certification (PDC): This certification addresses several project clearances, including: railroads, utilities, permits for work on Primary Highways, and right-of-way acquisitions and relocations. These items are considered clear when the PDC has been approved (signed) by the appropriate Iowa DOT office(s). For more detailed guidance on each of the clearances addressed by the PDC, refer to [I.M. 3.750](#), Project Development Certification Instructions.

- d) U.S. Army Corps of Engineers 404 Permit (if applicable): This item is considered clear when the Corps has approved the applicable 404 permit application.
- e) Iowa DNR Floodplain Permit (if applicable): This item is considered clear when the Iowa DNR has approved the permit application.

The LPA should contact the Iowa DOT Administering Office for assistance in determining which clearances apply to a specific project.

Guidance: If a PIF is requested for this condition, the LPA's request shall address several things:

- a) Identify the project clearance that is not yet obtained.
- b) Explain the special circumstances that have prevented the LPA from obtaining the needed clearance in accordance with the established processes and typical timeframes. The LPA must be able to demonstrate that the circumstances were not reasonably foreseeable or are beyond their control. Lack of planning is not acceptable justification for approving a PIF for this condition.
- c) List the steps being taken to obtain the needed clearance. The LPA must be able to show that aggressive efforts are being made to obtain the needed clearance and their chances of success are high.
- d) Provide an estimate of when the needed clearance will be obtained. This estimate must be reasonable, given the typical timeframes for the clearance in question. A request that requires an accelerated process may not be approved.
- e) Explain the nature of and quantify, if possible, any anticipated negative impacts that are likely to result from delaying the project. The LPA should also explain why those potential impacts outweigh the additional risk of allowing the project to proceed in the letting without the clearance.

All of the applicable clearances must be obtained by the 1<sup>st</sup> Tuesday, 1 month prior to letting. Otherwise, the project will be rescheduled for a later letting.

The 1<sup>st</sup> Tuesday, 1 month prior to letting is when the Iowa DOT begins requesting Federal Highway Administration (FHWA) authorization of projects for letting. As required by the Federal regulations ([23 CFR 635.309](#)), the Iowa DOT's request contains assurances that all of the necessary project clearances have been obtained. The Iowa DOT is responsible to the FHWA for ensuring that all Federal-aid projects comply with these regulations. While non-Federal-aid projects don't require FHWA authorization, the same procedure will be used for all projects let by the Iowa DOT.

2. *The contract documents direct the contractor to provide a single proprietary product.*

Explanation: Federal regulations ([23 CFR 635.411](#)) and the Iowa DOT's policy requires procurement of construction contracts through a competitive bidding process. Specifications that direct the contractor to provide a single proprietary product (i.e., only one brand-name product is allowed) do not allow competition by other acceptable products. Use of such specifications may unnecessarily add to the project cost.

Guidance: Generic, end-result specifications are always the preferred method because they promote competition. A less desirable but acceptable specification may include proprietary products if at least three acceptable products are listed along with the phrase, "or approved equal." However, if only one product is listed, there are several situations that may be used to justify a PIF. These are listed below:

- a) The product is necessary to ensure compatibility with existing facilities or systems. For example, improvements to a traffic signal system may require a certain model of controller because other controllers would not be compatible with the existing traffic signal system.
- b) No alternative products exist that adequately meet the project requirements.

- c) The product is part of a research project approved by the Iowa DOT which is designed to test or evaluate new or experimental products.
3. *The LPA will directly perform some or all of the construction work using its own labor, materials, or equipment; and the LPA will request Federal-aid participation in this work.*

Explanation: Federal regulations ([23 CFR 635.114\(a\)](#) and [23 CFR 635 B](#)) prohibit competition by LPAs with private contractors for award of Federally funded construction work. By completing the construction work with its own labor, materials, or equipment, the LPA is in essence competing with private contractors for this work.

Guidance: There may be situations where it is in the public's best interest for the LPA to complete the work using its own labor, materials, or equipment. This determination is made either on the basis of cost effectiveness or that an emergency situation exists. To justify this condition on the basis of cost effectiveness, refer to the instructions and procedures contained in [I.M. 3.810](#), Federal-aid Construction by Local Agency Forces.

To justify this condition on the basis of an emergency, the LPA must be able to show that a major element or segment of the highway system has failed and immediate action is needed to:

- a) minimize the extent of damage,
- b) protect the remaining facilities, or
- c) restore essential travel.

Work that meets this criteria may proceed prior to FHWA authorization. However, before such work may be reimbursed with Federal funds, the Iowa DOT and FHWA must concur in the emergency determination and FHWA authorization must be received.

4. *The contract documents make publicly owned equipment available for use by the contractor and the LPA will request Federal-aid reimbursement for the use of this equipment.*

Explanation: Federal regulations ([23 CFR 635.106](#)) do not allow competition of publicly owned equipment with privately owned equipment in the completion of a highway construction contract.

Guidance: In some cases, it may be in the public's best interest to approve such a use of publicly owned equipment. This determination is made exclusively on the basis of cost effectiveness.

Therefore, the LPA must be able to substantiate the costs associated with use of its equipment and compare those to the costs that would be incurred by a contractor for similar use. In calculating its own equipment costs, the LPA must take into consideration the initial purchase price, as well as maintenance and operational costs. As an alternative to calculating its own equipment costs, the LPA may use the current [Iowa DOT Schedule of Equipment Rates](#) provided by the Iowa DOT Office of Local Systems.

If a PIF is approved for this condition, the contract documents must also contain the following information:

- a) a statement clearly indicating that publicly owned equipment will be made available for use by the contractor;
- b) a clear identification of the specific pieces of equipment that will be made available, the rates to be charged by the LPA (if any), and the locations where the equipment will be made available or delivered; and
- c) a statement giving the contractor the option of either using the publicly owned equipment or providing the necessary equipment to complete the work.

If the LPA charges a rental rate for such equipment, it shall not make a profit. If, due to unforeseeable circumstances, the use of publicly owned equipment is not approved until after the work has started, such use shall not be a basis for an increase in project costs, or Federal or State reimbursement.



5. *The contract documents for a Federal-aid contract specify that the contractor shall incorporate into the project materials or products provided by the LPA.*

Explanation: Federal regulations ([23 CFR 635.407](#)) require that all materials to be incorporated into the project be acquired through a competitive bidding process. Similar to the above conditions, competitive bidding usually delivers the project at the lowest possible cost to the public. Requiring the contractor to use materials provided by the LPA does not allow contractors to select their own sources for materials or products, and may result in higher project costs.

Guidance: When considering the justification for this condition, materials or products furnished by the LPA will be evaluated on the basis of two general categories, as described below:

- a) **Manufactured materials (products):** Examples include items such as street lights, utility accesses or covers, water mains, fire hydrants, etc.

Justification of a PIF for this condition should be based on cost effectiveness or existing facilities / systems compatibility.

If a PIF is approved for the LPA to furnish manufactured materials or products to the contractor, or one of the exceptions below applies, their use must be made mandatory. Optional use is not permitted because this in effect allows the LPA to compete with private suppliers. Also, to be eligible for Federal participation, the LPA must be able to demonstrate that the product was previously acquired through a competitive bidding process, unless another method has been approved by a separate PIF for a non-competitive contract award (see no. 2 above).

- b) **Local natural materials:** Examples include earth material (borrow), recycled pavement materials, sand, or gravel.

Justification of a PIF for this condition should be based on cost effectiveness. When calculating its cost for local natural materials, the LPA must account for all costs incurred in obtaining and providing the materials, such as their cost to acquire a borrow or quarry source, and their labor and equipment costs in transporting or stockpiling the material.

If a PIF is approved for the LPA to furnish local natural materials, or if one of the exceptions listed below applies, the contract documents must clearly specify how and where they will be provided. If the LPA elects to deliver the materials to the project site, the method, frequency, and location of the delivery must be specified. Or, if the LPA chooses to make its stockpile, borrow, or quarry areas available for the contractor's use, their locations must be identified. Also, the unit price (if any) that will be charged for the materials must be stated in the contract documents. If Federal participation is requested in the cost of local natural materials, the Federal share will be limited to the LPA's actual costs, or the fair market value, whichever is less.

Exceptions: Certain established contracting practices of state, county, and city highway authorities in Iowa may be subject to this condition. However, for projects not located on the National Highway System (NHS), the Iowa DOT has determined that the following contracting practices are always in the public's best interest. The NHS includes all Interstate and certain other Principal Arterial highways (see [NHS map](#)). For the following exceptions, a PIF is not required:

Exception for manufactured materials (products):

- a) The product will be supplied from the LPA's existing inventory and the total amount of product to be provided is valued at less than 5% of the estimated contract cost or \$5000, whichever is less. This exception is only applicable when the LPA did not acquire the product specifically for the project, but is providing the product out of their existing inventory. For example, if a project requires replacement of a few utility access covers and castings, providing these products out of the LPA's existing inventory will always be more cost effective than bidding such a small quantity.

Exceptions for local natural materials include:

- a) The local natural materials will be provided for optional use by the contractor at no cost to the contractor.
- b) The local natural materials were obtained by the LPA as a result of its other regular operations, will be provided at no cost to the contractor, and will be provided to the contractor on-site.

In the course of its regular operations, it is not unusual for an LPA to obtain local natural materials that may be reused for other road or street construction projects. Examples include, but may not be limited to: earth material obtained from ditch cleaning activities; stockpiled recycled pavement, base or shoulder materials obtained from other street or highway projects; or a borrow area that was originally acquired for other projects or purposes.

If the local natural materials were obtained by the LPA specifically for the Federal-aid project, this exception does not apply and a PIF is required.

- c) The local natural materials were obtained by the LPA as a result of its other regular operations, will be provided at no cost to the contractor, and the materials are located near the project site.

In the case of stockpiled materials or borrow areas, their proximity to the project site must be close enough that the contractor's cost to haul the material from the stockpile or borrow area is obviously less than what it would cost for the contractor to furnish and haul the material. If the cost difference is not obvious, a PIF is required.

