



**STATE OF TENNESSEE
DEPARTMENT OF TRANSPORTATION**

ROADWAY DESIGN DIVISION
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505 DEADERICK STREET
NASHVILLE, TENNESSEE 37243-3848
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CLAY BRIGHT
COMMISSIONER

BILL LEE
GOVERNOR

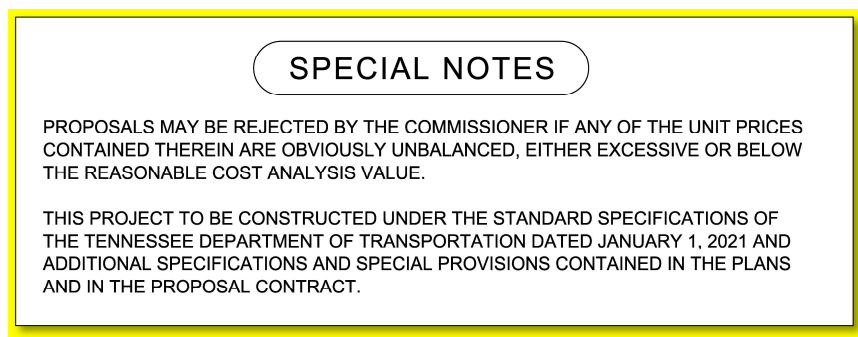
INSTRUCTIONAL BULLETIN NO. 21-14

Chapters 1 Update for Title Sheet Note and Distribution Table

Effective immediately, the Roadway Design Guidelines Chapter 1 Section 1-204.02 has been revised to update the Standard Specification date to January 1, 2021 and Section 1-502.01 Table 1-12 has been revised to add the ADA Office to the Distribution List. Revisions are as follows:

Update Special Notes Figure 1-261-204.02 SPECIAL NOTES

The Special Notes shown on the lower left hand corner of the project title sheet shall always be checked with current [Roadway Design Guidelines](#) and [Instructional Bulletins](#) to ensure that there is no change. It could be that the note changes between Preliminary, R.O.W., or Construction phases; thus not allowing the Designer to copy and revise an existing title sheet but requiring a new title sheet. The current special note shall read as follows:



**Figure 1-26
Title Sheet Special Note**

Added ADA office to the Internal Distribution list:

1-502.01 INTERNAL DISTRIBUTION

Field review notifications and documentation will be distributed to all Departmental personnel by email notification or appointment. The field review notification and email shall be included in the project folder. Field review plans will not be printed for Departmental personnel but will be available on FileNet. The email distribution will contain the Field Review Invitation Memorandum in PDF format included as an attachment (*See Figure 1-59, Example Field Review Invitation Memorandum*) and consist of an email notification (*See Figure 1-60, Sample Email Notification*) and appointment (*See Figure 1-61, Sample Appointment*).

Notifications for field reviews shall have the subject line as follows:

Region X, County Name, Route Name, PIN nnnnnn-nn, Purpose (Type of Review)

The body of the email shall also show the information shown in the subject line, the name of the plan set stored in FileNet, and the date the plans were added to FileNet. The email notification shall be sent to the recipients using email addresses shown in Table 1-12, *Internal Email Distribution List* and Table 1-13, *External Distribution List*. Emails/Appointments shall be sent for each distribution listed in numbers 1 to 4 unless otherwise noted within Table 1-12.

1. Preliminary, Site, R.O.W., and Construction Field Reviews
2. R.O.W. Plans Submittals and R.O.W. Revisions
3. Construction Plans Submittal for Lettings and Letting Revisions
4. Construction Revisions

R.O.W. FIELD REVIEW NOTIFICATION

**TO: Address TDOT as directed in Table 1-12
Address External Agencies and Municipalities as directed in Table 1-13**

FROM: Robert Braun
505 Deaderick Street
1200 James K. Polk Bldg.
Nashville, TN 37243

DATE: 8/2/2018

SUBJECT: R.O.W. FIELD REVIEW
REGION 3
COUNTY: Davidson
PIN: 112521.00
PROJECT NO.: IM/NH-40-4(81): 19005-2159-44
PROJECT DESCRIPTION: I-40 from I-40 East to I-440 South

This will confirm arrangements made regarding a R.O.W Field Review for the subject project. Persons desiring to attend this review will meet at the TDOT Region 3 Office Building, 2nd floor Design Conference Room, 6601 Centennial Blvd., Nashville, TN, at 10:00 am CST on August 30, 2018.

Please review the enclosed plans and have comments ready before the meeting is held. For those who cannot attend the meeting, please send comments to me via email at Robert.Braun@tn.gov, by phone at (615) 741-6719, or by mail at the address indicated above.

The plans have been uploaded to FileNet under the file name 112521-00-ROWFieldReview.pdf and 112521-00-ROWFieldReview.zip.

