



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

INSTRUCTIONAL BULLETIN NO. 12-07

Regarding Digital Distribution

Effective July 1, 2012 all plans submittals will only be distributed digitally. The attached subsections of the Design Guidelines are revised in regards to Digital Distribution.

Sections Revised:

- 3-400.00: Submittal for Incidentals
- 3-400.05: Submittal for Utilities Only
- 3-400.15: Preliminary Construction Quantity Estimates
- 3-400.17: Submittal of Preliminary Construction Quantities Estimates
- 3-400.20: Right-of-Way Funding Approval Requests
- 3-400.25: Submittal of ROW Appraisals and Acquisitions
- 3-405.00: Right-of-Way Revisions
- 4-137.00: Addition of Utility Sheets to Construction Plans
- 4-140.00: Submittal of Construction Project Plans
- 4-140.02: Letting Revisions
- 4-140.06: Submittal of Construction Quantities Estimates
- 4-150.00: Construction Revisions

Sections Voided

- 1-220.00
- 3-400.30

Effective for the September 2012 letting subsection 4-115.10: Engineer's Seal, Signature, and Date on Title Sheet is revised.

A handwritten signature in cursive script, reading "Carolyn Stonecipher", is written over a horizontal line.

Carolyn Stonecipher, PE
Civil Engineering Director
Design Division

CS:ARH:MWC

Attachment

May 2, 2012

~~1-220.00 PLANS REVISION DISTRIBUTION SCHEDULE~~

This section has been deleted, the contents of this section have been added to the corresponding sections 3-405.00, 4-140.02, 4-150.00

3-400.00 SUBMITTAL FOR INCIDENTALS

Submitting plans for "ALL INCIDENTALS EXCEPT APPRAISALS" if the project has more than 10 tracts. (See distribution list below) It shall only be necessary to submit the title sheet, typical sections, property maps (with Right-of-Way Acquisition Table with property owner's name and county records portions completed) and the present layouts. Proposed layouts are not to be printed for incidental right-of-way work. Do not submit for "Incidentals" if there are 10 tracts or less in the plans. There will not be duplicate tract numbers on any one project. During Right-of-Way Plans preparation, tracts may need to be added or deleted, but all tract numbers appearing on the preliminary plans must continue to appear on subsequent Right-of-Way Plans for the project, including the acquisition stage Right-of-Way Plans.

If for any reason the tract number becomes unneeded, it must continue to be shown in the table of acquisition and on the property map and present layout sheets with the number crossed out in all places using a single line. Stamp or mark prints of title sheets for "Incidentals Only". The title sheet must have a right-of-way project number in the upper right-hand corner (not the P.E. number). This applies to all right-of-way projects to be acquired by the State. **For projects whose right-of-way is to be acquired by Local Government**, the preliminary engineering number is to be used in the upper right-hand corner of the title sheet. Using 0.2" lettering, place the text "Right-of-way to be acquired by Local Government" on the right side of title sheet above the signatures. Incidental plans submission will not be submitted for projects whose right-of-way is being acquired by local governments.

It will be the responsibility of the Right-of-Way office to print and distribute copies of the plans as needed.

Submitting for "Incidentals"

Place a pdf of the required plan sheets onto FileNet under the name: nnnnnn-nn-Incidentals.pdf, then notify by email of the electronic distribution the appropriate email address listed below.

Region 1	TDOT.RG1.ROW@tn.gov
Region 2	TDOT.RG2.ROW@tn.gov
Region 3	TDOT.RG3.ROW@tn.gov
Region 4	TDOT.RG4.ROW@tn.gov

3-400.05 SUBMITTAL FOR "UTILITIES ONLY" (See 2-315.00 and 2-315.05)

On any project, other than a paving or resurfacing project, that does not have right-of-way acquisition involved; the designer shall submit Right-of-Way plans and stamp them ROW Plans (Utilities Only) (See 1-115.20). Submission of these plans will be treated as Right-of-Way plans and follow the procedures listed in Section 3-400.15 and 3-400.25.

It will be the responsibility of the Right-of-Way office to print and distribute copies of the plans as needed.