6. *The contract documents for a Federal-aid contract specify a mandatory disposal area for excavated materials.*

Explanation: Federal regulations ([23 CFR 635.407](#)) prohibit the contract documents from specifying a mandatory disposal site for excess excavated materials. The excess excavated materials may have some value. Therefore, if the contractor was allowed to dispose of the excavated materials elsewhere, perhaps by selling the excavated materials to another interested party, the contractor may be able to submit a lower bid as a result.

Excavated materials typically include earth, rock, or other local natural materials as defined above. However, this condition is not applicable to salvaged highway appurtenances (e.g., light poles, guard rail etc.).

Guidance: This requirement may be waived if the LPA can demonstrate that use of a mandatory disposal area is cost effective. Use of a mandatory disposal area may also be justified on the basis of environmental considerations, provided that it would not result in excessive extra costs. The findings of the environmental document may be used to substantiate a PIF based on environmental considerations.

If PIF is approved for this condition, or one of the exceptions below applies, the location of the mandatory disposal area shall be clearly identified in the contract documents.

Exceptions: Similar to condition no. 5 above, certain established contracting practices of state, county, and city highway authorities in Iowa may be subject to this condition. However, for projects not located on the NHS, the Iowa DOT has determined that the following contracting practices are always in the public's best interest. For the following exceptions, a PIF is not required:

- a) The excavated materials will be stockpiled by the contractor at a mandatory disposal area on the project site, hauled away by the LPA, and re-used by the LPA on other roadways under its jurisdiction.
- b) The excavated materials will be stockpiled by the contractor at a mandatory disposal area near the project site and will be re-used by the LPA on other roadways under its jurisdiction.

In this case, the stockpile location shall be close enough to the project site so that the contractor's cost to haul the excavated materials is obviously less than the fair market value of the excavated materials. If the cost difference is not obvious, a PIF is required.

For both exceptions listed above, the Federal share of the contractor's costs for work associated with stockpiling the excavated materials will only include hauling and dumping the materials. The cost of any additional work associated with the excavated materials (e.g., shaping or compacting excess earth) will not be reimbursed with Federal funds. Any such non-participating work shall be clearly segregated in the contract pay items.

### **Procedures for Requesting and Approving a Public Interest Finding**

1. If the LPA proposes to do something that requires a PIF, the Iowa DOT Administering Office contacts the LPA and explains the reasons why the rule, policy, or procedure is in place. The Administering Office should encourage compliance with the rule, policy, or procedure by suggesting alternatives that do not require a PIF.
2. If, after consultation with the Administering Office, the LPA still feels that a PIF can be justified, the LPA provides a written request for approval (may be a letter, memo, or e-mail) to the Administering Office. This request shall include sufficient information (e.g., cost comparisons, a description of specific project requirements, etc.) to support the PIF.
3. The Administering Office reviews the LPA's request and approves or disapproves the request in writing to the LPA. The Administering Office keeps a copy of the request and approval or disapproval in its project file. If the PIF was for a project clearance (see condition no. 1), the Administering Office's approval will also indicate how far the project may progress in the letting without the needed clearance.
4. When the project plans and specifications are turned-in to the Iowa DOT Office of Contracts, the Administering Office includes a copy of the LPA's PIF request and the Administering Office's written approval. If the need for a PIF is discovered after the plans are turned-in, the approved PIF documentation shall be submitted to the Office of Contracts as soon as possible, but no later than the 1st Tuesday, 1 month prior to letting. Otherwise, the project will be rescheduled for a later letting.

# INSTRUCTIONAL MEMORANDUMS

## To Local Public Agencies



To: Counties and Cities	Date: December 3, 2007
From: Office of Local Systems	I.M. No. 3.910
Subject: Final Review, Audit, and Close-out Procedures for Federal-aid Projects	

**Contents:** This Instructional Memorandum (I.M.) provides guidelines and procedures for closing-out Local Public Agency (LPA) Federal-aid projects, including field inspections, pre-audits, final audits or reviews, final Federal reimbursement, and records retention. This I.M. includes the following attachments:

[Attachment A](#) – Project Close-out Process Overview Flowchart. This attachment illustrates the entire project close-out process. It also directs the reader to the appropriate flow chart for the final review, audit, and payment of construction work, depending on the type of project.

[Attachment B](#) – Final Review and Audit Process Flowchart – Highway or Bridge Construction. This attachment illustrates the final review, audit, and payment process for traditional highway and bridge construction contracts that are let by the Iowa DOT and use the Iowa DOT Standard Specifications.

[Attachment C](#) – Final Review and Audit Process Flowchart – Non-highway Construction, DOT Specifications. This attachment illustrates the final review, audit, and payment process for non-highway type construction contracts that use the Iowa DOT Standard Specifications. These may be let at the Iowa DOT or locally\*. They may include trails or landscaping / scenic improvement projects, such as those funded by the Transportation Enhancement, Federal Recreational Trails, Scenic Byways, and Safe Routes To School programs.

[Attachment D](#) – Final Review and Audit Process Flowchart – Non-highway Construction, Non-DOT Specifications. This attachment illustrates the final review, audit, and payment process for non-highway construction contracts that do not use the Iowa DOT Specifications. These may be let at the Iowa DOT or locally\*. In addition to the kinds of projects listed for Attachment C above, these may include building restoration or renovation projects.

\*For more information on the types of contracts that may be let locally, refer to [I.M. 3.720](#), Local Lettings – Federal-aid.

[Attachment E](#) – Pre-audit Checklist. This attachment includes a checklist and instructions to guide the LPA's Project Engineer through the pre-audit process and prepare for a final audit. This checklist will also be used by the Iowa DOT staff when performing the final construction contract audit.

[Attachment F](#) – Final Forms Packet Checklist. This attachment includes a checklist and instructions that describe the necessary forms and documents that should accompany the Project Engineer's request for approval of final payment to the Contractor.

## Introduction

The primary objective of this I.M. is to document the process for closing-out Federal aid projects and set expectations, for both LPA and Iowa DOT staff, concerning the amount of time required to complete this process. Timely completion of the close-out process is very important because of Federal and State laws or regulations that pertain to prompt payment to contractors and subcontractors. The flowcharts included as Attachments A through D of this I.M. provide an estimate of the *minimum* amount of time required to complete each step. However, depending on the circumstances of each project, more time may be required.

Another important objective of this I.M. is to outline the documentation necessary to ensure that the project was constructed in accordance with the approved plans and specifications. In order to effectively carry-out its responsibilities to oversee the use of Federal funds, the Iowa DOT reviews some of this documentation. If such documentation is lacking, the Iowa DOT has the responsibility and the authority to deny Federal participation in some or all of the project costs.

Besides reviewing the construction documentation, the Iowa DOT is also responsible to ensure that the LPA is adequately staffed and equipped to undertake a Federal-aid project. If the Iowa DOT's reviews of an LPA's

projects during the close-out process consistently indicate that the LPA is not adequately staffed or equipped, the Iowa DOT has the responsibility and the authority to withhold letting of future Federal-aid projects until the LPA makes the necessary corrections.

The best way to make the project close-out process run smoothly and quickly is to ensure that proper documentation and records are kept during construction. Some of the documentation reviewed during the close-out process is discussed in [I.M. 3.805](#), Construction Inspection. Therefore, the information contained in I.M. 3.805 should be thoroughly reviewed before beginning either construction or the project close-out process.

Besides I.M. 3.805, the Iowa DOT's Construction Manual should also be consulted as a resource for construction inspection and close-out procedures. The current version of the Construction Manual is available on-line as part of the Iowa DOT's [Electronic Reference Library](#). In many places throughout this I.M., references to the Construction Manual are provided for additional explanation or information.

Note: LPA and consultant staff should be aware that the Construction Manual is written primarily for use by Iowa DOT staff. Therefore, the terminology it uses reflects the Iowa DOT's organizational structure. For example, references in the Construction Manual to the Resident Construction Engineer (RCE) should be interpreted as referring to the LPA's Project Engineer. Likewise, references to the District Construction Engineer (DCE) correspond to the District Local Systems Engineer (DLSE), or in the case of projects administered by the Office of Systems Planning, the appropriate Grant Program Manager or their designee. In addition, the LPA should also recognize that some of the procedures described in the Construction Manual are internal to the Iowa DOT and therefore may not be applicable for LPA administered projects. If you have any questions concerning the applicability of procedures in the Construction Manual, contact the Administering Office for assistance.

While not detailed extensively in this I.M., timely completion and review of other non-construction contracts that have Federal participation, such as consultant, railroad, or utility relocation contracts, are also very important to the project close-out process. When such Federal-aid participating work is complete, the LPA should forward a request for final reimbursement for that work to the Iowa DOT as soon as possible. This enables the final review or audit process for such contracts to begin prior to completion of the construction contract, when possible. Sometimes the final reviews or audits of consultant, railroad, or utility work can take a significant amount of time, and therefore have potential to delay close-out of the project as a whole. For more information regarding these procedures, refer to [I.M. 3.305](#), Federal-aid Participation in Consultant Costs; [I.M. 3.650](#), Federal-aid Participation in Utility Costs; and [I.M. 3.680](#), Federal-aid Projects Involving Railroads.

The attachments referenced above provide an outline of the entire process for closing-out a Federal-aid project. The remainder of this I.M. provides additional explanation for each major part of this process. These parts include the following:

### **Completion of Field Work**

The project field work is considered complete when all the Contractor's items of physical work have been completed. In other words, unless some of the work is found to be defective, the Contractor will not need to come back to the project site.

Completion of field work requires some, but not all of the paperwork that will eventually be required from the Contractor. Before accepting the field work as complete, the Project Engineer should obtain the following from the Contractor, as applicable: survey books, the Contractor's Daily Traffic Control Diary, Abandoned Water Well Plugging Record (DNR Form 542-1226), corrected profilometer reports, and plant reports. In addition, any non-compliances related to field work should be resolved before accepting the field work as complete.

### **Inspection of Field Work**

After the Contractor has completed the field work, the Project Engineer shall promptly inspect the work. If any items of work are not complete and in reasonable close conformity to the contract documents, the Project Engineer shall notify the Contractor in writing and specify the corrective action that must be taken. Once the Project Engineer determines all of the work is satisfactorily completed, including any corrective actions, the Project Engineer shall send a copy of the final *Weekly Report of Working Days* (Form 830238, available in [Word](#) or [PDF](#)) to the Administering Office and request a field inspection.

