



**STATE OF TENNESSEE
DEPARTMENT OF TRANSPORTATION
NASHVILLE, TENNESSEE 37243-0348**

INSTRUCTIONAL BULLETIN NO. 09-01

Regarding File Net Archiving

Effective immediately, Design Managers will be responsible archiving project development files for all new construction, reconstruction and resurfacing projects on the File Net server utilized by the Department. This includes any consultant design projects being monitored by the Design Manager. For guidance in creating a composite plan set in the *.pdf format, please download the document entitled "Creating PDFs from DGNs.pdf" from the TDOT Design Division website at the following address:

http://www.tdot.state.tn.us/Chief_Engineer/assistant_engineer_design/design/v8/v8design.htm

File Net archiving will be required for all projects (including resurfacing plan sets) and shall include project deliverables or plan sets completed from this point in time forward. However, at the minimum, **all** projects should have the most recently completed plan set (hydraulic grade approval, preliminary, ROW or construction), estimate file, approved Design Exception and Transportation Management Plan added to the File Net Server.

A complete plan set (including cross-sections) in *.pdf format and any required *.xls, *.dgn, *.sht, *.tin, and *.gpk files will be required for archiving as defined in the attached table. The project design files (*.dgn, *.sht, *.tin, and *.gpk) will be archived with a software program having capable of making a self-extracting (*.exe) file. This self-extracting (*.exe) file shall not be password protected.

The attached table should be used as a guide for project deliverables or plan sets that are to be loaded on the File Net server.

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Design Division

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JCJ:MJA:mja

File Net Project Deliverables and Plans Sets

Deliverable / Plan Set	File Format	File Naming Convention (nnnnnn-nn is the project PIN)	Comments	PPRM Activity
Hydraulic Grade Approval Plans	*.pdf Only	nnnnnn-nn-HydraulicGradeApproval.pdf		340
Preliminary Field Review Plans	*.pdf Only	nnnnnn-nn-PreliminaryFieldReview.pdf		375
Preliminary Plans	*.pdf & *.dgn, *.sht, *.tin, *.gpk	nnnnnn-nn-Preliminary.pdf The file naming convention for the Bentley MicroStation and Geopak files are defined in the TDOT CADD Standards document entitled “CADDV8.pdf” at the Design Division website.	See Footnotes 1, 2, and 3.	390
Right-of-Way Field Review Plans	*.pdf Only	nnnnnn-nn-ROWFieldReview.pdf		540
Preliminary Estimate	*.pdf & *.xls	nnnnnn-nn-PreliminaryEstimate.xls or nnnnnn-nn-PreliminaryEstimate-Rev-mm-dd-yy.pdf.xls	See Design Guidelines Section 3-400.15	585
Right-of-Way Plans	*.pdf & *.dgn, *.sht, *.tin, *.gpk	nnnnnn-nn-ROW.pdf nnnnnn-nn-ROW-Rev-mm-dd-yy.pdf The file naming convention for the Bentley MicroStation and Geopak files are defined in the TDOT CADD Standards document entitled “CADDV8.pdf” at the Design Division website.	See Footnotes 1,2, and 3 ROW Plans revisions, if any, will necessitate another uploaded plan set in entirety. (See naming conventions for revisions.)	600
Permit Sketches	*.pdf Only	nnnnnn-nn-PermitSketches.pdf	See Design Guidelines Section 3-410.00	575

Deliverable / Plan Set	File Format	File Naming Convention (nnnnnn-nn is the project PIN)	Comments	PPRM Activity
Permit Sketch Submittal	*.pdf Only	nnnnnn-nn-ROW.pdf or nnnnnn-nn-ROW-Rev-mm-dd-yy.pdf	This will be the ROW plans that incorporate ecology and permit assessment	575
Construction Field Review Plans	*.pdf Only	nnnnnn-nn-ConstructionFieldReview.pdf	This plans set will be used for NPDES application and for NEPA Reevaluation.	710
Construction Plans	*.pdf & *.dgn, *.sht, *.tin, *.gpk	nnnnnn-nn-Construction.pdf nnnnnn-nn-Construction-Rev-mm-dd-yy.pdf The file naming convention for the Bentley MicroStation and Geopak files are defined in the TDOT CADD Standards document entitled "CADDV8.pdf" at the Design Division website.	See Footnotes 1, 2, and 3. These plans will be the final sealed plans set. Construction Plans revisions, if any, will necessitate another uploaded plan set in entirety. See naming convention for revisions	715
Construction Estimate	*.xls	nnnnnn-nn-ConstructionEstimate.xls or nnnnnn-nn-ConstructionEstimate-Rev-mm-dd-yy.pdf.xls	See Design Guidelines Section 4-140.05	715
Initial Transportation Management Plan	*.pdf Only	nnnnnn-nn-InitialTMP.pdf	Signed copy. See TDOT Work Zone Safety and Mobility manual and Transportation Management Plan Workbook.	n/a
Second Transportation Management Plan	*.pdf Only	nnnnnn-nn-SecondTMP.pdf	Signed copy. See TDOT Work Zone Safety and Mobility manual and Transportation Management Plan Workbook.	n/a
Approved Design Exceptions (if any)	*.pdf Only	nnnnnn-nn-DesignExceptions.pdf	Signed copy. See Design Guideline section...	n/a

Footnotes:

¹ The Bentley MicroStation files required for placement on the File Net Server are all sheet files (*.sht) that make up a plan set and all reference files to those sheet files including, but not limited to, the *Survey.dgn, *Alignments.dgn, *Proposed.dgn, and *MainlineXSections.dgn files.

² The Bentley Geopak *.gpk file required for placement on the File Net Server is the project *.gpk file containing all project geometry including, but not limited to, all existing and proposed alignments, existing and proposed profiles, and proposed ROW and easement points. Documentation concerning how to create proposed ROW and easements in Bentley's Geopak software can be found at the following link: http://www.tdot.state.tn.us/Chief_Engineer/assistant_engineer_design/design/v8/ProposedROW.pdf

³ The Bentley Geopak *.tin files required for placement on the File Net Server are the existing ground surface, and all proposed surfaces for the project.