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

INSTRUCTIONAL BULLETIN NO. 11-08

Regarding File Net Archiving

Effective immediately, Section 1-115.00 File Net Archiving has been added to the Design Guidelines. Designers should note that additional requirements have been added to PDF document requirements for revised plan sets.

1-115.00 File Net Archiving

Design Managers are responsible for 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 is required for all projects (including resurfacing plan sets) and shall include all project deliverables or plan sets completed. The requirement for FileNet archiving began April 3, 2009. All projects should have the most recently completed plan set, estimate file, approved design exception and transportation management plan on the File Net server. **Table 1-0 – File Net Project Deliverables and Plan Sets,** should be used as a guide for project deliverables or plan sets that are to be loaded on the File Net server.

A complete plan set (including cross-sections) in *.pdf format and any required *.xls, *.dgn, *.sht, *.tin, and *.gpk files is 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 the capability of making a self-extracting (*.exe) file. This self-extracting (*.exe) file shall not be password protected.

Plan sets in *.pdf format shall include all roadway plans sheets normally found in the deliverable. Construction field review and construction plans plan sets should include any signal, lighting, signing, geotechnical, landscaping, mitigation sheets, retaining wall or other sheets supplied by structures to be placed in the roadway plans. Structure plans, standard structure drawings and standard drawings are not required. Preliminary structure layout sheets should be included in right-of-way and construction field review plans sets. Utility plans will be placed on File Net by the Utility Section of the Right-of-Way Division.

For all plan sets added to File Net as a revision or revised plan set, the revision letter(s) shall be included in the PDF file as the first sheet of the plan set. For subsequent revisions all prior revision letters should be included after the current revision letter.

This bulletin voids Instructional Bulletin 09-02.

Carolyn Stonecipher, Civil Engineering Director
Design Division

April 14, 2011
CS:ARH:JBS

TABLE 1-0 – File Net Project Deliverables and Plans Sets

Deliverable / Plan Set	File Format	File Naming Convention (*nnnnnn-nn* is the project PIN)	Comments	PPRM Activity
Structureal Grade Approval Plans	*.pdf and *.exe (Includes: *.dgn, *.sht, *.tin, *.gpk)	***nnnnnn-nn*-StructuralGradeApproval.pdf** ***nnnnnn-nn*-StructuralGradeApproval.exe** 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, 3 and 4.	340
Preliminary Field Review Plans	*.pdf Only	***nnnnnn-nn*-PreliminaryFieldReview.pdf**	Include a copy of the Field Review Notification Memorandum in the pdf document.	375
Preliminary Plans	*.pdf and *.exe (Includes: *.dgn, *.sht, *.tin, *.gpk)	***nnnnnn-nn*-Preliminary.pdf** ***nnnnnn-nn*-Preliminary.exe** 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, 3 and 4.	390
Soils and Geological Report	*.pdf and *.exe (Includes: *.dgn, *.sht, *.tin, *.gpk)	***nnnnnn-nn*-GeologicalReportRequest.pdf** ***nnnnnn-nn*-GeologicalReportRequest.exe** 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, 3 and 4.	445

Deliverable / Plan Set	File Format	File Naming Convention (*nnnnnn-nn* is the project PIN)	Comments	PPRM Activity
Right-of-Way Field Review Plans	*.pdf and *.exe (Includes: *.dgn, *.sht, *.tin, *.gpk)	**nnnnnn-nn-ROWFieldReview.pdf** **nnnnnn-nn-ROWFieldReview.exe** 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, 3 and 4. Include a copy of the Field Review Notification Memorandum in the pdf document.	540
Preliminary Estimate	*.xls Only	**nnnnnn-nn-PreliminaryEstimate.xls** or **nnnnnn-nn-PreliminaryEstimate-Rev-mm-dd-yy.xls**	See Design Guidelines Section 3-400.15	585
Right-of-Way Plans	*.pdf and *.exe (Includes: *.dgn, *.sht, *.tin, *.gpk)	**nnnnnn-nn-ROW.pdf** **nnnnnn-nn-ROW.exe** **nnnnnn-nn-ROW-Rev-mm-dd-yy.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, 3 and 4. ROW Plans revisions, if any, will necessitate another uploaded plan set in entirety. (See naming conventions for revisions.) The revision letter should be included as the first page of the pdf document.	600
Permit Sketches	*.pdf Only	**nnnnnn-nn-PermitSketches.pdf**	See Design Guidelines Section 3-410.00	575
Permit Application Plan Set	*.pdf Only	**nnnnnn-nn-ROW.pdf** or **nnnnnn-nn-ROW-Rev-mm-dd-yy.pdf**	This will be either the original or as revised ROW plans which have incorporated the ecology and permit assessment.	575