After receiving the Project Engineer's request, the Administering Office will conduct an on-site inspection to verify completion of the field work. This inspection may occur prior to or concurrent with the Administering Office's final audit, if conducted. The Administering Office staff will notify the Project Engineer in writing if there are any items of work that are incomplete or unsatisfactory. Upon receipt of this information, the Project Engineer shall work with the Contractor as needed to make the necessary corrections.

### **Statement of Completion and Final Acceptance of Work**

After the field inspections have been completed, and any required corrective actions completed, the Project Engineer shall notify the Administering Office in writing. This notice shall specify the corrective actions that have been taken, if any, and include the appropriate form to document the completion and acceptance of the work. The Administering Office staff, at its discretion, may spot check these corrections. The form used to document the completion and acceptance of the work depends on the type of specifications used:

For projects using the Iowa DOT Standard Specifications, the Project Engineer shall sign and date the *Statement of Completion and Final Acceptance of Work* (Form 830435, available in [Word](#) or [PDF](#)) and send the original to the Administering Office. Upon receipt, the Administering Office will sign and date Form 830435, return a copy to the Project Engineer, forward the original to the Office of Finance, Project Accounting and Payables Section, and retain a copy for the Administering Office's file. The Project Engineer shall then send a copy to the Contractor.

For projects that use other specifications, the Project Engineer shall sign and date the *top portion only* of the *Certificate of Completion and Final Acceptance of Agreement Work* (Form 640003, available in [Word](#) or [PDF](#)), send a copy to the Administering Office and the Contractor, and keep the original in the LPA's file. The only purpose of this submittal is to document the date of completion of the work. It is not intended to be the LPA's approval for final payment. Approval for final payment occurs later, at which time the original Form 640003 shall be sent to the Administering Office as part of the Final Forms Packet submittal. For more information, refer to [Attachment D](#) and [Attachment F](#).

The date of the Project Engineer's signature on Form 830435 or 640003 is important, because this date marks the beginning of a 50 day count that is used to determine whether interest may be due to the Contractor. For more information, refer to [I.M. 3.930](#), Interest Payment Procedures.

A County Board of Supervisors may authorize its County Engineer to sign either the Form 830435 or 640003 on its behalf, provided, that it has passed and executed a resolution authorizing the County Engineer to do so. For more information, refer to [I.M. 3.940](#), County Engineer Resolution.

### **Pre-audit Process**

Prior to requesting a final audit from the Administering Office, the Project Engineer shall conduct a pre-audit. The pre-audit consists of a thorough review of the construction contract documentation, as specified on [Attachment E](#) – Pre-audit Checklist. The purpose of the pre-audit is to prepare for a possible audit by Administering Office staff. Therefore, when conducting the pre-audit, the Project Engineer should ensure that all of the documentation associated with the construction contract is complete, correct, and well organized. If the Administering Office finds that the documentation is not complete, correct, or well organized, it may defer its final audit until the Project Engineer addresses these issues.

As part of the pre-audit process, the Project Engineer shall also prepare the proposed final quantities, including all applicable price adjustments, such as incentives / disincentives, liquidated damages, or adjustments due to non-compliance with the contract documents. Additional guidance for each of these items is provided in [I.M. 3.805](#), Construction Inspection, and the Construction Manual sections referenced by Attachment E to this I.M.

When the pre-audit is complete, the Project Engineer shall notify the Administering Office that the project is ready for an audit. This notification shall include a completed Pre-audit Checklist, and if applicable, all materials review forms and associated documentation, as specified by Materials I.M. 101. The applicability of the materials audit process is discussed in the Final Audits section below.

### **Semi-final Voucher or Semi-final Pay Estimate**

After the pre-audit is complete, the Project Engineer shall send the proposed final quantities, including any price adjustments, to the Contractor for review and acceptance. For contracts that are paid by the Iowa DOT through



its Contractor Pay System (CPS), this submittal consists of the semi-final voucher, which is documented using the *Construction Contract Progress Voucher* (Form 181013, available in [PDF](#)), or if the Field Manager software is used, a similar computer generated form. For contracts where the LPA makes payment to the Contractor directly, this submittal consists of a semi-final pay estimate, which may be documented using either the *Final Estimate of Road or Bridge Work on Non-State Roads / Streets* (Form 181235, available in [Word](#) or [PDF](#)) or an equivalent form.

The submittal of the semi-final voucher or pay estimate to the Contractor should be made at the same time a final audit is requested from the Administering Office. Therefore, the Project Engineer should make it clear to the Contractor that the proposed final quantities are subject to change by an Iowa DOT audit.

Also as part of the semi-final voucher or pay estimate submittal, the Project Engineer shall provide the Contractor with a complete list of any missing documentation that will be required in order to receive final payment, as determined by the Project Engineer's Pre-audit.

If any quantities or price adjustments are in dispute, the Project Engineer and the Contractor shall negotiate a mutually acceptable resolution. If the parties are unable to reach an agreement, the Project Engineer or the Contractor may contact the Administering Office for assistance. If requested, the Administering Office will attempt to mediate an acceptable solution to both parties.

After the Project Engineer and the Contractor have reached agreement on the semi-final voucher or pay estimate, the Project Engineer shall approve the semi-final voucher or pay estimate and the Contractor should be paid in full, less any retainage withheld.

### **Final Audits**

The Administering Office, at its discretion, may audit any construction contract. Some Administering Offices have elected to audit all contracts; others have elected to select contracts using a systems approach.

Using the systems approach, from among those contracts that are let for a given Federal fiscal year, the Administering Office will select at least one contract for each LPA. If the LPA only has one contract, that contract will be selected. If the LPA has more than one contract, the contract will be selected at random. If the audit of the selected contract does not reveal any significant problems, the Administering Office may waive the final audits for the LPA's other contracts let during that Federal fiscal year.

If a project is not selected for an audit, the Administering Office will simply review the Pre-audit Checklist for completeness, notify the Project Engineer that a final audit will not be conducted, and send a completed copy of the Pre-audit Checklist to the Project Engineer.

If a contract is selected for a final audit, the Administering Office will forward the materials review forms and associated documentation to the District Materials staff. The materials and construction audits will proceed as follows:

#### **Materials Audit Process (highway and bridge projects only)**

A materials audit will be performed for highway or bridge projects only. Materials audits will not be performed for non-highway projects, such as those funded by the Transportation Enhancement, Federal Recreational Trails, Scenic Byways, and Safe Routes to School programs.

After receipt of the materials review forms and associated documentation, the District Materials staff will perform a materials audit in accordance with procedures outlined in Materials I.M. 101 and 103. After their audit is complete, District Materials staff will notify the Project Engineer of any deficiencies in the materials testing, certification, or other required documentation and specify the corrective action that must be taken. If needed, the District Materials staff will provide a copy of this request to the Administering Office.

After the requested corrective actions have been taken and / or obtaining the requested documentation, the Project Engineer shall forward this information to the District Materials staff.



## Construction Audit Process

The Administering Office staff will review the Pre-audit Checklist submitted by the Project Engineer. For selected items, the Administering Office will examine samples of the supporting documentation contained in the Project Engineer's files in order to verify that the item was completed as indicated on the Pre-audit Checklist. Those items for which supporting documentation was reviewed will be noted as such on the Pre-audit Checklist by the Administering Office staff. Any deficiencies identified by their review will be recorded on the *Audit of Final Pay Estimate* (Form 830301, available in [Word](#) or [PDF](#)). The Administering Office staff will provide a partially completed Form 830301 to the Project Engineer. If needed, the Administering Office staff will provide a copy of Form 830301 to the District Materials staff. The Administering Office staff will also sign and date the Pre-Audit Checklist, provide a copy to the Project Engineer, and retain the original for the Administering Office's file.

After the requested corrections have been completed, the Project Engineer shall indicate the date corrective actions were taken, and sign and date Form 830301. A copy of the completed form shall be returned to the Administering Office, along with any requested documentation, as part of the Final Forms Packet submittal (see [Attachment F](#)). The original Form 830301 shall be retained in the LPA's file.

### Preparation of the Final Voucher or Pay Estimate

After the materials and construction audits are complete, or upon notice by the Administering Office that a final audit will not be conducted, the Project Engineer may begin preparing the final voucher or pay estimate. The final voucher or pay estimate shall incorporate the corrections to final quantities or price adjustments, if required by the final materials or construction audits.

Note: For counties using the Field Manager software on contracts paid through the CPS, any changes to quantities required by the final audits will require re-issuing a semi-final voucher before preparing a final voucher. This is because the final voucher is only used to release retainage; it cannot process changes in quantities.

The Project Engineer shall send the final voucher or pay estimate to the Contractor and request the Contractor's approval of the final quantities, including any price adjustments that may apply. If acceptable, the Contractor signs the final voucher or final pay estimate and returns it to the Project Engineer. The Contractor shall also submit to the Project Engineer all required paperwork for final payment, if not already provided. This submittal marks the beginning of a 30 day count, referred to as the Day Zero count, that is used to determine when interest may begin to accrue. For more information, refer to [I.M. 3.930](#), Interest Payment Procedures. If all required paperwork is not provided, the Project Engineer shall promptly inform the Contractor which items are still needed and that final payment will not be processed until those items are received.

### Submittal of Final Forms Packet

After the Contractor has signed the final voucher or pay estimate and provided all the required paperwork, the Project Engineer shall submit the Final Forms Packet to the Administering Office. The Final Forms Packet includes the final voucher or pay estimate and all other required documentation for final payment. Refer to [Attachment F](#) – Final Forms Packet Checklist, for a complete list of required forms and documentation.

Upon receipt of the Final Forms Packet, it is reviewed by the Administering Office to ensure all the applicable forms and documentation have been included. If any forms or documentation are missing, the Administering Office will promptly notify the Project Engineer and specify the items that are not complete. Once acceptable, the Administering Office routes the appropriate forms and documentation as needed. For contracts let under the Iowa DOT Specifications, the Iowa DOT documents approval for final payment by signing the *Final Payment* (Form 830436, available in [Word](#) or [PDF](#)). For contracts let under other specifications, the Iowa DOT documents approval for final payment by signing the bottom part of Form 640003.

