



**STATE OF TENNESSEE
DEPARTMENT OF TRANSPORTATION**

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INSTRUCTIONAL BULLETIN NO. 19-20

Chapter 1 Update for ITS Plans at R.O.W. Phase and Preliminary Estimate Submittals

Effective immediately, Chapter 1- Sections 1-105.04, 1-105.05, 1-105.06 has been updated to include ITS Plans-Preliminary Estimates in the R.O.W. Field Review FileNet Submittal Package, the R.O.W. FileNet Submittal Package, and the R.O.W. Revision FileNet Submittal Package. The figures have been updated to reflect these changes. The R.O.W. Index in Chapter 1- Section 205.01 – Figure 1-46 has been updated.

Chapter 1 – Section 1-402.01 has been modified to reflect that the Preliminary Estimate should be submitted to the Regional STID email account instead of the Preliminary Estimates email account.

1-105.04 R.O.W. FIELD REVIEW FILENET SUBMITTAL PACKAGE

R.O.W. Field Review plans shall include all items listed in the Roadway Design Checklist for R.O.W. including, if applicable: the preliminary bridge drawings and retaining walls (Structures Division), Natural Stream Design sheets (Environmental Division), ITS sheets and Signal/Lighting sheets (Traffic Operations Division). These plans shall be uploaded to FileNet by the respective Divisions for use by the Designer to include in the submittal packet.

For R.O.W. Field Review submittal, the complete project package shall be added to FileNet. This is in the form of an Adobe Portfolio PDF with individual files added. The order structure and naming convention is shown in *Table 1-4, ROW Field Review Submittal Package List*. See *Figure 1-4, R.O.W. Field Review Submittal Package Example*. The naming convention for the submittal package shall be **nnnnnn-*nn*-ROWFieldReview.pdf**.

Portfolio Order #	Item Description	Naming Convention
0	Field Review Notification Memorandum	<i>nnnnnn-nn-FieldReviewNotificationMemo.pdf</i>
1	Roadway Plans - All sheets as designated in the R.O.W. checklist	<i>nnnnnn-nn-ROWFieldReview-Roadway.pdf</i>
2	Estimated Roadway Quantities plan sheets – labeled Info Only	<i>nnnnnn-nn-RoadwayEstimatedQuantities.pdf</i>
3	Traffic Control plan sheets – labeled Info Only	<i>nnnnnn-nn- TrafficControl.pdf</i>
4	Bridge, as applicable	<i>nnnnnn-nn-ROWFieldReview-Bridge.pdf</i>
5	ITS, as applicable	<i>nnnnnn-nn-ROWFieldReview-ITS.pdf</i>
6	Lighting, as applicable	<i>nnnnnn-nn-ROWFieldReview-Lighting.pdf</i>
7	Natural Stream Design, as applicable	<i>nnnnnn-nn-ROWFieldReview-NaturalStreamDesign.pdf</i>
8	Retaining Wall Details, as applicable	<i>nnnnnn-nn-ROWFieldReview-RetainingWall.pdf</i>
9	Signal, as applicable	<i>nnnnnn-nn-ROWFieldReview-Signal.pdf</i>
10	Signed R.O.W. checklist PDF	<i>nnnnnn-nn-ROWChecklist.pdf</i>

Table 1-4
R.O.W. Field Review Submittal Package List

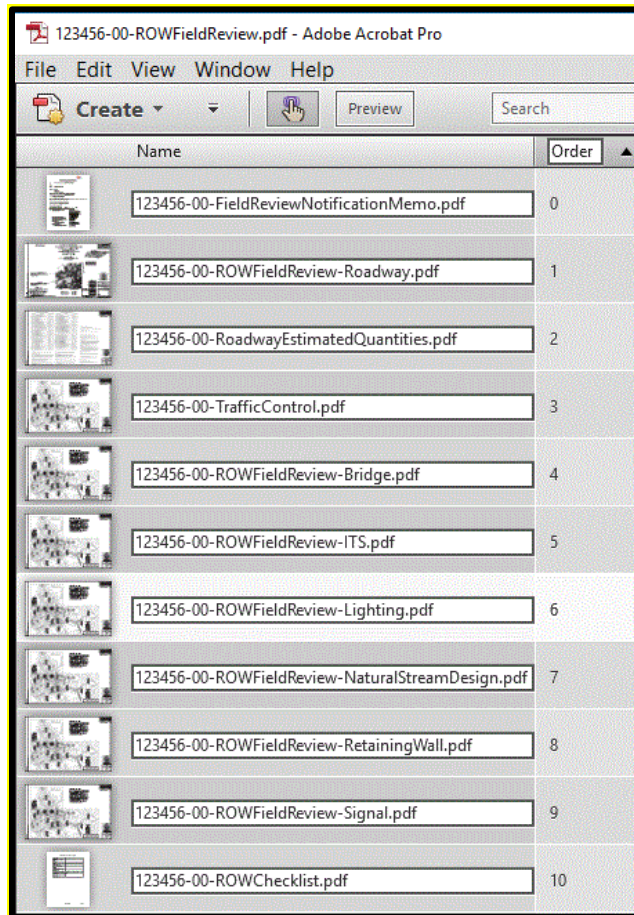


Figure 1-4
R.O.W Field Review Submittal Package Example

1-105.05 R.O.W. FILENET SUBMITTAL PACKAGE

Final R.O.W. plans shall include all items listed in the Roadway Design Checklist for R.O.W. including, if applicable: the preliminary bridge drawings and retaining walls (Structures Division), Natural Stream Design sheets (Environmental Division), ITS sheets and Signal/Lighting sheets (Traffic Operations Division). These plans shall be uploaded to FileNet by the respective Divisions for use by the Designer to include in the submittal packet.