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

Enclosure

cc: File

**Figure 1-59
Example Field Review Invitation Memorandum**

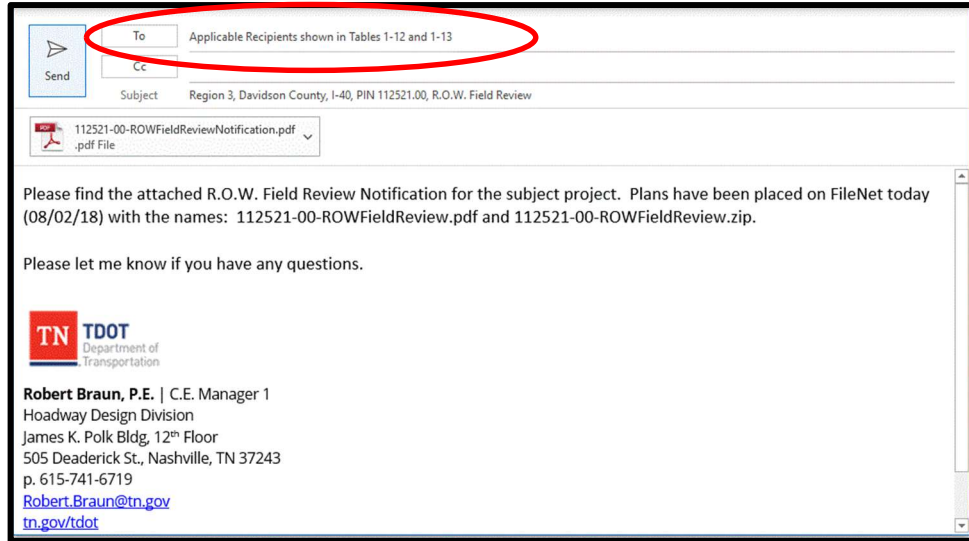


Figure 1-60
Sample Email Notification

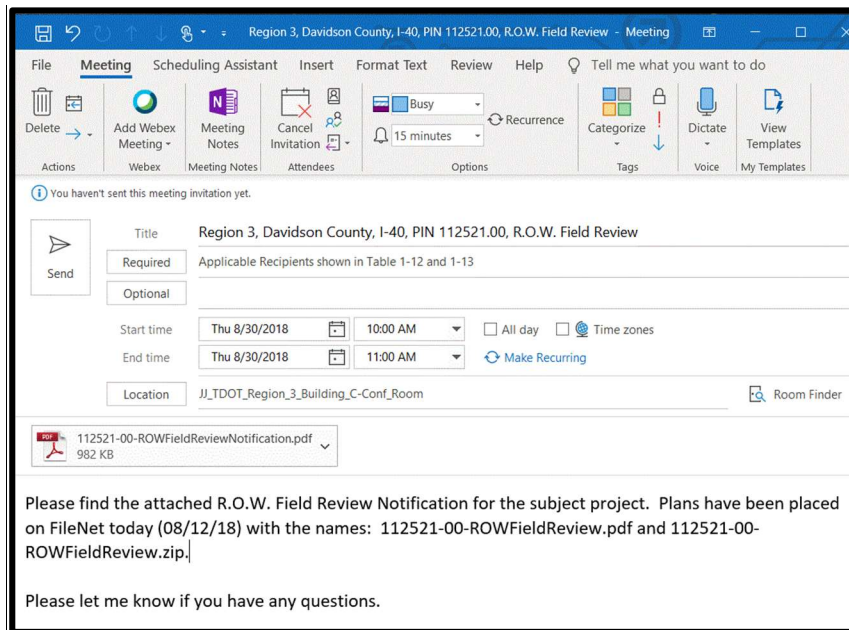


Figure 1-61
Sample Appointment

Emails/Appointments shall be sent for each distribution listed in numbers 1 to 4 **unless** otherwise noted within Table 1-12.

1. Preliminary, Site, R.O.W., Construction Field, and Final Plan Reviews
2. R.O.W. Plans Submittals and R.O.W. Revisions
3. Construction Plans Submittal for Lettings and Letting Revisions
4. Construction Revisions

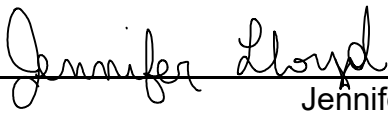
Groups	Email Address
<p>ADA Office</p> <p>#1, #2 and #3</p>	<p>TDOT.ADA@tn.gov</p>
<p>Bid Analysis and Estimating Office</p> <p>#3 and #4, Revisions Only. For R.O.W. revisions, submit updated estimate when significant changes occur in R.O.W. estimate.</p>	<p>TDOT.EstimatingOffice@tn.gov</p>
<p>Business Development PlanGrid Team</p> <p>#3 Revisions Only and #4</p>	<p>TDOT.R1BusinessDev@tn.gov TDOT.R2BusinessDev@tn.gov TDOT.R3BusinessDev@tn.gov TDOT.R4BusinessDev@tn.gov</p>
<p>Consultant Projects (TDOT Managed)</p> <p>HQ Roadway Design Manager (if consultant project with HQ Oversight)</p>	<p>Use individual email address</p> <p>Use individual email address</p>
<p>Construction (HQ)</p> <p>#1 Only</p>	<p>TDOT.HQ.Construction@tn.gov</p>

Table 1-12, Continued
Internal Email Distribution List

Chapters 1 has been updated on the website at the following link:

Chapter 1:

https://www.tn.gov/content/dam/tn/tdot/roadway-design/documents/design_guidelines/DG-C1.pdf



Jennifer Lloyd, PE
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Roadway Design Division

KJL:JDK:LHC:MBB
September 10, 2021