3-400.15 PRELIMINARY CONSTRUCTION QUANTITY ESTIMATES (See 4-140.00 and 4-140.05)

A preliminary construction quantity estimate shall be prepared on all projects when the funding is requested for the Final R.O.W. Plans. The Design Manager responsible for the project will place quantity data on FileNet and send an email notification to **TDOT.Preliminary.Estimates@tn.gov**. This submission should be done concurrently with the right-of-way funding approval request. **Projects shall not be submitted for "appraisals and acquisition" or "utilities only" until the preliminary construction quantity estimate is submitted.**

Each designer shall follow the procedure below to obtain the preliminary construction cost estimates:

1. Calculate preliminary quantities to a reasonable detail. Any known quantities which cannot be estimated (example: signal and signing quantities) should be identified and included in the email transmitted to the Estimating and Bid Analysis Office.
2. The TDOT designer or consultant shall provide the Design Manager responsible for the project a .pdf set of the plans and the preliminary construction quantities estimate data via email or CD. The estimate will contain project description information, pay item numbers, and quantities in the proper format. See Section 4-140.05 for additional information. Design managers and designers shall keep a copy of the estimate data in the project folder and a copy of the estimate file.
3. If bridges, retaining walls, or other structures designed by the Structures Division are proposed, the designer shall indicate structures are required and include the structure designer and manager on the project data portion of the estimate file. This information is necessary to insure that the structures are included in the preliminary estimate.
4. Where open-ended item numbers are used, the designer shall fill in the descriptions in the estimate data file. Where lump sum item numbers are used, description and break down of the quantities must be submitted with the estimate data file. Without completing these item descriptions, there is no way the estimator in the Estimating and Bid Analysis Office can complete the preliminary construction cost estimate.
5. Preliminary construction quantities estimates shall be updated whenever a revision to the plans is made that will significantly alter the project cost or every twelve (12)

months until construction plans turn-in. In the event that no plan changes are made during the previous twelve month period, the Design Manager will resubmit the original data file with a request that the estimate be updated since the previous estimate is a year old.

6. For federal over-site projects, a preliminary estimate using the construction plans quantities shall be submitted to the Estimating and Bid Analysis Office when the plans are distributed for the construction field review. A construction estimate will still be submitted with construction plans submittal in accordance with Section 4-140.00 and 4-140.05.

3-400.17 SUBMITTAL OF PRELIMINARY CONSTRUCTION QUANTITIES ESTIMATES

For in-house and consultant design projects, the Design Manager, or designer shall place the final right-of-way plans and the completed construction estimate Excel on FileNet. An email notification should be sent to the following email address: **TDOT.Preliminary.Estimates@tn.gov** once the required materials are placed on FileNet. A copy of the email shall be placed in the project folder to document the submittal of the preliminary construction quantities.

3-400.20 RIGHT-OF-WAY FUNDING APPROVAL REQUESTS (See 4-140.00)

Funding approval shall be requested and received on all right-of-way projects prior to their submission for “appraisals and acquisition.” The funding approval shall be requested approximately two (2) weeks prior to the anticipated right-of-way turn-in date. See Section 3-400.15 for further details.

When requesting funding approval for right-of-way “appraisals and acquisition”, email TDOT.PDSO@tn.gov a pdf copy of the title sheet and the right-of-way funding approval request transmittal letter, example shown in Figure 3-4, to the Program Operations Office, Federal Aid Section.

An approved signed and dated copy of the right-of-way funding request approval transmittal letter shall be attached to the first page of the Right-of-Way Plans uploaded to FileNet

3-400.25 SUBMITTAL OF ROW APPRAISALS AND ACQUISITION (See 2-315.00, 2-315.05, and 3-400.00)

When submitting a project for right-of-way “appraisals and acquisition,” the Design Manager in charge of the project is to upload all required files to FileNet (see Section 1-115.00) send email notification of right-of-way plans turn-in to the following:

HQ ROW	TDOT.HQ.ROW@tn.gov
Environmental Division	TDOT.EnvironmentalDoc@tn.gov Permits.Filenet.TDOT@tn.gov Ecology.Plans@tn.gov TDOT.Historians@tn.gov
Structures Division	TDOT.Structures@tn.gov
Program Development and Scheduling Office Program Operations Office	TDOT.PDSO@tn.gov
Project Manager (if appropriate)	Individual TDOT email account
Railroad Coordinator (if appropriate)	Individual TDOT email account*
Appropriate Regional ROW Office ROW Region 1 ROW Region 2 ROW Region 3 ROW Region 4	TDOT.RG1.ROW@tn.gov TDOT.RG2.ROW@tn.gov TDOT.RG3.ROW@tn.gov TDOT.RG4.ROW@tn.gov

* See Contact List at:

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

The email subject line shall include the Region, County, State Route Number or Route Name, PIN, “ROW Turn-in”

It will be the responsibility of the Right-of-Way office to print and distribute copies of the plans as needed.

