



**STATE OF TENNESSEE  
DEPARTMENT OF TRANSPORTATION**

**ENGINEERING DIVISION**  
SUITE 1200, JAMES K. POLK BUILDING  
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**HOWARD H. ELEY**  
DEPUTY GOVERNOR

**BILL LEE**  
GOVERNOR

**INSTRUCTIONAL BULLETIN NO. 24-01**

**Regarding Turn-In Dates and Letting Schedule**

Attached to this bulletin is the updated 2024 letting schedule with a chart showing dates to be met for various activities. Please note the addition of "Go/No-Go Decision Dates". See the Project Delivery Network and Chapter 1 of the Roadway Design Guidelines – PDN for turn-in and scheduling information.

Instructional Bulletin 23-06 is voided with the release of this IB.

A handwritten signature in black ink, appearing to read "Shane M. Hester".

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Shane M. Hester, PE  
Engineering Division Director

SMH:LHC  
January 25, 2024

2024 LETTINGS

| LETTING DATE | ROW / UTILITY CERTIFICATION REQUEST DATE | GO / NO-GO DECISION DATE | TURN-IN DATE | FIRST LETTING MEETING TIME | ALL NECESSARY DOCUMENTS TO PROGRAM OPERATIONS | AUTHORIZATION REQUESTS DUE TO FHWA | DRAFT NOTICE | FINAL NOTICE TO CONTRACTORS RELEASED |
|--------------|--|--------------------------|--------------|----------------------------|---|------------------------------------|--------------|--------------------------------------|
| 2/9/2024     | 11/10/2023                               | 11/28/2023               | 11/29/2023   | 12/13/2023 2:30 AM         | 12/26/2023                                    | 1/2/2024                           | 1/4/2024     | 1/12/2024                            |
| 3/22/2024    | 12/22/2023                               | 1/9/2024                 | 1/10/2024    | 1/17/2024 9:00 AM          | 2/6/2024                                      | 2/13/2024                          | 2/15/2024    | 2/23/2024                            |
| 5/10/2024    | 2/9/2024                                 | 2/27/2024                | 2/28/2024    | 3/6/2024 9:00 AM           | 3/26/2024                                     | 4/2/2024                           | 4/4/2024     | 4/12/2024                            |
| 6/21/2024    | 3/22/2024                                | 4/9/2024                 | 4/10/2024    | 4/17/2024 9:00 AM          | 5/7/2024                                      | 5/14/2024                          | 5/16/2024    | 5/24/2024                            |
| 8/16/2024    | 5/17/2024                                | 6/4/2024                 | 6/5/2024     | 6/13/2024 9:00 AM          | 7/2/2024                                      | 7/9/2024                           | 7/11/2024    | 7/19/2024                            |
| 10/4/2024    | 7/5/2024                                 | 7/23/2024                | 7/24/2024    | 8/1/2024 9:00 AM           | 8/20/2024                                     | 8/27/2024                          | 8/29/2024    | 9/6/2024                             |
| 12/6/2024    | 9/6/2024                                 | 9/24/2024                | 9/25/2024    | 10/3/2024 9:00 AM          | 10/22/2024                                    | 10/29/2024                         | 10/31/2024   | 11/8/2024                            |

ROW / UTILITY CERTIFICATION REQUEST DATE IS 13 WEEKS PRIOR TO LETTING DATE WHICH IS DATE THAT PROJECT OR PROGRAM MANAGERS WILL REQUEST ROW / UTILITY CERTIFICATIONS FOR THEIR PROJECTS

GO / NO-GO DECISION DATE IS 1 DAY PRIOR TO TURN-IN DATE: PLANS, ESTIMATE, RIGHT-OF-WAY CERTIFICATION, UTILITY CERTIFICATION, R/R AGREEMENT (IF APPLICABLE), ENVIRONMENTAL APPROVAL AND STIP/TIP APPROVAL NECESSARY OR PROJECT MUST BE MOVED

TURN-IN DATE IS 10 1/2 WEEKS PRIOR TO LETTING DATE WHEN ENTIRE PS&E MUST BE TURNED IN

FIRST LETTING MEETING IS APPROXIMATELY 5 WEEKS PRIOR TO NOTICE RELEASE

DRAFT NOTICE IS APPROXIMATELY 1 WEEK PRIOR TO NOTICE RELEASE

ALL NECESSARY DOCUMENTS TO PROGRAM OPERATIONS MEANS: PLANS, ESTIMATE, RIGHT-OF-WAY CERTIFICATION, UTILITY CERTIFICATION, R/R AGREEMENT (IF APPLICABLE), ENVIRONMENTAL APPROVAL AND STIP/TIP APPROVAL.

AUTHORIZATION REQUESTS DUE TO FHWA 8 BUSINESS DAYS PRIOR TO RELEASE OF FINAL NOTICE TO CONTRACTORS