

**SDG 18:**

**Form Letters**

Chapter 18

Tennessee Department of Transportation June 30, 2022

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# Appendix A Shop Drawing Letter Templates

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# Section 1 Grade Approval

After a grade check is completed, a letter shall be sent to the C. E. Manager 2 in Project Development to notify them that either:

* 1. The proposed grade is acceptable.
	2. The proposed grade is unacceptable and needs to be raised by at least a specified dimension.

Click here for the **Grade Approval Letter Template.**

# Section 2 Preliminary Layouts

After a preliminary layout is completed, a letter shall be sent along with the preliminary layout to Project Development asking for their review and comments. The letter and preliminary layout shall be sent to at least the following individuals:

1. C. E. Manager 2 over Design
2. C. E. Manager 2 over Utilities

If the bridge involves a railroad, the preliminary layout shall also be sent to the TDOT Railroad Coordinator to forward to the Railroad for their review and comments. A letter to the State Railroad Coordinator is not required.

Click here for the **Preliminary Layout Letter Template.**

# Section 3 Foundation Drilling Requests

For bridges, a letter shall be sent along with the foundation data sheet to the C. E. Manager 1 of the Geotechnical Engineering Section requesting foundation drilling. The same process applies to retaining walls that have drilling points marked on the wall layout sheet.

The current C.E. Manager 1’s of the Geotechnical Engineering Section are Lori Fiorentino (Region 1) and Travis W. Smith (Regions 2, 3, and 4). The letter shall include a due date for the foundation report. The Structures C.E. Manager 1 shall determine the appropriate due date for each project. It should be at least 2 months prior to the turn-in date but may be set sooner in order to have the report prior to starting the foundation design.

Click here for the **Foundation Drilling Letter Template.**

# Section 4 Plans Turn-In

When turning in a project, include a letter to Eplans.Turnins.TDOT@tn.gov to inform them of the turn-in.

Click here for the **Plans Turn-In Letter Template.**

# Section 5 Plans Revisions

Plans revisions fall into one of two categories:

## 18-501.00 Letting Revisions

A letting plans revision is a revision made prior to the project being let to contract. It shall be sent to the same people and mailboxes as the plans turn-in.

Click here for the **Letting Revision Letter Template.**

## 18-502.00 Construction Revisions

A construction plans revision is a revision made after the project has been let to contract. It shall be sent to the Assistant Director of Construction. Copy the personnel in Structures, Operations, Project Development, etc. who need to be informed of the revision. For projects involving a railroad, always copy the State Railroad Coordinator.

Click her for the **Construction Revision Letter Template.**

# Section 6 Shop Drawings

A letter shall be returned along with all shop drawings to the person from whom the shop drawings were received. The letter shall indicate if the shop drawings are “Approved”, “Approved As Noted”, or “To Be Corrected.” Different types of shop drawings require variations to the body of the letter. The different variations are given below.

1. General (Use for all shop drawing letters except as noted below.)
2. Stay-in-place metal deck forms
3. Steel girders
4. Poles (signal poles, mast arm poles, etc.)
5. Retaining walls and noise walls

Cofferdams, temporary shoring, erection plans, and other items which do not become a permanent part of the bridge or wall shall not be returned with an “APPROVED”, “APPROVED AS NOTED”, or “TO BE CORRECTED” stamp. Review these submittals and return comments to the sender via email. No formal letter is required. Request resubmittals until there are no further comments.

Links to Letter Templates:

 **All Types - To Be Corrected**

 **General - Approved and Approved as Noted**

 **Poles - Approved and Approved as Noted**

 **Retaining Walls and Noise Walls - Approved and Approved as Noted**

 **SIP Metal Deck Forms - Approved and Approved as Noted**

 **Steel Girders - Approved and Approved as Noted**

# Section 7 Nonconformance Reports

Nonconformance reports differ from normal RFIs (requests for information) in that they involve an error by the fabricator. They shall always include a proposed solution by the Fabricator at the Fabricator’s expense. A letter shall be returned in response to the nonconformance report along with any other returned documents indicating that the proposed solution is either “APPROVED”, “APPROVED AS NOTED”, or “TO BE CORRECTED.”

Please click here for **Nonconformance Report Response Letter Template.**

# Appendix A

Appendix A contains template letters to be used as appropriate. The people and email addresses listed to be carbon-copied are only the minimum necessary. Others may be carbon-copied as needed. This file is protected from editing, but each letter may be copied and pasted into a new file that can be edited.