For R.O.W. submittal, the complete project package shall be added to FileNet. This is in the form of an Adobe Portfolio PDF with individual files added. The order structure and naming convention is shown in *Table 1-5, R.O.W. Submittal Package List*. See *Figure 1-5, R.O.W. Submittal Package Example*. The naming convention for the submittal package shall be **nnnnnn-nn-ROW.pdf**.

Portfolio Order #	Item Description	Naming Convention
0	Funding Approval letter	<i>nnnnnn-nn-FundingApprovalLetter.pdf</i>
1	R.O.W. Submittal letter	<i>nnnnnn-nn-ROWSubmittalLetter.pdf</i>
2	Signed Traffic Management Plan	<i>nnnnnn-nn-ROW-TMP.pdf</i>
3	Original sealed R.O.W. title sheet	<i>nnnnnn-nn-ROWTitleSheet.pdf</i>
4	Roadway Plans - All sheets as designated in the R.O.W. checklist	<i>nnnnnn-nn-ROW-Roadway.pdf</i>
5	Bridge, as applicable	<i>nnnnnn-nn-ROW-Bridge.pdf</i>
6	ITS, as applicable	<i>nnnnnn-nn-ROW-ITS.pdf</i>
7	Lighting, as applicable	<i>nnnnnn-nn-ROW-Lighting.pdf</i>
8	Natural Stream Design, as applicable	<i>nnnnnn-nn-ROW-NaturalStreamDesign.pdf</i>
9	Retaining Wall Details, as applicable	<i>nnnnnn-nn-ROW-RetainingWall.pdf</i>
10	Signal, as applicable	<i>nnnnnn-nn-ROW-Signal.pdf</i>
11	Signed R.O.W. checklist PDF	<i>nnnnnn-nn-ROWChecklist.pdf</i>

**Table 1-5
R.O.W Submittal Package List**

Name	Order
123456-00-ROWFundingApprovalLetter.pdf	0
123456-00-ROWPlansSubmittalLetter.pdf	1
123456-00-ROW-TMP.pdf	2
123456-00-ROW-TitleSheet.pdf	3
123456-00-ROW-Roadway.pdf	4
123456-00-ROW-Bridge.pdf	5
123456-00-ROW-ITS.pdf	6
123456-00-ROW-Lighting.pdf	7
123456-00-ROW-NaturalStreamDesign.pdf	8
123456-00-ROW-RetainingWall.pdf	9
123456-00-ROW-Signal.pdf	10
123456-00-ROWChecklist.pdf	11

Figure 1-5
R.O.W. Submittal Package Example

1-105.06 R.O.W. REVISION FILENET SUBMITTAL PACKAGE

R.O.W. plans revisions shall include all items listed in the Roadway Design Checklist for R.O.W. including, if applicable: the preliminary bridge drawings and retaining walls (Structures Division), Natural Stream Design sheets (Environmental Division), ITS sheets and Signal/Lighting sheets (Traffic Operations Division).

For all R.O.W. revisions, the complete project package shall be added to FileNet. This is in the form of an Adobe Portfolio PDF with individual files added. The order structure and naming convention is shown in *Table 1-6 R.O.W. Revision Submittal Package List*. See *Figure 1-6, R.O.W. Revision Submittal Package Example*. The naming convention for the submittal package shall be **nnnnnn-*nn*-ROW-Rev-mm-dd-yy.pdf**. The plan set in its **entirety** shall be included in the submittal package. It is not necessary to re-seal the title sheet unless the revision is on the title sheet. It is recommended that Designers keep a sealed title sheet in their files for submittal at Construction turn-in.

