



STATE OF TENNESSEE
DEPARTMENT OF TRANSPORTATION
DESIGN DIVISION
NASHVILLE, TENNESSEE 37243-0348

INSTRUCTIONAL BULLETIN NO. 11-06

Regarding Preliminary Engineering Project Numbers for Design

Effective immediately for all new projects or projects with design currently being charged to the preliminary engineering NEPA (PE-N) number, designers shall charge all design work to the Preliminary Engineering NEPA (PE-N) number through preliminary plans development. Preliminary plans development is defined to include all design work prior to issuing plans for right-of-way acquisition or for utilities only as covered under the TDOT/FHWA Preliminary Design Agreement. Once plans are submitted for right-of-way acquisition or for utilities only, designers shall begin charging design work to the Preliminary Engineering Design (PE-D) number. Projects currently under development being charged to the Preliminary Engineering Design (PE-D) number shall continue to be charged to the Preliminary Engineering Design (PE-D) number.

Designers and managers are reminded that a task profile ID will need to be set up in Edison for the Preliminary Engineering NEPA (PE-N) number to insure that time is charged to the appropriate funding source. Once design has begun using the Preliminary Engineering Design (PE-D) number, it will be necessary to set up a task profile ID for the Preliminary Engineering Design (PE-D) number.

The Preliminary Engineering NEPA (PE-N) number should be shown in the lower left hand corner of the title sheet for plan submittals prior to right-of-way or for utilities only. The Preliminary Engineering Design (PE-D) number shall be shown in the lower left hand corner of the title sheet for right-of-way plan submittal, utilities only submittal, and for any subsequent plan submittals. The type preliminary engineering number should be noted on the title sheet adjacent to the number.

Example: P.E. No. 470001-1234-94 (Design)

Carolyn Stonecipher, Civil Engineering Director
Design Division