Template 1. Grade Approval Letter Template

Template 2. Preliminary Layout Letter Template

Template 3. Foundation Drilling Letter Template

Template 4. Plans Turn-In Letter Template

Template 5. Letting Revision Letter Template

Template 6. Construction Revision Letter Template

Template 7. All Types - To Be Corrected Letter Template

Template 8. General - Approved and Approved as Noted Letter Template

Template 9. Poles - Approved and Approved as Noted Letter Template

Template 10. Retaining Walls/Noise Walls - Approved and Approved as Noted Letter Template

Template 11. SIP Metal Deck Forms - Approved and Approved as Noted Letter Template

Template 12. Steel Girders - Approved and Approved as Noted Letter Template

Template 13. Nonconformance Report Response Letter Template

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**STATE OF TENNESSEE**

**DEPARTMENT OF TRANSPORTATION**

**STRUCTURES DIVISION**

SUITE 1100, JAMES K. POLK BUILDING

505 dEADERICK STREET

NASHVILLE, TENNESSEE 37243-1402

(615) 741-3351

**BUTCH ELEY** **BILL LEE**

DEPUTY GOVERNOR & GOVERNOR

COMMISSIONER OF TRANSPORTATION

Month Day, Year (long format)

Name, P.E.

Civil Engineering Manager 2

Region       Project Development

Address line 1

Address line 2

 Pin No.

Project No.

Project name line 1

Project name line 2       County

Dear      ,

We have investigated the grades for the subject project and found them to provide/ not provide adequate minimum vertical clearance for the following bridge:

Bridge name

Please raise the grade by at least \_\_\_\_\_ and resubmit the grade approval request.

If you have any questions, please call Enter name of C.E. Manager 1 of Structures at (615)     .

Sincerely,

Add signature here.

(for)

Ted Kniazewycz, P.E.,F.ASCE

Civil Engineering Director, Structures

cc: Name of C.E. Manager 2 of Structures

Template . Grade Approval Letter Template

****

**STATE OF TENNESSEE**

**DEPARTMENT OF TRANSPORTATION**

**STRUCTURES DIVISION**

SUITE 1100, JAMES K. POLK BUILDING

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NASHVILLE, TENNESSEE 37243-1402

(615) 741-3351

**BUTCH ELEY** **BILL LEE**

DEPUTY GOVERNOR & GOVERNOR

COMMISSIONER OF TRANSPORTATION

Month Day, Year (long format)

Name, P.E.

Civil Engineering Manager 2

Region       Project Development

Address line 1

Address line 2

 Pin No.

Project No.

Project name line 1

Project name line 2       County

Dear      ,

Enclosed is the electronic file for the following preliminary layout for the subject project:

Bridge name

This layout is furnished for your review and coordination with the roadway plans. Please return any comments by set date 1 month from current date.

Sincerely,

Add signature here.

(for)

Ted Kniazewycz, P.E.,F.ASCE

Civil Engineering Director, Structures

cc: Name of C.E. Manager 2 of Structures

Enclosure

Template . Preliminary Layout Letter Template

****

**STATE OF TENNESSEE**

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NASHVILLE, TENNESSEE 37243-1402

(615) 741-3351

**BUTCH ELEY** **BILL LEE**

DEPUTY GOVERNOR & GOVERNOR

COMMISSIONER OF TRANSPORTATION

Month Day, Year (long format)

Name, P.E.

Civil Engineering Manager 1

Geotechnical Engineering Section

Address line 1

Address line 2

 Pin No.

Project No.

Project name line 1

Project name line 2       County

Dear      ,

Enclosed for your use in securing sufficient foundation data are the electronic drawing files for the sounding sketches for the following structures on the subject project:

Bridge or wall name(s)

These files are also being sent to Name of C.E. Manager 1 of Survey Office for their use in locating the points in the field and obtaining ground elevations.

The foundation report shall include the site class for the subject project as defined in AASHTO 3.10.3.1.

Please complete the sounding sketches and return them along with the foundation report to this office by The date should be at least 2 months prior to the turn-in date, but may be set sooner in order to have the report prior to starting the foundation design..

If we can be of any assistance, please call Name of C. E. Manager 1 of Structures at (615)     .

Sincerely,

Add signature here.

