



**STATE OF TENNESSEE
DEPARTMENT OF TRANSPORTATION**

DESIGN DIVISION
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COMMISSIONER

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INSTRUCTIONAL BULLETIN NO. 13-2

Regarding Field Reviews

Effective for projects that have not finalized Right-of-Way by March 1, 2013, a PS&E field review will be held at the end of the plans development. For projects with a current PPRM schedule the PS&E will take place when the current Construction Field Review is scheduled. The Construction Field Review will be moved up on the schedule to approximately the half-way point between the Right-of-Way Field Review and the PS&E Review and will be known as the Constructability Field Review.

Table 1-1 and Section 1-115.20 are revised and Section 1-120.01 is added for this change.

Effective immediately, for projects requiring FHWA Review (See Section 1-120.10) the designer shall email all Field Review Notifications to the FHWA Area Engineer (see Contact List for Designers for email address). Designers shall continue to mail a printed half-size set of plans to FHWA on these projects.

Contact List for Designers can be found here:

http://www.tdot.state.tn.us/Chief_Engineer/assistant_engineer_design/design/DGpdf/contact_list.pdf

Table 1-2 and Section 1-120.20 are revised to reflect this change.


Carolyn Stonecipher, P.E.,
Civil Engineering Director
Design Division

CAS:ARH:MWC

Attached:

TABLE 1-1 – FileNet Project Deliverables and Plans Sets

Add the following line to Table 1-1

PS&E Review	*.pdf Only	nnnnnn-nn-PSE.pdf	Include a copy of the PS&E Notification Memorandum in the pdf document	711
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1-115.20 PLAN PHASE STAMPS

All roadway plans sets and sheets plotted and placed on FileNet or supplied to others shall have a stamp identifying the appropriate stage of development on each sheet. The stamp should be located on the right side above the signature block on the title sheet and on the right side above the description block on all other sheets in the plans. If adequate space is not available above the description block, the stamp may be placed where space is available. No stamp is required on the final construction plans or revisions to the construction plans.

Stamps shall match the name of the FileNet deliverable as shown below.

- 1) STRUCTURAL GRADE APPROVAL
- 2) PRELIMINARY FIELD REVIEW
- 3) PRELIMINARY PLANS
- 4) ROW FIELD REVIEW
- 5) ROW PLANS
- 6) ROW PLANS – PERMIT APPLICATION PLAN SET
- 7) **CONSTRUCTABILITY** FIELD REVIEW
- 8) **PS&E REVIEW**
- 9) CONSTRUCTION PLANS (STAMP IS NOT REQUIRED)

For ROW plans and ROW Field Review Plans where no right-of-way is to be acquired and plans are being submitted for “Utilities Only”, the designer should use the following stamp.

ROW FIELD REVIEW (UTILITIES ONLY)
ROW PLANS (UTILITIES ONLY)

Sheets sent outside the Department may also have the following stamp added when clarification that the plans are subject to change is needed.

CAUTION - PRELIMINARY PLANS – SUBJECT TO CHANGE

Guidance for placing stamps on pdf files can be found in the document “Adding the Plan Phase Stamp Watermark to the PDF Plan Set” found at this link: [Adding the Plan Phase Stamp Watermark.pdf](#)

1-120.01 TYPES OF FIELD REVIEWS

There will be four field reviews held. The designer shall consult the Roadway Design Checklist to ensure that everything required at each phase is complete.

Preliminary Field Review: The project should be at approximately **40%** complete. The horizontal and vertical alignment shall have been set and a preliminary estimate of ROW Acquisition shall be completed. (See 2-320.20). A site visit by the designer is required at this field review.

Right-of-Way Field Review: The project should be approximately **80%** complete. All aspects of the roadway design needed for ROW identification and purchase and Utility relocation shall be complete including EPSC plans with contours (See Sections 3-400.35, 3-400.40) A site visit is only required if no Preliminary Field Review was held.

Constructability Field Review: The project should be approximately **95%** complete. All phases of the roadway plans (including estimated quantities), structures plans, draft permit application packet and utility rainbow plans (utility relocations plans if available) shall be included in the review. This field review should be held approximately half way between the Right-of-Way Field Review and the PS&E Review but not less than 180 days following ROW distribution.