### Final Payment to the Contractor

After the Administering Office has approved the Final Forms Packet and signed the Form 830436 or 640003, final payment to the Contractor will be processed as follows:

For contracts that are paid by the LPA, the Administering Office notifies the Project Engineer that final payment may be processed and provides a copy of the signed Form 830436 or 640003 as appropriate. Upon receipt, the

LPA makes final payment to the Contractor in accordance with the approved final pay estimate, including release of all retainage that is due.

For contracts paid using the CPS, the Administering Office forwards Form 830436 and the Final Forms Packet to the Office of Finance. Upon receipt, the Office of Finance processes the final payment to the Contractor, including a release of all retainage that is due.

### **Final Federal Reimbursement**

For contracts paid by the LPA, the LPA may request final Federal reimbursement of project costs after all payments have been made, including the construction contract and any other project costs for which Federal reimbursement will be requested. This request shall be made using the reimbursement claim form provided by the Administering Office, if applicable, and shall include copies of all warrants and pay estimates for which reimbursement has not yet been requested. The Administering Office will review the LPA's final Federal reimbursement request, and if acceptable, will forward to the Office of Finance for processing, along with the Final Forms Packet.

For contracts paid by the CPS, the Office of Finance will process the Federal reimbursement of participating contract costs. Federal funds so reimbursed will be deposited in the fund from which payments were originally made (e.g., the county's Farm-to-Market account for a Federal-aid project on the Farm-to-Market System). If there are any other Federal reimbursable project costs that were not paid through the CPS, the LPA shall request final reimbursement for these costs as described in the paragraph above.

Upon receipt of the final reimbursement request from the Administering Office, the Office of Finance will issue a warrant to the LPA for the final amount of Federal reimbursement that is due. If the final audits or reviews reveal that the LPA has been overpaid, the LPA shall reimburse the Iowa DOT accordingly.

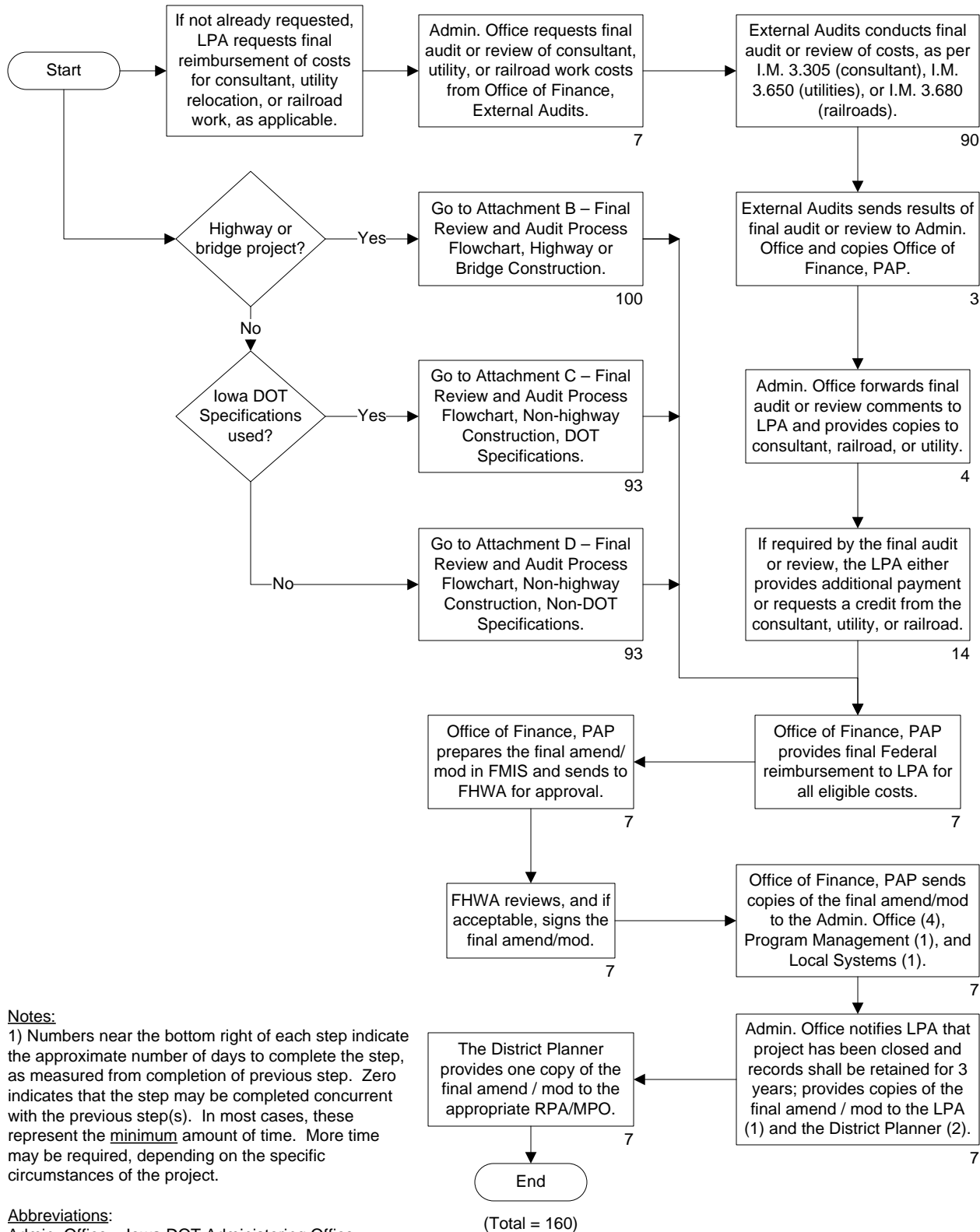
### **Project Close-out and Records Retention**

After processing the final Federal reimbursement to the LPA, the Office of Finance will prepare a final amendment / modification (amend / mod) to the project authorization in the Federal Highway Administration's Fiscal Management Information System (FMIS). The final amend / mod is sent to FHWA electronically for its review and approval.

Once approved by FHWA, the Office of Finance distributes copies of the final FMIS amend / mod document to the Administering Office (4), Program Management (1), and the Office of Local Systems (1). In turn, the Administering Office distributes copies to the LPA (1) and the District Planner (2). Finally, the District Planner forwards one copy to the appropriate Metropolitan Planning Organization (MPO) or Regional Planning Affiliation (RPA).

Upon receipt of the final amend / mod, the LPA shall retain its project records for not less than three years from the date of FHWA's signature on the final FMIS amend / mod document. These records shall be available for inspection by authorized Iowa DOT or FHWA personnel at any time during the retention period.

## Project Close-out Process Overview Flowchart For LPA Federal-aid Projects



**Notes:**

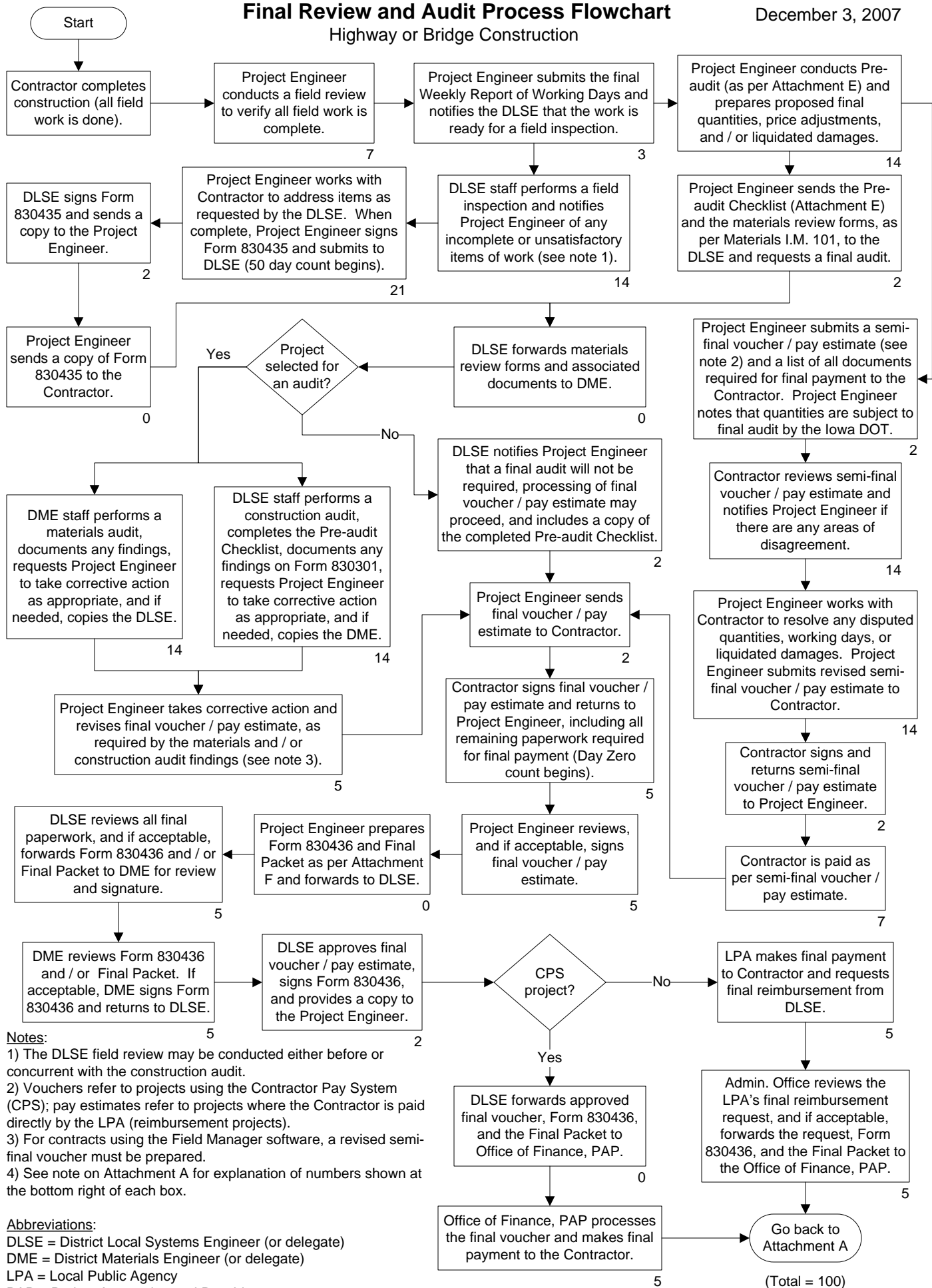
1) Numbers near the bottom right of each step indicate the approximate number of days to complete the step, as measured from completion of previous step. Zero indicates that the step may be completed concurrent with the previous step(s). In most cases, these represent the minimum amount of time. More time may be required, depending on the specific circumstances of the project.

