



STATE OF TENNESSEE
DEPARTMENT OF TRANSPORTATION
NASHVILLE, TENNESSEE 37243-0350

INSTRUCTIONAL BULLETIN No. 06-01

Regarding Field Review Procedures

Effective immediately, Section 1-120.00 in both the English and Metric Design Guidelines shall be modified as follows:

1-120.00 FIELD REVIEW PROCEDURES (See 2-330.00, 3-140.00 and 4-145.00)

All personnel who make arrangements and conduct field reviews shall follow these guidelines as follows:

1. All field reviews shall be scheduled and prints distributed a minimum of three weeks prior to the scheduled date of the field review. The beginning of the three weeks will start on the date the plans are either mailed or distributed from the Design Division. Field reviews scheduled in the region design offices should allow an additional two or three days for the prints to reach the headquarters offices.
2. The plans, when distributed, shall be complete through the appropriate stage of development in accordance to the Roadway Design Checklist.
3. Specialty support Design Division personnel shall be included on all Preliminary, Right-of-Way, Construction and Value Engineering Field Reviews.
 - A. On all notices of Preliminary, Right-of-Way and Construction Field Reviews, include the Pavement Design Section with one set of half-size prints of the plans.
 - B. On all notices of Construction Field Review, include the Design Traffic Engineering Section with one set of half-size prints of the plans. On Preliminary and Right-of-Way Field Reviews include the Design Traffic Engineering Section only on projects that include traffic signals and/or roadway lighting. (See sections 2-315.00 and 2-315.05 of Design Guidelines.)
4. Plans for Construction Field Reviews that involve a bridge shall include preliminary bridge layout drawings.
5. A complete field review report shall be distributed within two weeks of the review.

6. The Right-of-Way Field Review report shall include:
 - A. Comment to Structures if the horizontal and vertical geometry is adequate to continue bridge design.
 - B. The number of sets of final right-of-way distribution prints requested by the Regional Right-of-Way Office.
 - C. All changes requested shall be included in the plans when submitted for right-of-way or construction authorization.
7. Send the Federal Highway Administration (FHWA) a Field Review Notice for all new and reconstruction projects on the Interstate System and all Demonstration Projects. Reviews for all new and reconstruction projects on the Interstate System and all Demonstration Projects shall be scheduled in coordination with FHWA. Appropriate project plans will be forwarded to FHWA for review. FHWA is not requiring Field Review Notices for any other Federal-Aid projects.
8. Do not send the FHWA a Field Review Report for projects, which were not attended by a representative of the FHWA.
9. Do not send to the Headquarters, Right-of-Way or Utilities Office Construction Field Review prints.

Original signed by Jeff C. Jones
Jeff C. Jones, C. E. Director
Design Division

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December 22, 2005