



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

**INSTRUCTIONAL BULLETIN NO. 12-04**

**Regarding Turn-In Dates and Letting Schedules for 2013**

Attached to this bulletin is the 2013 letting schedule with a chart showing dates to be met for various activities.

Plans and estimates for projects assigned to a letting should be turned into the Estimates and Bid Analysis Office no later than the turn-in date shown on the attached chart.

Instructional Bulletin 11-20 should be voided after the December 7, 2012 letting.

*Carolyn Stonecipher*

Carolyn Stonecipher, PE  
Civil Engineering Director,  
Design Division

March 14, 2012  
CS:ARH:MWC  
Attachment

## 2013 LETTING SCHEDULE

ACTIVITY	LETTING Feb 15	LETTING Apr 5	LETTING May 24	LETTING July 12	LETTING Aug 30	LETTING Oct 18	LETTING Nov 15	LETTING Dec 6	WEEKS BEFORE LETTING
TDOT Design Manager verifies <b>all</b> deliverables have been received to allow completion of plans in accordance with the roadway design checklist	Sep 11	Oct 30	Dec 18	Feb 5	Mar 26	May 14	Jun 11	Jul 2	22-1/2
<b>TDOT Design Manager</b> schedules and distributes prints for construction field review	Oct 12	Nov 30	Jan 18	Mar 8	Apr 26	Jun 14	Jul 12	Aug 2	18
<b>Regional Construction Office</b> furnishes information and logs to Design for development of resurfacing plans for State Routes	Oct 31	Dec 18	Feb 7	Mar 26	May 14	Jul 2	Jul 30	Aug 20	15-1/2
<b>Consultant</b> furnishes final roadway plans w/estimate to Design Division for review and checking	Nov 6	Dec 26	Feb 14	Apr 2	May 21	Jul 9	Aug 6	Aug 27	14 1/2
<b>Regional ROW Office</b> submits "removal of structures" letter to the Design Division or Regional Design Office	Nov 13	Jan 2	Feb 21	Apr 9	May 28	Jul 16	Aug 13	Sep 3	13 1/2
<b>Consultant</b> furnishes Structures Division final structure plans w/estimate for review and checking	Nov 20	Jan 8	Feb 28	Apr 16	Jun 4	Jul 23	Aug 20	Sep 10	12-1/2
<b>Design Division or Reg. Design Office</b> begins "in house" checking of final Roadway Plans prior to turn-in for letting	Nov 27	Jan 15	Mar 5	Apr 23	Jun 11	Jul 30	Aug 27	Sep 17	11-1/2
<b>Regional Utility Engineer</b> furnishes Estimating and Bid Analysis Office w/utility plans (mylar only)	Nov 27	Jan 15	Mar 5	Apr 23	Jun 11	Jul 30	Aug 27	Sep 17	11-1/2
<b>Design Division or Reg. Design Office</b> submits final roadway plans w/estimate to the Estimating and Bid Analysis Office	<b>Dec 4</b>	<b>Jan 22</b>	<b>Mar 12</b>	<b>Apr 30</b>	<b>Jun 18</b>	<b>Aug 6</b>	<b>Sep 3</b>	<b>Sep 24</b>	<b>10-1/2</b>
<b>Structures Division</b> submits final structure plans with estimate to the Estimating and Bid Analysis Office	Dec 4	Jan 22	Mar 12	Apr 30	Jun 18	Aug 6	Sep 3	Sep 24	10-1/2
<b>Plans Assembly Section</b> submits final plans to the Construction Division, Contracts & Specifications Office	Dec 11	Jan 29	Mar 19	May 7	Jun 25	Aug 13	Sep 10	Oct 1	9-1/2