**Abbreviations:**

Admin. Office = Iowa DOT Administering Office  
 Amend / mod = amendment / modification to the project record in FMIS  
 FHWA = Federal Highway Administration  
 FMIS = FHWA's Fiscal Management Information System  
 LPA = Local Public Agency  
 MPO = Metropolitan Planning Organization  
 PAP = Project Accounting and Payables  
 RPA = Regional Planning Affiliation



## Final Review and Audit Process Flowchart Highway or Bridge Construction



- Notes:**
- 1) The DLSE field review may be conducted either before or concurrent with the construction audit.
  - 2) Vouchers refer to projects using the Contractor Pay System (CPS); pay estimates refer to projects where the Contractor is paid directly by the LPA (reimbursement projects).
  - 3) For contracts using the Field Manager software, a revised semi-final voucher must be prepared.
  - 4) See note on Attachment A for explanation of numbers shown at the bottom right of each box.

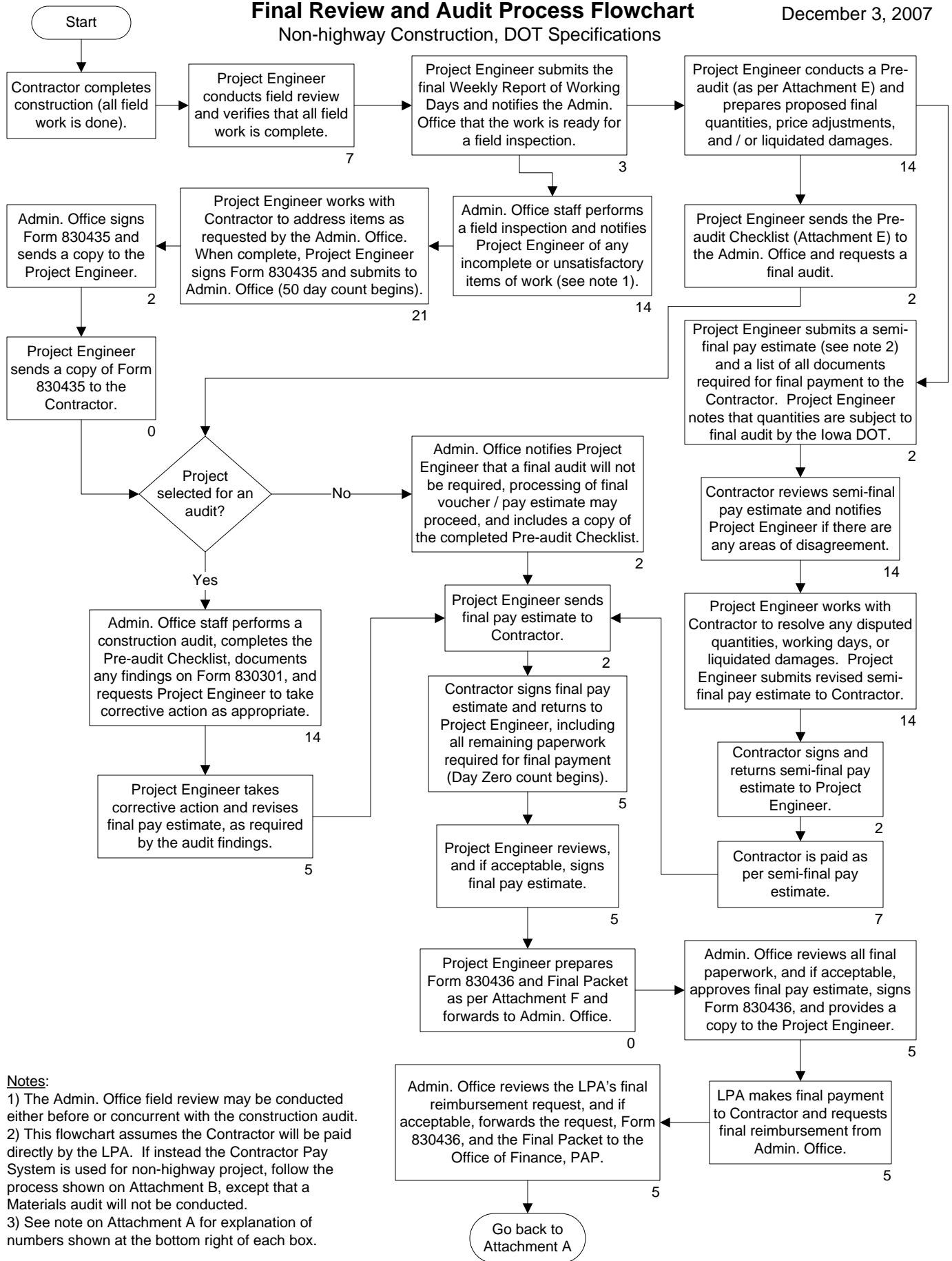
**Abbreviations:**  
 DLSE = District Local Systems Engineer (or delegate)  
 DME = District Materials Engineer (or delegate)  
 LPA = Local Public Agency  
 PAP = Project Accounting and Payables

(Total = 100)



## Final Review and Audit Process Flowchart

### Non-highway Construction, DOT Specifications



**Notes:**

- 1) The Admin. Office field review may be conducted either before or concurrent with the construction audit.
- 2) This flowchart assumes the Contractor will be paid directly by the LPA. If instead the Contractor Pay System is used for non-highway project, follow the process shown on Attachment B, except that a Materials audit will not be conducted.
- 3) See note on Attachment A for explanation of numbers shown at the bottom right of each box.

**Abbreviations:**

- Admin. Office = Administering Office
- LPA = Local Public Agency
- PAP = Project Accounting and Payables

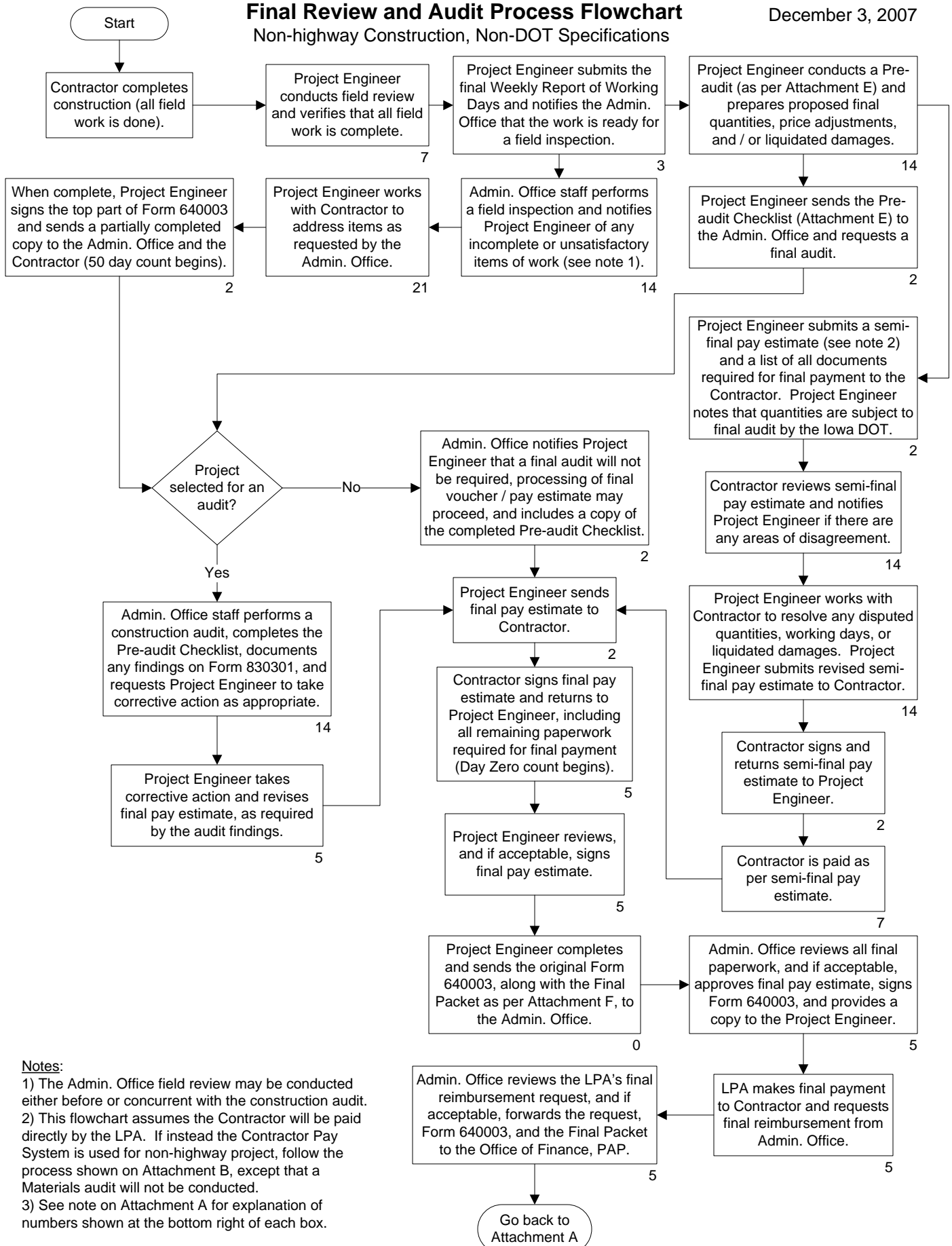
(Total = 93)





## Final Review and Audit Process Flowchart

### Non-highway Construction, Non-DOT Specifications



**Notes:**

- 1) The Admin. Office field review may be conducted either before or concurrent with the construction audit.
- 2) This flowchart assumes the Contractor will be paid directly by the LPA. If instead the Contractor Pay System is used for non-highway project, follow the process shown on Attachment B, except that a Materials audit will not be conducted.
- 3) See note on Attachment A for explanation of numbers shown at the bottom right of each box.