3-400.30 has been deleted – Designers no longer need to make CDs for ROW Turn-in



**STATE OF TENNESSEE
DEPARTMENT OF TRANSPORTATION
NASHVILLE, TENNESSEE 37243-1402**

MEMORANDUM

TO: Director, Right-of-Way Division
FROM: CE Manager over project
DATE:
SUBJECT: Project No. (Federal and State ROW)
PIN
Project Description
County

The subject project is being submitted for (Right-of-Way or Utilities Only) plans submittal. The following information is being forwarded for plans distribution:

Right-of-Way Funding Approved	date received
Plans have been placed on FileNet:	PDF file name EXE file name date added
Preliminary Estimate Emailed	date sent

Comments:

For further information, please contact Project Point of Contact and phone number/email.

cc: Program Development and Scheduling Office
Program Operations Office
Environmental Division
Structures Division
Region _ Right-of-Way Office
Project Manager (If Applicable)

**Figure 3-5
Right-of-Way “Appraisals and Acquisition” Transmittal Letter Example**

3-405.00 RIGHT-OF-WAY REVISIONS

When a project has been submitted for right-of-way appraisals and acquisition, and a change becomes necessary anywhere on the project, a Right-of-Way Plans revision is required. All right-of-way revisions will be submitted through the Design Manager responsible for the project in an accurate and timely manner.

The Design Manager responsible for the project will upload the revised plan set to Design FileNet (See Section 1-115.00) and submit an email notification to the appropriate personnel. The email will contain the revision letter and a pdf of the revised sheets only. In the event that the pdf is larger than the 15 MB email limit, then the pdf should be broken down into smaller files and additional emails sent.

Distribution of Right-of-Way Plans Revisions

The following plans revision distribution shall be sent by email for all of right-of-way revisions regardless of whether they have been let to contract or not.

TO	EMAIL ADDRESS
Director, State Right-of-Way Division	TDOT.HQ.ROW@tn.gov
Appropriate Regional Right-of-Way Manager	TDOT.RG1.ROW@tn.gov TDOT.RG2.ROW@tn.gov TDOT.RG3.ROW@tn.gov TDOT.RG4.ROW@tn.gov
Environmental Division	TDOT.EnvironmentalDoc@tn.gov Permits.Filenet.TDOT@tn.gov Ecology.Plans@tn.gov TDOT.Historians@tn.gov
Design Division, Quality Assurance Office	TDOT.QualityAssurance@tn.gov
Railroad Coordinator (if railroad involvement)	Use individual email address*

* See Contact List at:

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

The email subject line shall include the Region, County, State Route Number or Route Name, PIN, "ROW-Revision"

It will be the responsibility of the Right-of-Way office to print and distribute copies of the plans as needed.

4-115.10 ENGINEER’S SEAL, SIGNATURE, AND DATE ON TITLE SHEET

When plans are submitted for Construction, the engineer’s seal, signature, and date shall be placed on the right side of the title sheet inside the sealed by box. The engineer’s seal, signature, and date must also be placed on every subsequent sheet of the Construction Plans (except the cross-sections). Effective for projects in the September 2012 letting all certified digital signatures will be required for all plan submittals.

The Department is utilizing Adobe Certified Document Services (CDS) for PDF documents. Vendors supplying the CDS certificates can be found on Adobe's website at www.adobe.com/security/partners_cds.html. Any of the companies listed can be used to purchase a token. A certification is to be specific to a single professional engineer utilizing the desktop-based document certification process and may not be done on a companywide basis. The professional engineer may not allow anyone else to use the certification on his behalf.

Refer to the document Digital Signature Certification Workflow for information in applying a digital signature to a plan set. [Digital Signature Certification Workflow.pdf](#)

4-137.00 ADDITION OF UTILITY SHEETS TO CONSTRUCTION PLANS

The Commissioner is authorized to reimburse utilities for the cost of utility relocation as established by Tennessee Code Annotated, Title 54, Chapter 5, Part 8. As a result of this legislation, utilities will have the option of including their relocations in the Department's plans for certain projects. Construction plans for local controlled projects may include utility relocation plans if requested by the local government.