Portfolio Order #	Item Description	Naming Convention
0	Current Revision letter	<i>nnnnnn-nn-ROWRevisionLetter-mm-dd-yy.pdf</i>
1	Previous ROW Revision Letters Folder , if applicable (This is individual pdfs of the revision letters dropped into this folder.)	Previous_ROW_Revision_Letters
2	R.O.W. Funding Approval letter	<i>nnnnnn-nn-ROWFundingApprovalLetter.pdf</i>
3	Original R.O.W. Submittal letter	<i>nnnnnn-nn-ROWSubmittalLetter.pdf</i>
4	Signed Traffic Management Plan	<i>nnnnnn-nn-ROW-TMP.pdf</i>
5	Original sealed R.O.W. title sheet	<i>nnnnnn-nn-ROWTitleSheet.pdf</i>
6	All plan sheets as turned in for R.O.W. with revised sheets	<i>nnnnnn-nn-ROW-Roadway-Rev-mm-dd-yy.pdf</i>
7	Bridge, as applicable	<i>nnnnnn-nn-ROW-Bridge.pdf</i>
8	ITS, as applicable	<i>nnnnnn-nn-ROW-ITS.pdf</i>
9	Lighting, as applicable	<i>nnnnnn-nn-ROW-Lighting.pdf</i>
10	Natural Stream Design, as applicable	<i>nnnnnn-nn-ROW-NaturalStreamDesign.pdf</i>
11	Retaining Wall Details, as applicable	<i>nnnnnn-nn-ROW-RetainingWall.pdf</i>
12	Signal, as applicable	<i>nnnnnn-nn-ROW-Signal.pdf</i>
13	Technical Studies additional area map, if applicable (See Section 2-205.01, <i>Initial Studies Request Re-Evaluation and Plans Revisions</i>)	<i>nnnnnn-nn-TechStudiesAdditionalAreaMap.pdf</i>

Table 1-6
R.O.W. Revision Submittal Package List

Name	Order
123456-00-ROWRevisionLetter-09-28-18.pdf	0
Previous_ROW_Revision_Letters	1
123456-00-ROWFundingApprovalLetter.pdf	2
123456-00-ROWSubmittalLetter.pdf	3
123456-00-ROW-TMP.pdf	4
123456-00-ROWTitleSheet.pdf	5
123456-00-ROW-Roadway-Rev-09-28-18.pdf	6
123456-00-ROW-Bridge.pdf	7
123456-00-ROW-ITS.pdf	8
123456-00-ROW-Lighting.pdf	9
123456-00-ROW-NaturalStreamDesign.pdf	10
123456-00-ROW-RetainingWall.pdf	11
123456-00-ROW-Signal.pdf	12
123456-00-TechStudiesAdditionalAreaMap.pdf	13

Figure 1-6
R.O.W. Revision Submittal Package Example

1-402.01 SUBMITTAL OF THE PRELIMINARY ESTIMATE

For [PPRM](#) Activity #390 Finalize Preliminary Plans, the Design Manager responsible for the project shall place the Excel quantity file *nnnnnn-nn-PreliminaryEstimate.xlsm* on FileNet and send an email notification to the appropriate Strategic Transportation Investments Division (STID) regional email TDOT.STID.R1@tn.gov, TDOT.STID.R2@tn.gov, TDOT.STID.R3@tn.gov, or TDOT.STID.R4@tn.gov, and carbon copy (Cc) the Program Development and Scheduling Office at TDOT.PDSO@tn.gov. The estimate shall be submitted after the Preliminary Field Review is held and the estimate is updated accordingly.

The subject line shall read:

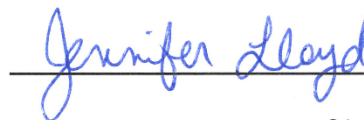
Region X, County Name, Project Description (as shown in [PPRM](#)), Federal Project Number, State Project Number, PIN nnnnnn-nn, Preliminary Estimate Submittal

Each Designer shall ensure the following is addressed in the preliminary estimate:

- If bridges, retaining walls, or other structures designed by the Structures Division are proposed, the Designer shall indicate structures are required within the body of the email. This information is necessary to ensure that the structures are included in the preliminary estimate.
- The Designer shall send the preliminary construction Excel quantities estimate data via email to the Design Manager responsible for the project. Design Managers and Designers shall keep a copy of the estimate file in the project folder and keep the email message that shows the date the estimate was emailed.

If an estimate is submitted during the preliminary stage, for plans associated with a public hearing, or from a request by the Program Development and Administrative Division, an updated estimate shall be submitted if a time lapse of one year has occurred since the previous estimate was submitted. If there is a time lapse of over one year between the preliminary project submittal and the projected request date for R.O.W. funding, an updated preliminary estimate shall be completed and placed on FileNet with the name *nnnnnn-nn-PreliminaryEstimate.xlsm*. The name shall not include a revision date for the file placed on FileNet. The original estimate placed on FileNet shall be removed. The Design Manager shall email the **appropriate Strategic Transportation Investments Division (STID) regional email TDOT.STID.R1@tn.gov, TDOT.STID.R2@tn.gov, TDOT.STID.R3@tn.gov, or TDOT.STID.R4@tn.gov**, and carbon copy (Cc) TDOT.PDSO@tn.gov. If there are items that will be used on the project, but the quantities are unknown, this shall be mentioned in the body of the email. The email shall also state that the estimate is being submitted because it has been a year since the last submittal. **If there are NO CHANGES in the estimate from the previous submittal, it shall be stated in the body of the email that there are NO CHANGES from the previous estimate that was submitted on DD/MM/YYYY** but shall still be placed on FileNet and the other removed. All updated estimates shall be kept in the project folder. For the project folder, a date shall be part of the naming convention so that the development of the estimate can be easily compared.

Updated Chapter 1 is available [online](#).



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KJL:JDK:ADP:LHC:NHP
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