**Abbreviations:**

Admin. Office = Administering Office  
LPA = Local Public Agency  
PAP = Project Accounting and Payables

(Total = 93)



## Pre-audit Checklist

Project Number: \_\_\_\_\_ Project Name / Location: \_\_\_\_\_  
Contract Number: \_\_\_\_\_ Contracting Authority: \_\_\_\_\_  
Accounting Number: \_\_\_\_\_ Prime Contractor: \_\_\_\_\_

**Instructions:** All of the applicable documents, steps, or reviews represented by this checklist should be complete and correct before requesting a final audit from the Iowa DOT Administering Office. Review and complete this checklist as indicated below, and as indicated by the instructions for each item:

- If the question(s) associated with an item can be answered “yes”, and the project file contains documentation to support this answer, check the box.
- If the item does not apply, write “N/A” over the box.
- If any items need additional explanation, place a note adjacent to that item, add remarks in the “comments” section below, or attach additional documents as necessary.

For many of the checklist items below, references have been provided to the appropriate Iowa DOT form number, Iowa DOT Standard Specifications Section or Article number, Construction Manual (C.M.) section, Materials Instructional Memorandum (Materials I.M.s), or Instructional Memorandum to Local Public Agencies (I.M.). Such references are included in parenthesis immediately after the checklist item title. Consult these references for additional instructions and information.

The Iowa DOT Standard Specifications, Construction Manual, and the Materials I.M.s are all available on-line as part of the Iowa DOT’s [Electronic Reference Library](#). Most of the Iowa DOT forms referenced below are also available on the [Iowa DOT Forms](#) web page. Finally, some of the forms or documents included in this checklist are also discussed as part of [I.M. 3.805](#), Construction Inspection.

### Contract Documents

- Bid Proposal** Does the project file include a copy of the bidding proposal and all attachments to the proposal?
- Addendums** If any addendums were issued during the bid advertisement period, does the project file include copies of each addendum?
- Contract** Does the project file include a copy of the fully executed construction contract?
- Plans** Does the project file include a copy of the plans?
- Plan Revisions** If the plans were revised after the contract award, are copies of such plan revisions, including transmittals to the contractor, included in the project file?
- Specifications** Is a copy (electronic or paper) of the contract specifications (Iowa DOT Standard Specifications plus the applicable General Supplemental Specifications, or other specifications as applicable) located in the project file or in the Project Engineer’s office?
- Specification Modifications** If the contract was let using the Iowa DOT Standard Specifications, does the project file include copies of all applicable Special Provisions, Developmental Specifications, and Supplemental Specifications? If the contract was let using other specifications, does the project file include copies of all similar special provisions or modifications to those specifications?

### Contract Administration and Inspection Documents

- Detail Estimate and Final Highway Funding Sources** If the contract was let by the Iowa DOT, does the project file include a copy of these documents? These documents are prepared by the Iowa DOT Office of Finance after a contract is awarded by the LPA. Together, these document the awarded contract amount, including bid prices and quantities; the funding sources that will be used to pay for the contract costs, and if applicable, a breakdown of costs and funding by bid item categories.

- Pre-construction Meeting Minutes** If a pre-construction meeting was held, does the project file include a copy of these notes, including a list of attendees?
- Inspector's Daily Diary** Does the project file contain a copy of the project inspector's daily diary of construction operations, including the date and name or initials for each diary entry?
- Property Used by Contractor** (C.M. 2.26) If the contractor requires the use of property, other than the existing right-of-way or easements provided by the Contracting Authority:
  - Does the project file contain copies of the contractor's agreements for purchase, lease, or temporary easements with the property owner(s)?
  - If the Contractor acquired the use of property for borrow or waste sites, does the file contain copies of the applicable environmental clearance documents obtained by the Contractor?
- Traffic Control Documentation** (C.M. 5.40, Article 2528.01) If the contract required the contractor to provide or maintain temporary traffic control devices, does the project file include:
  - A copy of the contractor's Traffic Control Daily Diary?
  - Records to verify that the Contractor has a technician on staff that has attended and passed the exam in an American Traffic Safety Services Association (ATSSA) or International Municipal Signal Association (IMSA) Work Zone Traffic Control training class?
- Noncompliance Notice** (Form 830245, C.M. 3.21) If any of the contract items, tests, or work activities were not in compliance with the contract documents, was the contractor issued a noncompliance notice for each, and does the project file include complete copies of this form?
- DBE Commitment Report** (C.M. 2.25) If the contract was let by the Iowa DOT, does the project file include a completed copy of this report? This report is provided to the LPA by the Office of Contracts after the contract has been let. It shows a summary of the contractor's DBE commitments, including the proposed DBE subcontractors and the subcontract amounts.
- Statement of DBE Commitments** (Form 517012, I.M. 3.720) If the contract was let by the LPA, does the project file include a completed copy of this form?
- Subcontract Request and Approval** (Form 830231, C.M. 2.25, Article 1108.01) If the contractor used subcontractors, does the project file include a completed form for each subcontractor used? If any subcontractors were added after the contract award, were copies of these forms forwarded to the Iowa DOT?
- Storm Water Permit** (I.M. 3.140) If the contract work required a National Pollutant Discharge Elimination System (NPDES) General Permit No. 2 from the Iowa DNR, does the project file include completed copies of the following:
  - Iowa DNR's Notice to Proceed form and copies of the required two newspaper notices?
  - Storm Water Site Inspection Reports (Form 830214), for each week and after every 0.5" rainfall event?
  - If the seeding or other permanent ground cover has been established, the Iowa DNR's Notice of Discontinuation form? (If the site has not yet been stabilized, this form may be submitted later.)
- Iowa DNR Notification of Completion of Construction** (DNR Form 37, I.M. 3.410) If the project required an Iowa Department of Natural Resources (Iowa DNR) Flood Plain Permit, was this form completed and sent to the Iowa DNR and does the project file include a copy of this form?
- Weekly Report of Working Days** (Form 830238 or Form 830241, C.M. 2.33) Does the project file include these reports for each week that the contractor or subcontractors performed or should have performed work?
- Notice of Suspension or Resumption of Work** (Form 810036, C.M. 3.06) If the contractor was directed to stop work by the Project Engineer at any time during the project, does the project file include a completed copy of this form?

- Davis-Bacon Compliance** (C.M. 2.24) If the work was located on a Federal-aid route, does the project file contain the following:
- Completed Wage Rate Reports (Form 650170) for all prime contractors and all subcontractors with contracts greater than \$10,000 to document the wage rate interviews? The wage rate interviews should be completed at least once, and if the contract extends more than 6 months, approximately once every 6 months for the duration of the contract. Note: Wage rate interviews do not need to be completed for contractors or subcontractors that participate in the Association of General Contractors (AGC) Prevailing Wage Notification Program.
  - Copies of the Certified Transcript of Labor Payroll (Form 830176) that are:
    - Signed and dated by the contractor, for each week that the contractor or subcontractor(s) performed work?
    - Dated by the Project Engineer upon receipt?
    - Checked and initialed by the Project Engineer for compliance? (This is only required for the first few submitted; if no compliance problems are noted, subsequent submittals may not be checked.)
- Note: Federal-aid routes include all Federal Functional Classifications, except Local Roads and Rural Minor Collectors. This item also applies to contracts for construction of bicycle or pedestrian trails, if at least 50% of the trail is located within the right-of-way of a Federal-aid route. For contracts let by the Iowa DOT, applicability of the Davis-Bacon requirements is indicated on the bid proposal and contract.
- Equal Employment Opportunity (EEO) Site Inspections** (Form 650170, C.M. 2.22) Does the project file contain completed copies of this form to document the EEO site inspections? These inspections shall be completed at least once, and if the contract extends more than 6 months, approximately once every 6 months for the duration of the contract. Note: If Davis-Bacon wage rates do not apply for the contract, only the top portion and sections 1 and 2 must be completed for each site inspection.
- Log of Piling Driven** (if by formula, Form 830210, if by wave equation, Form 830209; C.M. 11.25, C.M. Appendix 11-22) If the contract included an item of work for driving piles, such as on a bridge project, does the project file include a completed copy of this form? This form should be completed as piles are driven and forwarded to the Administering Office.
- Change Order** (Form 830240, C.M. 2.36) If the contract had any change orders, has the following been completed for each Change Order:
- Recorded in the appropriate field book?
  - Marked either "Participating or Non-participating"?
  - Marked as either "Substantial" or "Non-substantial"?
  - Supported by attached documentation, if it involved a change in cost? Refer to the "Checklist for Change Orders" included in C.M. Section 2.36 for additional guidance related to supporting documentation. Note: Supporting documentation is not required for changes in cost based on existing contract prices, incentive / disincentive specifications, and liquidated damages.
  - If any work was performed on a force account basis, does the project file contain a Statement of Force Account with supporting documentation attached? (Form 181213, C.M. 2.35, Article 1109.03 B)
- Materials Review** For all materials incorporated into projects let using the Iowa DOT Standard Specifications:
- Have all materials been reviewed for compliance with the materials testing, sampling, and acceptance requirements of the Iowa DOT Standard Specifications and Materials I.M.s 101, 204, and 205?
  - Have the applicable materials review sheets been completed or reviewed by the Project Engineer? (Appendix B to Materials I.M. 101)

- Has a summary statement of non-compliant tests or measurements of material incorporated into the project been completed by the Project Engineer? (See Appendix 2-33 of Construction Manual for an example.)
- If the contract included HMA and / or PCC from a plant, does the project file include copies of the HMA and / or PCC Plant Reports?
- As-built Plans** (C.M. 2.72) If the contract involves work on an Interstate or Primary Highway, has the Project Engineer prepared a set of as-built plans and forwarded a copy to the appropriate District Office?
- Statement of Completion and Final Acceptance of Work** (Form 830435, C.M. 2.37) If the contract was let using Iowa DOT Specifications, is a copy of this form included in the project file, signed and dated by the Project Engineer?
- Certificate of Completion and Final Acceptance of Agreement Work** (Form 640003, I.M. 3.720) If the contract was let using non-DOT specifications, is a copy of this form included in the project file, signed and dated by the Project Engineer?

