



**STATE OF TENNESSEE
DEPARTMENT OF TRANSPORTATION**

ROADWAY DESIGN DIVISION
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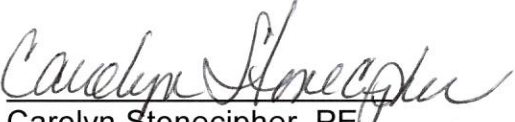
BILL HASLAM
GOVERNOR

INSTRUCTIONAL BULLETIN NO. 13-11

Regarding FileNet Archive Files

PURPOSE: This Instructional Bulletin is to change the requirement of archive files from self-executing (.exe) to compressed (.zip).

Effective immediately, Section 1-115.00, Table 1-1, Figure 1-2, and Section 2-175.00 are revised as attached. Designers should not resubmit archive files that have already been uploaded to FileNet prior to this Instructional Bulletin.


Carolyn Stonecipher, PE
Civil Engineering Director
Roadway Design Division

4-16-13
CS:ARH:MWC
attached

1-115.00 FILENET ARCHIVING

Design Managers are responsible for archiving project development files for all new construction, reconstruction and resurfacing projects on the FileNet 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 Roadway Design Division website at the following address:

http://www.tdot.state.tn.us/Chief_Engineer/assistant_engineer_design/design/v8/v8design.htm

FileNet 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 FileNet server. **Table 1-1 – FileNet Project Deliverables and Plan Sets**, should be used as a guide for project deliverables or plan sets that are to be loaded on the FileNet 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 **compressed (*.zip)** file. This **compressed (*.zip)** 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 FileNet by the Utility Section of the Right-of-Way Division.

For all plan sets added to FileNet 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

TABLE 1-1 – FileNet Project Deliverables and Plans Sets

Deliverable / Plan Set	File Format	File Naming Convention (<i>nnnnnn-nn</i> is the project PIN)	Comments	PPRM Activity
Structural Grade Approval Plans	*.pdf and *.zip (Includes: *.dgn, *.sht, *.tin, *.gpk)	<i>nnnnnn-nn-StructuralGradeApproval.pdf</i> <i>nnnnnn-nn-StructuralGradeApproval.zip</i> The file naming convention for the Bentley MicroStation and Geopak files are defined in the TDOT CADD Standards document entitled “CADDV8.pdf” at the Roadway Design Division website.	See Footnotes 1, 2, 3 and 4.	340
Preliminary Field Review Plans	*.pdf Only	<i>nnnnnn-nn-PreliminaryFieldReview.pdf</i>	Include a copy of the Field Review Notification Memorandum in the pdf document.	375
Preliminary Plans	*.pdf and *.zip (Includes: *.dgn, *.sht, *.tin, *.gpk)	<i>nnnnnn-nn-Preliminary.pdf</i> <i>nnnnnn-nn-Preliminary.zip</i> The file naming convention for the Bentley MicroStation and Geopak files are defined in the TDOT CADD Standards document entitled “CADDV8.pdf” at the Roadway Design Division website.	See Footnotes 1, 2, 3 and 4.	390
Soils and Geological Report	*.pdf and *.zip (Includes: *.dgn, *.sht, *.tin, *.gpk)	<i>nnnnnn-nn-GeologicalReportRequest.pdf</i> <i>nnnnnn-nn-GeologicalReportRequest.zip</i> The file naming convention for the Bentley MicroStation and Geopak files are defined in the TDOT CADD Standards document entitled “CADDV8.pdf” at the Roadway Design Division website.	See Footnotes 1, 2, 3 and 4.	445

Deliverable / Plan Set	File Format	File Naming Convention (<i>nnnnnn-nn</i> is the project PIN)	Comments	PPRM Activity
Right-of-Way Field Review Plans	*.pdf and *.zip (Includes: *.dgn, *.sht, *.tin, *.gpk)	nnnnnn-nn-ROWFieldReview.pdf nnnnnn-nn-ROWFieldReview.zip The file naming convention for the Bentley MicroStation and Geopak files are defined in the TDOT CADD Standards document entitled "CADDV8.pdf" at the	See Footnotes 1, 2, 3 and 4. Include a copy of the Field Review Notification Memorandum in the pdf document.	540
Incidentals	*.pdf Only	nnnnnn-nn-Incidentals.pdf	See Design Guidelines Section 3-400.00	425
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 *.zip (Includes: *.dgn, *.sht, *.tin, *.gpk)	nnnnnn-nn-ROW.pdf nnnnnn-nn-ROW.zip nnnnnn-nn-ROW-Rev-mm-dd-yy.pdf nnnnnn-nn-ROW-Rev-mm-dd-yy.zip The file naming convention for the Bentley MicroStation and Geopak files are defined in the TDOT CADD Standards document entitled "CADDV8.pdf" at the Roadway 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	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	575