All outstanding issues are to be discussed and resolved at this meeting including Right-of-Way/Utilities, Structures, Constructability (Project Phasing, Traffic Control, etc), NEPA, Environmental Permit Application Requirements, and draft SWPPP comments. A comparison of the construction estimate shall be made at this time to determine the necessity of a TIP amendment. A site visit by all parties is required at this field review. At the completion of the field review all parties should clearly understand the remaining items that are necessary to produce final plans that are constructible, clear and accurate.

Plans, Specification and Estimate (PS&E) Review: The projects should be **100%** complete. This review will be a final check of the plans to ensure all issues have been resolved including final SWPPP comments.

1-120.20 FIELD REVIEW DISTRIBUTION

Field review notifications and documentation will be distributed to all departmental personnel by e-mail. Field review plans will not be provided but will be available on FileNet. For invitees without access to FileNet including county officials and local officials, a field review notification letter along with half size plans will continue to be provided by mail or direct distribution. For projects with FHWA oversight the designer shall copy the FHWA Area Engineer on all field review notification email but also mail a half size set of plans.

TO:	E- MAIL ADDRESS / NOTES
HQ Design Office, CE Manager II over Region	Use Individual email address**
HQ Design Office, CE Manager II over Consultants	Use Individual email address** <i>*Only projects developed by consultants</i>
HQ Design Office, CE Manager II over ITS, Traffic, and Standards	Use Individual email address** <i>*Only projects with ITS, traffic signals, and roadway lighting</i>
Regional Director	Use Individual email address**
Regional Design Office, CE Manager I	Use Individual email address**
Its, Traffic, and Standards Section <i>*Construction Field Review on all projects.</i>	TDOT.ITS.SignalDesign@tn.gov <i>*Preliminary and Right-of-Way Field Review only on projects included traffic signals and/or roadway lighting. (See sections 2-315.00 and 2-315.05)</i>
Pavement Design Section	TDOT.PavementDesign@tn.gov
Quality Assurance Section	TDOT.QualityAssurance@tn.gov
Structures Division	TDOT.Structures@tn.gov
HQ Right-of-Way Office HQ Utilities Office	TDOT.HQ.ROW@tn.gov
Regional ROW Offices Regional Utilities Office	TDOT.RG1.ROW@tn.gov TDOT.RG2.ROW@tn.gov TDOT.RG3.ROW@tn.gov TDOT.RG4.ROW@tn.gov
Railroad Coordinator	Use Individual email address** <i>*Only projects involving Railroads</i>
Geotechnical Engineering Section Section Manager	Use Individual email address**
Geotechnical Engineering Section Manager over Region	Use Individual email address** <i>*Only projects for their Region</i>
HQ Construction Division	TDOT.HQ.Construction@tn.gov
Regional Construction Supervisor	Use Individual email address**
Environmental Division	TDOT.EnvironmentalDoc@tn.gov Permits.Filenet.TDOT@tn.gov Ecology.Plans@tn.gov TDOT.Historians@tn.gov
Regional Environmental Coordinator	Use Individual email address**
HQ Maintenance Office	TDOT.HQ.Maintenance@tn.gov <i>*Construction Field Review Only</i>
Regional Maintenance Office <i>*Construction Field Review Only</i>	TDOT.RG1.Maintenance@tn.gov TDOT.RG2.Maintenance@tn.gov TDOT.RG3.Maintenance@tn.gov TDOT.RG4.Maintenance@tn.gov
Regional Safety Coordinator	Use individual email address**
Regional Traffic Engineer	Use individual email address**
Program Development & Scheduling Office	TDOT.PDSO@tn.gov
Project Manager	Use Individual email address
Consultant	Use individual email address
FHWA Area Engineer <i>*see 1-120.10 for list of required projects</i>	Use individual email address**

** See Contact List at: http://www.tdot.state.tn.us/Chief_Engineer/assistant_engineer_design/design/DesGuide.htm

Table 1-2
Field Review Email Distribution List