### Review of Quantities and Payments

- Field Book(s)** Are the quantities for all items documented in a field book, loose leaf binder, or if recorded electronically, available as a computer print-out or report? Does the item quantity documentation include:
  - Added bid items (8000 series) or modified bid items (7000 series)?
  - Dates and initials of the person who calculated the quantity?
  - Dates and initials of the person who checked the quantity?
  - Locations specified where each quantity was placed?
- Method of Measurement and Basis of Payment** Do all items have a method of measurement and basis of payment specified? This information is usually contained in the specifications (including any applicable Special Provisions, Developmental Specifications, Supplemental Specifications, etc.) but may also be located on the plans. Note: If the bid item number indicates the Standard Specification Section where this information can be found, the bid item number is a sufficient reference for this information.
- Items Paid by Length** Do all items paid on the basis of length show the actual measured quantity, including the date and initials of the person that performed the measurement?
- Items Paid by Count** Do all items paid on the basis of count (per each) show the actual count, including the date and initials of the person that performed the count?
- Items Paid by Weight** (Article 2001.07) Do all items paid on the basis of weight include:
  - Scale tickets that are certified by the producer?
  - Scale tickets that are signed by the originator and the receiver?
  - Ticket totals that are supported by adding machine tapes, computer print-outs, or other documentation?
  - Dates when the material was placed?
- Ready Mix Tickets** If ready mix concrete is used, are copies of all ready mix tickets meeting the requirements of C.M. 9.03 available in the project file?
- Items Paid as Lump Sum** Do all items paid as a lump sum include the date the work was started, the date the work was completed, and initials of the person who verified the work was completed?
- Items Paid by Volume** Do all items paid by volume include supporting calculations, such as original and final cross sections, or other methods that indicate how the volume was calculated?

- Items Paid by Area** Do all items paid by area include supporting calculations, such as sketches with dimensions, or other methods that indicate how the area was calculated?
- Items Paid by Plan / Contract Quantity** (C.M. 2.27, Article 1109.01) For each item paid for on the basis of plan / contract quantities:
  - Does each item show the starting and completion dates for the work?
  - If the item is not plan / contract quantity by specification, does the item have a completed and approved Contract Quantity Agreement (Form 830230)?
- Price Adjustments** Have all appropriate price adjustments been documented by a completed Change Order (Form 830240), including those related to:
  - Non-compliance with the contract documents? (C.M. 2.53)
  - Incentive / disincentive specifications, including, but not limited to:
    - Pavement smoothness, if required by the contract documents? (C.M. 3.60)
    - PCC Pavement thickness? (C.M. 9.65, Materials I.M. 346)
    - HMA Pavement density? (Section 2303)
    - Early completion? (Section 1111)
  - Liquidated damages? (C.M. 2.34)
- Progress Vouchers / Pay Estimates** Does the project file contain copies of all progress vouchers or pay estimates prepared by the Project Engineer and approved by the LPA?
- Checks or Warrants** If the contractor is paid directly by the LPA, does the project file contain copies of all checks or warrants issued to the contractor to-date?
- Proposed Semi-final Voucher / Pay Estimate** Does the project file contain a copy of the a semi-final voucher or pay estimate, including the final quantities and price adjustments proposed by the Project Engineer?

**Project Engineer's Comments**

Project Engineer's Certification: I have reviewed and verified each of the applicable items shown above. The supporting documentation associated with each applicable item is in the project file. The project file is organized and ready for Iowa DOT and / or FHWA inspection.

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Iowa DOT Review: As the authorized representative of the Iowa DOT:

- I have reviewed this checklist and performed a final audit of this contract. For the Davis-Bacon Compliance and EEO Site Inspection items, and for all other items indicated by my initials above, I have reviewed a sample of the supporting documentation and found it to be in substantial conformance with the contract documents and / or project requirements, except as noted on the Audit of Final Pay Estimate (Form 830301).
- I have reviewed this checklist only. This contract was not selected for a final audit.

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Initials: \_\_\_\_\_



## Final Forms Packet Checklist

Project Number: \_\_\_\_\_ Project Name / Location: \_\_\_\_\_  
 Contract Number: \_\_\_\_\_ Contracting Authority: \_\_\_\_\_  
 Accounting Number: \_\_\_\_\_ Prime Contractor: \_\_\_\_\_

**Instructions:** Attach the following documents, as applicable, to this checklist and send with your request for approval of the final voucher or pay estimate to the Iowa DOT Administering Office. Check the box to indicate which documents are being submitted. If the document doesn't apply, write "N/A" over the box. Include the original and / or number of copies, as indicated for each item. If any of the items are not complete or correct, the final voucher or pay estimate will not be processed until all applicable documents are provided. Keep a copy of this completed checklist, including all attached documents, in the project file.

For many of the checklist items below, references have been provided to the appropriate Iowa DOT form number, Standard Specification Article number, Construction Manual (C.M.) section, Materials Instructional Memorandum (Materials I.M.s), or Instructional Memorandum to Local Public Agencies (I.M.). Such references are included in parenthesis immediately after the checklist item title. Consult these references for additional instructions and information.

The Iowa DOT Standard Specifications, Construction Manual, and the Materials I.M.s are all available on-line as part of the Iowa DOT's [Electronic Reference Library](#). Most of the Iowa DOT forms referenced below are also available on the [Iowa DOT Forms](#) web page. Finally, many of the forms or documents included in this checklist are also discussed as part of [I.M. 3.805](#), Construction Inspection.

Document	Number	
	Original	Copies
Include for all contracts paid directly by the LPA:		
<input type="checkbox"/> <b>Final Pay Estimate</b> (Form 181235 or acceptable substitute) Include if the contractor was paid directly by the LPA. The final pay estimate reflects the final quantities and price adjustments, as corrected by the Iowa DOT final audits (if applicable), and has been signed by the Contractor and the Project Engineer.	1	
Include for all contacts paid by the Iowa DOT using the Contractor Pay System (CPS):		
<input type="checkbox"/> <b>Final Contract Construction Progress Voucher</b> (Form 181013, C.M. 2.37) The final voucher includes all change orders, reflects the final quantities and price adjustments, as corrected by the Iowa DOT final audits (if applicable), and has been signed by the Project Engineer and the contractor. <u>Note:</u> If the Field Manager software is used, the computer generated final voucher may be used instead of Form 181013.	1	
For all contracts that apply:		
<input type="checkbox"/> <b>Category Descriptions</b> Include if the contract uses more than one category. Categories are used to separate bid items that are paid for by different fund types or different public agencies. The applicable categories are identified on the "Final Detail Estimate" prepared by the Iowa DOT Office of finance and distributed by the Administering office after the contract award.		1
<input type="checkbox"/> <b>Certification of DBE Accomplishments</b> (Form 102116, C.M. 2.25) Include if the contract was let by the Iowa DOT, even if no DBE firms were used. If no DBE firms were used, the Project Engineer shall complete the applicable portions of the form.	1	
<input type="checkbox"/> <b>Certification of DBE Accomplishments</b> (Form 517013, I.M. 3.720) Include if the contract was let by the LPA, even if no DBE firms were used. If no DBE firms were used, the Project Engineer shall complete the applicable portions of the form.	1	
<input type="checkbox"/> <b>Certification of Subcontractor Payments</b> (Form 518002) Include if the contractor utilized any subcontractors.	1	
<input type="checkbox"/> <b>Contractor Evaluations</b> (Form 830430, C.M. 2.38) Include for all prime contractors and any subcontractors with subcontract amounts of \$20,000 or more. At the Project Engineer's option, these may be included for subcontracts of lesser value.	1	

Document	Number	
	Original	Copies
<input type="checkbox"/> <b>Statement of Salvaged Materials</b> (C.M. 3.05, Appendix 3-1) Include if the contract involved work on a Primary Highway and some materials were salvaged and delivered to an Iowa DOT Maintenance facility.		1
<input type="checkbox"/> <b>Interest Payment Information</b> (Form 830236, I.M. 3.930) Include for all contracts.		1
<input type="checkbox"/> <b>Change Order</b> (Form 830240, C.M. 2.36) Include all additional change orders that may have been processed since submitting the Pre-Audit Checklist, if any.	1	
<input type="checkbox"/> <b>Audit of Final Pay Estimate</b> (Form 830301) Include if the contract was audited by the Iowa DOT. The form identifies the date corrective actions were taken and is signed and dated by the Project Engineer.	1	
<input type="checkbox"/> <b>Final Payment</b> (Form 830436, C.M. 2.37) Include if the contract used the Iowa DOT Standard Specifications.	1	
<input type="checkbox"/> <b>Non-compliance Statements</b> (C.M. 2.37) If any non-compliances were issued, include the associated statements and supporting documentation.	1	

Project Engineer's Certification: I have reviewed and / or approved each of the applicable items shown above and have approved the final voucher or pay estimate. The applicable documents, including supporting documentation as required, are attached.

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

# INSTRUCTIONAL MEMORANDUMS

## To Local Public Agencies



To: Counties and Cities	Date: December 3, 2007
From: Office of Local Systems	I.M. No. 3.930
Subject: Interest Payment Procedures	

**Contents:** This Instructional Memorandum (I.M.) describes the procedures for a Local Public Agency (LPA) to comply with the interest payment requirements associated with construction contracts. This I.M. includes the following attachments:

[Attachment A](#) – Sample Interest Payment Information Form

**Note:** The procedures outlined in this I.M. are required only for Federal-aid contracts; however, the interest payment requirements of section [573.14](#) of the Code of Iowa apply to all public agency contracts, regardless of the funding source. Therefore, the Iowa Department of Transportation (Iowa DOT) recommends that LPAs follow a similar procedure for non-Federal-aid contracts; however, no submittals to the Iowa DOT are required for such contracts. If interest is due for non-Federal-aid contracts, the LPA may contact the Iowa DOT Office of Finance, Project Accounting and Payables at 515-239-1703 to obtain the appropriate interest rate.