Deliverable / Plan Set	File Format	File Naming Convention (nnnnnn-nn is the project PIN)	Comments	PPRM Activity
Construct-ability Field Review Plans	*.pdf Only	nnnnnn-nn-ConstructabilityFieldReview.pdf	<p>Include a copy of the Field Review Notification Memorandum in the pdf document.</p> <p>This plans set will be used for NPDES application and for NEPA Reevaluation.</p>	710
PS&E Review Plans	*.pdf Only	Nnnnnn-nn-PSE.pdf	<p>Include a copy of the Field Review Notification Memorandum in the pdf document.</p>	711
Construction Plans	*.pdf and *.zip (Includes: *.dgn, *.sht, *.tin, *.gpk)	<p>nnnnnn-nn-Construction.pdf nnnnnn-nn-Construction.zip nnnnnn-nn-Construction-Rev-mm-dd-yy.pdf nnnnnn-nn-Construction-Rev-mm-dd-yy.zip</p> <p>The file naming convention for the Bentley MicroStation and Geopak files are defined in the TDOT CADD Standards document entitled "CADDV8.pdf" at the Roadway Design Division website.</p>	<p>See Footnotes 1, 2, 3 and 4.</p> <p>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</p>	715

Deliverable / Plan Set	File Format	File Naming Convention (nnnnnn-nn is the project PIN)	Comments	PPRM Activity
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
Utility Plans Utility Rainbow Plans	*.pdf Only *.zip (Includes: *.dgn, *.sht, *.tin, *.gpk)	nnnnnn-nn-Utility.pdf nnnnnn-nn-Utility-Rev-mm-dd-yy.pdf nnnnnn-nn-Utility.zip nnnnnn-nn-Utility-Rev-mm-dd-yy.zip The file naming convention for the Bentley MicroStation and Geopak files are defined in the TDOT CADD Standards document entitled "CADDV8.pdf" at the Roadway Design Division website	See Footnotes 1, 2, 3 and 4. 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.	755
SWPPP	*.pdf Only	nnnnnn-nn-SWPPP.pdf	Final Signed SWPPP submitted by Environmental Division	681

Deliverable / Plan Set	File Format	File Naming Convention (<i>nnnnnn-nn</i> is the project PIN)	Comments	PPRM Activity
Natural Stream Design Plan	*.pdf Only	<i>nnnnnn-nn-NSD.pdf</i>	Final sealed plan set submitted by Environmental Division	570
Initial Work Zone Significance Determination & Transportation Management Plan	*.pdf Only	<i>nnnnnn-nn-InitialTMP.pdf</i>	Signed copy. See TDOT Work Zone Safety and Mobility manual and Transportation Management Plan Workbook.	n/a
Secondary Work Zone Significance Determination & Transportation Management Plan	*.pdf Only	<i>nnnnnn-nn-SecondaryTMP.pdf</i>	Signed copy. See TDOT Work Zone Safety and Mobility manual and Transportation Management Plan Workbook.	n/a
Approved Design Exceptions (if any)	*.pdf Only	<i>nnnnnn-nn-DesignExceptions.pdf</i>	Signed copy. See Design Guideline section 3-110.02	n/a



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

MEMORANDUM

TO: Address to the each TDOT division or section as directed in Table 1-2 and external agency or municipality as directed in Table 1-3.

FROM: Design Manager overseeing the project

DATE:

SUBJECT: Type of field review
Project No (Federal and PE) and PIN No
Project Description
County

This will confirm arrangements made regarding a Field Review for the subject project. Persons desiring to attend this review will meet at (location), (address) on (date) at (time).

The plans have been uploaded to FileNet under the file name: List the field review plan .pdf as it appears on FileNet
List the field review file .zip as it appears on FileNet (if Req'd)

For those addressees without FileNet access, prints of the plans are enclosed.

Please review the plans and have your comments ready before the field review is made.

Enclosure

FIGURE 1-2
Template Field Review Notification Memorandum

2-175.00 GUIDELINES FOR DETERMINING AND PROPOSING RETAINING WALLS

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2. The roadway plans and the conceptual drawing should be emailed to the Structures Division, Hydraulic Section (if water is involved), and the Materials and Tests Division as appropriate. The submittal package should include the standard Letter of Transmittal provided in Appendix C of the Earth Retaining Structures Manual.

The flow chart in Figure 2-21 depicts the Roadway Design Division's responsibilities with regard to determining and proposing a retaining wall.

For all proposed retaining wall submittals, a proposed retaining wall request packet shall be emailed to the appropriate Divisions. Each person listed in the CC section of the letter of transmittal should be copied on the email along with the Design Manager. A copy of the email and retaining wall packet shall be placed in the project folder to document the submittal of the retaining wall request. The proposed retaining wall packet shall consist of:

- A single .pdf file that contains the letter of transmittal (shown in Appendix C of the Earth Retaining Structures Manual), the conceptual drawing and a set of plans, as appropriate.
- A folder containing the .DGN files of the conceptual drawing, present, proposed and cross-sections compressed in a **compressed file (.zip)**.

The naming convention for the proposed retaining wall request packet will include the PIN and the Region #, XXXXXX-XX-RetainingWallRequest-RegX.pdf and XXXXXX-XX-RetainingWallRequest-RegX.**zip**. If there are modifications, including submitting additional information, then the naming convention will be XXXXXX-XX-RetainingWallRequest-RegX-Rev-00-00-00.pdf and XXXXXX-XX-RetainingWallRequest-RegX-Rev-00-00-00.**zip**. Revised proposed retaining wall request will contain the packet in its entirety – i.e. letter, conceptual drawing, and plans.