The Regional Utilities Office will submit a pdf of Utility Sheets, Utility Relocation Plans, and a Utilities Index Sheet directly to the FileNet and notify by email EPlans.Turnin.TDOT@tn.gov for letting, just as roadway and structure plans are submitted. If utilities are to be included in the construction contract, the Utilities Office will also submit estimated utility quantities to the Design Manager. The roadway designer will be responsible for developing the "Estimated Utility Quantities Sheet" to be included in the roadway plans, using quantities provided by the Design Manager.

In order to establish a uniform procedure for adding utility estimated quantities and sheets to the plans the following guidelines will be used:

1. The Design Manager shall contact the Regional Utilities Office approximately fourteen (14) weeks prior to the letting date to determine if utilities will be included as part of the construction contract. (Responsible Office: Design)
2. The Utilities Office will submit estimated utility quantities (in excel .xls format) with **assigned item numbers, units of measurement, and descriptions** to the Design Manager a minimum of twelve (12) weeks prior to the letting. (Responsible Office: Utilities)
3. Sheet No. 2B will be used for the "Estimated Utilities Quantities" sheet. If additional sheets are needed, sheet numbers 2B1, 2B2, etc. should be used. The following footnote should be added to sheet 2B: "See Sheet U1-1 for index of utility sheets. Applicable footnotes for Estimated Utilities Quantities will be on the utility tabulation blocks." (Responsible Office: Design)
4. The Utilities Office will be responsible for the Utility Estimate. The Utilities Office will supply the Estimating and Bid Analysis Office with the estimate file and unit prices for all utility items included in the plans. (Responsible Office: Utilities)
5. Sheet No. U1-1, "Utilities Index, Utility Owners, and Utility Sheets" will be shown in the "Roadway Index" after the Cross Sections. If there are no Utility Sheets in the plan set the

designer will place the note: "No Utility Sheets" at the bottom of the index. (Responsible Office: Design)

6. All utility sheets (including utility relocation sheets) and utility owners shall be listed on Sheet U1-1, "Utilities Index, Utility Owners, and Utility Sheets." This sheet may include the first utility sheet or it may follow as Sheet U1-2. See Figure 4-5. For format of Utility Owners see Figure 4-6. (Responsible Office: Utilities)
7. All utility sheets (including utility relocation sheets) will use the standard TDOT box in the upper right corner to identify the sheet. See Figure 4-7. (Responsible Office: Utilities)
8. All sheets shall be placed onto FileNet under the name nnnnnn-nn-Utility.pdf and a notification shall be sent to Eplans.turnin.TDOT@tn.gov (Responsible Office: Utilities)
9. An engineer licensed in the State of Tennessee shall seal utility relocation sheets. (Responsible Office: Utilities)
10. Revisions to utility sheets will be follow the revision procedure for Letting (See Section 4-140.02) or Construction (See Section 4-150.00).

Utility quantities and item numbers will be consistent with the units of measurement used for the roadway plans. (Responsible Office: Utilities)

4-140.00 SUBMITTAL OF CONSTRUCTION PROJECT PLANS (See 3-400.15)

Final sealed and signed construction plans shall be posted onto FileNet and the Construction Plans Transmittal Letter (see Figure 4-8) shall be emailed to Eplans.turnin.TDOT@tn.gov. (See Table 3-6 for notification to be sent to Environmental Division). For projects involving railroads shall also copy the Railroad Coordinator on the transmittal notice.

A copy of the Right-of-Way and construction plans transmittal letter shall also be attached at the front of the pdf.

The email subject line shall include the Region, County, State Route Number or Route Name, PIN, "Construction Turn-in"

If the project includes grading quantities, a pdf copy of the grading quantity calculation sheets will be emailed to Eplans.turnin.TDOT@tn.gov.

4-140.02 LETTING REVISIONS

The determination of a letting revision will be made by the Headquarters Construction Office. An estimate revision may or may not require a Letting Revision. The designer should check with the Printing Services Office to see if the plans have been printed. If the plans have not been printed the revised sheets may be swapped out without formal revision.

The Design Manager responsible for the project will upload the revised plan set to Design FileNet (See Section 1-115.00) and submit an email notification to the appropriate personnel. The email will contain the revision letter and a pdf of the revised sheets only. In the

event that the pdf is larger than the 15 MB email limit, then the pdf should be broken down into smaller files and additional emails sent.