### Introduction

Section 573.14 of the Code of Iowa requires that interest be paid on retained funds under certain conditions. For contracts let by the Iowa DOT, these conditions are specified in Article 1109.09 of the Iowa DOT Standard Specifications (available on-line as part of the Iowa DOT's [Electronic Reference Library](#)). For Federal-aid contracts that are let locally, these conditions are specified in the [Proposal Notice](#) for Locally Procured Federal-aid Contracts (for more information, see [I.M. 3.720](#), Local Lettings – Federal-aid).

### Preparing the Interest Payment Information

The information required to determine if interest will be due shall be documented on the *Interest Payment Information* (Form 830236, available in [Word](#) or [PDF](#)). A sample form is provided as [Attachment A](#) to this I.M. The Project Engineer shall complete Form 830236 according to the instructions provided below:

**Project Number, Project Name / Location, Accounting I.D., and Contractor:** Complete these fields as appropriate for the contract being submitted.

**Final Acceptance Date (FAD):** For projects let using the Iowa DOT Standard Specifications, this date is when the LPA's Project Engineer signs the *Statement of Completion and Final Acceptance of Work* (Form 830435, available in [Word](#) or [PDF](#)). For projects that are let using other specifications, this date is when the LPA's Project Engineer signs the top portion of the *Certificate of Completion and Final Acceptance of Agreement Work* (Form 640003, available in [Word](#) or [PDF](#)).

**Day Zero:** This is the date the LPA's Project Engineer receives the final paperwork from the Contractor. The final paper work includes all forms, certifications, Change Orders, or other documentation required by the contract documents for final payment. The Day Zero date cannot occur before the FAD. If the Contractor provides all the final paperwork before the FAD, Day Zero Date will be equal to the FAD.

**Suspension Periods in Day Zero Count:** Enter each suspension period in the Day Zero count that applies, including the beginning and ending dates of the suspension period and the reason(s) for the suspension. The Day Zero count starts the day following Day Zero and stops as of the date shown on the final payment warrant. After the Day Zero count has started, it may be suspended in the following situations:

1. If at any time after the Contractor submits the final paperwork it is determined, either by the Project Engineer or the Iowa DOT, that any of the required final paperwork is missing. In such cases, the Project Engineer shall notify the Contractor in writing and specify the documentation that must be submitted. The Day Zero count will be suspended as of the date of the Project Engineer's notice to the Contractor and shall be resumed on the date the requested documentation is received by the Project Engineer.

2. If the Project Engineer has not received a signed final voucher or final pay estimate from the Contractor by FAD + 50, the Day Zero count will be suspended on the following day (FAD + 51). It will resume on the date the signed final voucher or pay estimate is received by the Project Engineer.
3. If after receipt of the final paperwork from the Contractor, the Project Engineer initiates a Change Order. In such cases, if the Change Order is not signed and returned to the Project Engineer by within 10 days after it was sent to the Contractor, the Day Zero count will be suspended on the 11<sup>th</sup> day and resume when the signed Change Order is received by the Project Engineer.

Total Suspension Periods in Day Zero Count: Enter the total number of days the Day Zero count was suspended, as indicated above. If there were no suspensions, enter "None" in the space provided.

If final payment is dated after: Enter the date which is 50 calendar days after the FAD.

Interest will start to accrue on: Beginning with Day Zero, add 31 calendar days, then add the total number of suspension days in the Day Zero Count, if any, and enter this date.

To illustrate how the various dates and suspension periods affect the interest period calculation, consider the following examples:

Example 1:

FAD = Jul 10, 2007  
FAD + 50 = Aug 29, 2007  
Day Zero = Jul 20, 2007  
Day Zero + 31 = Aug 20, 2007  
Total Day Zero Count Suspensions = 0 days  
Date of Final Warrant = Sep 22, 2007

Result: The final warrant is dated after Aug 29, 2007 (FAD + 50) so interest will be paid for a period of 34 days, beginning Aug 20, 2007 (Day Zero + 31 + 0) and ending Sep 22, 2007 (date of final warrant).

Example 2:

FAD = Jul 10, 2007  
FAD + 50 = Aug 29, 2007  
Day Zero = Sep 10, 2007  
Day Zero + 31 = Oct 11, 2007  
Total Day Zero Count Suspensions = 0 days  
Date of Final Warrant = Oct 5, 2007

Result: The final warrant is dated after Aug 29, 2007 (FAD + 50), but is before Oct 11, 2007 (Day Zero + 31 + 0), so no interest is due.

Example 3: (as shown on the sample form included as [Attachment A](#))

FAD = Jul 10, 2007  
FAD + 50 = Aug 29, 2007  
Day Zero = Sep 10, 2007  
Day Zero + 31 = Oct 11, 2007  
Total Day Zero Count Suspensions = 20 days  
Date of Final Warrant = Oct 15, 2007

Result: The final warrant is dated after Aug 29, 2007 (FAD + 50) but is before Oct 31, 2007 (Day Zero + 31 + 20), so no interest is due.

## **Submittal and Review of Interest Payment Information**

After completing Form 830236, the Project Engineer shall submit it to the Iowa DOT Administering Office with the final voucher or pay estimate, along with the other paperwork required for Iowa DOT approval of final payment. Upon receipt, the Administering Office will review Form 830236 for completeness. If any of the information is incorrect or incomplete, the Administering Office will contact the Project Engineer. The Project Engineer shall revise and resubmit the form as required.

## **Payment of Interest**

If the date of the final warrant to the Contractor is 50 calendar days or less from the Final Acceptance Date, no interest will be paid. If it is more than 50 calendar days, interest will begin to accrue as of the date indicated on Form 830236. If interest is due, it will be paid according to one of the following procedures:

1. For contracts paid using the Contractor Pay System (CPS): The Iowa DOT Office of Finance will calculate the appropriate amount of interest to be paid, if any. If the amount is over \$25, the Office of Finance will issue a warrant to the Contractor for that amount. An interest payment voucher will not be prepared or sent to the LPA for review and approval. Payment will be made from the same account from which the earlier contract payments were made.
2. For contracts paid directly by the LPA: If Form 830236 indicates that interest is due, the LPA shall calculate the amount of interest to be paid using the interest rate as established by Code of Iowa section [12C.6](#). The LPA may contact the Iowa DOT Office of Finance, Project Accounting and Payables at 515-239-1703 to obtain the current interest rate, as established by this Code section. After calculating the appropriate interest payment, the LPA shall make payment to the Contractor accordingly.

Note: Regardless of which method is used to make the interest payment to the Contractor, such payments are not eligible for reimbursement with Federal funds.

## **Retention Release**

The process for reviewing the final paperwork can be lengthy. Therefore, to reduce the chance that interest will be due to the Contractor, the Project Engineer should submit the final paper work to the Administering Office on or before FAD + 29. Submittal of the final paperwork on or before this date will usually allow enough time for the Iowa DOT to review and approve the final voucher and make final payment to the Contractor for contracts paid using the CPS; or for contracts paid directly by the LPA, for the Iowa DOT to review and approve the final pay estimate and notify the LPA that final payment to the Contractor can be made.

If at any time it appears that submittal of the final paperwork cannot be made on or before FAD + 29, the Project Engineer should consider preparing a Retention Release Voucher for CPS contracts; or for contracts paid directly by the LPA, pay the retainage due, less an amount double any claims on file. This will reduce or eliminate the amount retained and thereby reduce the amount of interest that may be due.





**INTEREST PAYMENT INFORMATION**  
For County and City Projects

Note: For instructions, refer to Instructional Memorandum (I.M.) 3.930, Interest Payment Procedures.

**Project Number** STP-U-1945(602)--70-77

**Project Name / Location** 2<sup>nd</sup> Street Improvements from Walnut to Main Street.

**Accounting ID** 77-70-1945-602

**Contractor** XYZ Construction, Inc.

**Final Acceptance Date (FAD):** Jul 10, 2007

**Day Zero Date:** Sep 10, 2007

**Suspension Periods in the Day Zero Count:** (If there are no suspensions, write "None.")

After the contractor's submittal of the final voucher, it was determined that the material certifications for the PCC  
pavement tie-bars were missing. The Project Engineer's notice to the contractor was dated Sep 15, 2007. The contractor  
provided the requested certifications on Oct 5, 2007.

**Total Suspension Periods in Day Zero Count (days):** 20 (if none, enter zero)

**If final payment is dated after** Aug 29, 2007 (FAD + 50)

**Interest will start to accrue on** Oct 31, 2007 (Day Zero + 31 + Total Suspension Days)





# INSTRUCTIONAL MEMORANDUMS

To Local Public Agencies



To: Counties	Date: December 3, 2007
From: Office of Local Systems	I.M. No. 3.940
Subject: County Engineer Resolution	

**Contents:** This Instructional Memorandum (I.M.) describes the procedures for a County to authorize the County Engineer to accept a construction project as complete on behalf of the County Board of Supervisors. This I.M. includes the following attachments:

[Attachment A](#) – Sample County Engineer Resolution

## Introduction

The County Engineer, besides serving as the engineer in charge of the project, may also sign on behalf of the Board of Supervisors to certify final acceptance and completion of a construction contract. However, before the County Engineer can legally sign for the Board of Supervisors, the County must pass and execute a resolution authorizing the County Engineer to do so.

## Procedure

If a County wants the County Engineer to be able to sign on the County's behalf, the County shall pass and execute a resolution similar to the sample included as [Attachment A](#) to this I.M. A new resolution needs to be completed only whenever the County hires a new County Engineer. This procedure does not need to be completed on an annual basis.

After passing and executing such a resolution, the County shall send one copy to District Office and one copy the Office of Local Systems.



**RESOLUTION**

BE IT RESOLVED by the Board of Supervisors of (county name) County, Iowa, that (county engineer's name), the County Engineer of (county name) County, Iowa, be and is hereby designated, authorized, and empowered on behalf of the Board of Supervisors of said County to execute the certification of completion of work and final acceptance thereof in accordance with plans and specifications in connection with all Farm-to-Market and Federal or State aid construction projects in this county.

Dated at (county name), Iowa, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Board of Supervisors  
(county name), Iowa

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ATTEST:

By \_\_\_\_\_  
County Auditor

SEAL