



**STATE OF TENNESSEE  
DEPARTMENT OF TRANSPORTATION**

**ENGINEERING DIVISION**  
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**INSTRUCTIONAL BULLETIN NO. 24-05**

**Regarding Roadway Design Guidelines for PDN**

**Effective immediately**, the Roadway Design Guidelines – PDN, Chapters 1-2 and 5-7 have been updated and released for use. The following checklists, submittal templates, and reference guides have been released for use:

- Chapter 1 (General)
  - Updated figures to show correct Stage 2 name: “Functional Design” instead of “Functional”
  - Updated Plan Phase Stamps (Chapter 1-202.06)
  - Updated Figure 1-45: Replaced “Plan-in-Hand Plans (Utilities Only)” phase stamp with “Functional Design Plans (Utilities Only)”
  - Updated various links
  - Updated Section 1-105.00 Major Milestones FileNet Project Deliverables
    - Revised naming convention of Item 0 in Line and Grade Field Review submittal package to *nnnnnn-nn-LineandGradePlans-Roadway.pdf*
    - Added Project Notebook Template in each submittal
    - Added Project Notebook to Table 1-1
    - Added reference to estimate submittal for each major milestone submittal
    - Revised Construction Revision to PS&E Revision
      - Updated content and figures to match this change
    - Revised Items in the portfolio for the ROW, Letting and PS&E Revision Package
    - Added table and figure for the Flattened Plan Set in 1-105.10
  - Added 1-108.00 Project Notebook regarding information about the Project Notebook
  - Revised Figure 1-55 to include Signature Sheets in the PS&E Index of Sheets
  - Added Construction Letting Files to be submitted alongside of the Final PS&E Submittal Package
  - Updated Section 1-105.11 and 1-105.12
    - Added text to send email notification with revised sheets for revision submittal process
- Chapter 2 (Geometric Design Criteria)
  - Replaced the Manual for Constructing Driveway Entrances on State Highways, 2015 with the [TDOT Highway System Access Manual \(HSAM\)](#)
    - Provided link for the HSAM and updated reference sections

- Chapter 5 (Footprint Established)
  - Revised all sections to align with PDN and EPIC Programs
- Chapter 6 (Plan-in-Hand)
  - Revised all sections to align with PDN and EPIC Programs
- Chapter 7 (PS&E)
  - Revised all sections to align with PDN and EPIC Programs
- Email Templates
  - Updated email subject descriptions to be consistent with text stated in Chapter 1 of RDG-PDN
  - Developed Estimate Submittal template for Line and Grade, Functional Design, Plan-in-Hand Field Review, PS&E Field Review, and PS&E Revised Estimate Submittals.
  - Removed Subject line text and added it to the blue instructional text to minimize accidental auto sent emails
  - Added to blue instructional text to save email to project folder
  - Added to blue instructional text to also submit the estimate if its required for that submittal
  - Added to blue instructional text on the Field Review Notification templates to also send out Teams Meeting Link
  - Added text regarding Comment Resolution Form to the Field Review Notification email templates
  - Revised Construction Revision template to PS&E Revision template
  - Removed Line and Grade Package Submittal
- Reference Documents
  - Line & Grade Checklist:
    - Removed requirement to include bearing/distance and station/offset for Proposed ROW Layout sheets
  - Functional Design Checklist
    - Added “Proposed construction easements for new driveway areas outside of Proposed Right-of-Way with stations/offsets should be shown” to be included in checklist
  - PS&E Checklist:
    - Added more information to Flattened Plan Set item of the submittal
  - Distribution Email List
    - Updated various emails
  - FileNet Deliverables Document
    - Updated to correct RDG sections
    - Converted from Excel to PDF

For any questions about the PDN process, contact TDOT Project Management.

For any questions about the RDG, contact TDOT Engineering Production Support.

Updated Links:

[Chapter 1](#)

[Chapter 2](#)

[Chapter 5](#)

[Chapter 6](#)

[Chapter 7](#)

[Line and Grade Checklist](#)

[Functional Design Checklist](#)

[PS&E Checklist](#)

[Submittal Templates](#)  
[Distribution List](#)  
[Project Deliverable Document](#)

A handwritten signature in black ink, appearing to read "Shane M. Hester". The signature is written in a cursive style with a large initial "S".

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Shane M. Hester, PE  
State Engineering Director

SMH: LHC: WKA: JSD  
May 15, 2024