Deliverable / Plan Set	File Format	File Naming Convention (*nnnnnn-nn* is the project PIN)	Comments	PPRM Activity
Construction Field Review Plans	*.pdf Only	***nnnnnn-nn*-ConstructionFieldReview.pdf**	Include a copy of the Field Review Notification Memorandum in the pdf document. This plans set will be used for NPDES application and for NEPA Reevaluation.	710
Construction Plans	*.pdf and *.exe (Includes: *.dgn, *.sht, *.tin, *.gpk)	***nnnnnn-nn*-Construction.pdf** ***nnnnnn-nn*-Construction.exe** ***nnnnnn-nn*-Construction-Rev-mm-dd-yy.pdf** ***nnnnnn-nn*-Construction-Rev-mm-dd-yy.exe** 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, 3 and 4. These plans will be the final sealed plans set, including the ROW Title Sheet. Construction Plans revisions, if any, will necessitate another uploaded plan set in entirety. See naming convention for revisions. The revision letter should be included as the first page of the pdf document. Signal and Signing Sheets developed for roadway projects should be submitted to the Design Manager for inclusion in this deliverable.	715
Construction Estimate	*.xls Only	***nnnnnn-nn*-ConstructionEstimate.xls** or ***nnnnnn-nn*-ConstructionEstimate-Rev-mm-dd-yy. xls**	See Design Guidelines Section 4-140.05	715

Deliverable / Plan Set	File Format	File Naming Convention (*nnnnnn-nn* is the project PIN)	Comments	PPRM Activity
Utility Plans	*.pdf Only	**nnnnnn-nn-Utility.pdf** **nnnnnn-nn-Utility-Rev-mm-dd-yy.pdf**	See Footnotes 1, 2, 3 and 4.	755
	*.exe (Includes: *.dgn, *.sht, *.tin, *.gpk)	**nnnnnn-nn-Utility.exe** **nnnnnn-nn-Utility-Rev-mm-dd-yy.exe** 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	These plans will be the final sealed plans set. Utility Plans revisions, if any, will necessitate another uploaded plan set in entirety. See naming convention for revisions.	
Utility Rainbow Plans	*.pdf Only	**nnnnnn-nn-UtilityRainbows.pdf** or **nnnnnn-nn-UtilityRainbows-Rev-mm-dd-yy.pdf**		
Utility Specifications	*.pdf Only	**nnnnnn-nn-UtilitySpecs.pdf** or **nnnnnn-nn-UtilitySpecs-Rev-mm-dd-yy.pdf**	**Utility Plans, CADD , Specifications, and Estimate Files Will Be Loaded onto File Net by the Utility Section of the Right-of-Way Division.** The Design Division will be responsible for loading Estimated Utility Quantity Sheets developed by the Design Division and included in the Construction Plans.	
Utility Estimate	* xls Only	**nnnnnn-nn-UtilityEstimate.xls** or **nnnnnn-nn-UtilityEstimate-Rev-mm-dd-yy.xls**		

Deliverable / Plan Set	File Format	File Naming Convention (*nnnnnn-nn* is the project PIN)	Comments	PPRM Activity
Initial Work Zone Significance Dertermination & 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
Secondary Work Zone Significance Dertermination & Transportation Management Plan	*.pdf Only	***nnnnnn-nn*-SecondaryTMP.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 3-110.02	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 easements. 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.

4 The ROW Acquisition Excel file should be included in the executable file.