Distribution of Letting Plans Revisions

TO:	EMAIL ADDRESS
Construction Division Director	TDOT.HQ.Construction@tn.gov
Design Division – Plans Assembly	Eplans.turnin.TDOT@tn.gov
C.E. Manager 2, Design Division	Use individual email address*
Railroad Coordinator (if railroad involvement)	Use individual email address*
Environmental Division	TDOT.EnvironmentalDoc@tn.gov Permits.Filenet.TDOT@tn.gov Ecology.Plans@tn.gov TDOT.Historians@tn.gov
Printing Services Superintendent	TDOT.CopyCenter@tn.gov

* See Contact List at:

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

Letting Revision Distribution for projects with the following prefixes: **I, IM, ID, NH-1, STP-1, CM-1, MA-1, IXA-1, BR-1 and DPI**; also must send the following:

- FHWA Division, Project Management Engineer W/1 set prints (half size) & 4 copies of the letter

The email subject line shall include the Region, County, State Route Number or Route Name, PIN, “Letting-Revision”

Estimate Revisions

An “Estimate Revision Request” form, shown in Figure 4-9, must be filled out anytime a quantity is changed after the submission of the construction estimate and/or a Letting Revision is issued. If a Letting Revision is issued but no quantities were revised the designer shall state “No Quantities Affected” in the body of the email. This information is necessary in order to maintain a current and accurate state estimate. The completed form shall be emailed to: TDOT.Construction.Estimates@tn.gov and TDOT.EstimatingOffice@tn.gov.

In the subject line of the email state the following information: County: PIN REVISION.
e.g. Carter: 123456.00 REVISION

4-140.06 SUBMITTAL OF CONSTRUCTION QUANTITIES ESTIMATES

For in-house design projects, the designer should place the completed construction estimate Excel file on FileNet at the time final plans are submitted. The Excel file shall also be emailed to: TDOT.Construction.Estimates@tn.gov and TDOT.EstimatingOffice@tn.gov. A copy of the email shall be placed in the project folder to document the submittal of the construction estimate.

For consultant design projects, the completed Excel file is to be forwarded with the final construction plans to the Design Manager for submittal. Submittal may be on either CD, DVD, or via email. The manager should place the construction estimate Excel file on FileNet at the time final plans are submitted. The Excel file shall also be emailed to: TDOT.Construction.Estimates@tn.gov and TDOT.EstimatingOffice@tn.gov. A copy of the email shall be placed in the project folder to document the submittal of the construction estimate.

The following information is also required at the time of Construction plans submittal:

1. If the project includes right-of-way removal items, the unit prices furnished by the Right-of-Way Office will be shown in the unit price column of the submitted estimate. A copy of the letter from the Right-of-Way Office stating the values of the various removal items shall be submitted to the Estimating and Bid Analysis Office. All other unit prices will be set by the Estimating and Bid Analysis Office.
2. If the project includes non-participating items, any information concerning price will be furnished to the Estimating and Bid Analysis Office.

Any and all changes to the items after submittal must be revised in accordance with the Plans and Estimates Revision guidelines. (See Section 4-140.02.)

If further information is required, please contact the Estimating and Bid Analysis Office.

4-150.00 CONSTRUCTION REVISIONS

When a project has been awarded to construction, and a change becomes necessary anywhere on the project, a Construction Plans revision is required. The Design Manager responsible for the project will upload the revised plan set to Design FileNet (See Section 1-115.00) and submit an email notification to the appropriate personnel. The email will contain the revision letter and a pdf of the revised sheets only. In the event that the pdf is larger than the 15 MB email limit, then the pdf should be broken down into smaller files and additional emails sent.

Distribution of Construction Plans Revisions

Note: A Right-of-Way Revision may also be required.

TO:	EMAIL ADDRESS
Appropriate Regional Construction Supervisor	Use individual Email address*
CE Manager 2, Design Division	Use individual Email address*
Environmental Division	TDOT.EnvironmentalDoc@tn.gov Permits.Filenet.TDOT@tn.gov Ecology.Plans@tn.gov TDOT.Historians@tn.gov
Railroad Coordinator (if railroad involvement)	Use individual email address*
Design Division, File Room	TDOT.DesignFileRoom@tn.gov

* See Contact List at:

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

Construction Revision Distribution for projects with the following prefixes: **I, IM, ID, NH-1, STP-1, CM-1, MA-1, IXA-1, BR-1 and DPI**; also must send the following:

- FHWA Division, Projects Management Engineer W/1 set prints (half size) & 4 copies of the letter

The email subject line shall include the Region, County, State Route Number or Route Name, PIN, "Construction-Revision"