(for)

Ted Kniazewycz, P.E.,F.ASCE

Civil Engineering Director, Structures

cc: Name of C.E. Manager 2 of Structures

 Name of C.E. Manager 2 of Project Development

Enclosure

Template . Foundation Drilling Letter Template

****

**STATE OF TENNESSEE**

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(615) 741-3351

**BUTCH ELEY** **BILL LEE**

DEPUTY GOVERNOR & GOVERNOR

COMMISSIONER OF TRANSPORTATION

**MEMORANDUM**

**To:** Eplans.Turnins.TDOT@tn.gov

**From:**

 Civil Engineering Manager 1

 Structures Division

**Date:**

**Subject:** Project No.:

 State No.:

 Pin No.:

 Description:

 County:

 Region:

 Bridge plans have been placed on Filenet for the subject project: file name.

 Bridges: name

 Walls: name

Bridge cost data has been included as well: file name.

This project is currently scheduled for the       letting.

For further information, please contact       at (615)      .

Template . Plans Turn-In Letter Template

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**STATE OF TENNESSEE**

**DEPARTMENT OF TRANSPORTATION**

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**BUTCH ELEY** **BILL LEE**

DEPUTY GOVERNOR & GOVERNOR

COMMISSIONER OF TRANSPORTATION

**MEMORANDUM**

**To:** Eplans.Turnins.TDOT@tn.gov

**From:**

 Civil Engineering Manager 1

 Structures Division

**Date:**

**Subject:** Project No.:

 State No.:

 Pin No.:

 Description:

 County:

 Region:

We are submitting herewith notification of a Letting Plans Revision on the subject project. The PDF file containing the revised sheets – file name – has been placed on FileNet.

The main purpose of this revision is      .

The revised Bridge Plans Sheets are      .

The revised Bridge Cost Estimate – file name – is attached and has been placed on FileNet. The Estimate Revision Request and Letting Plans Revision Forms are also attached.

For further information, please contact       at (615)      .

Template . Letting Revision Letter Template

****

**STATE OF TENNESSEE**

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**STRUCTURES DIVISION**

SUITE 1100, JAMES K. POLK BUILDING

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**BUTCH ELEY** **BILL LEE**

DEPUTY GOVERNOR & GOVERNOR

COMMISSIONER OF TRANSPORTATION

Month Day, Year (long format)

Name, P.E.

Assistant Director of Construction

Construction Division

Address line 1

Address line 2

Project No.:

State No.:

Pin No.

Description:

County:

Region:

Dear      ,

We are submitting herewith notification of a Construction Plans Revision on the subject project. The PDF file containing the revised sheets – file name – has been placed on FileNet.

The main purpose of this revision is      .

The revised Bridge Plans Sheets are      .

Please supply the Contractor with the revised sheets.

For further information, please contact       at (615)      .

Sincerely,

Add signature here.

cc:

 List all who are copied on email distribution.

Enclosure

Template . Construction Revision Letter Template

****

**STATE OF TENNESSEE**

**DEPARTMENT OF TRANSPORTATION**

**STRUCTURES DIVISION**

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(615) 741-3351

**BUTCH ELEY** **BILL LEE**

DEPUTY GOVERNOR & GOVERNOR

COMMISSIONER OF TRANSPORTATION

Month Day, Year (long format)

Name of person from whom shop drawings were received

Job Title

Company name

Address line 1

Address line 2

 Pin No.

Project No.

Project name line 1

Project name line 2       County

Dear      ,

We are returning a digital copy of your give type of shop drawings shop drawings with drawing numbers       marked “TO BE CORRECTED” for the subject project.

Please make the necessary corrections and resubmit a digital copy of these drawings to this office for further review and distribution.

Sincerely,

Add signature here.

(for)

Ted Kniazewycz, P.E.,F.ASCE

Civil Engineering Director, Structures

cc: TDOT.Structures.ShopDrawings@tn.gov

Enclosure

Template . All Types - To Be Corrected Letter Template

****

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**BUTCH ELEY** **BILL LEE**

DEPUTY GOVERNOR & GOVERNOR

COMMISSIONER OF TRANSPORTATION

Month Day, Year (long format)

Name of person from whom shop drawings were received

Job Title

Company name

Address line 1

Address line 2

 Pin No.

Project No.

Project name line 1

Project name line 2       County

Dear      ,

We are returning a digital copy of your give type of shop drawings shop drawings with drawing numbers       marked "APPROVED" or "APPROVED AS NOTED" and drawing numbers       marked "APPROVED" or "APPROVED AS NOTED"for the subject project.

The fabricator shall furnish the Structures Division an electronic copy of as-built shop drawings after the structure is complete and before final payment will be made per Section 105.02 of the Standard Specifications. A \*.pdf file is the preferred format for electronic copies. Submittals shall be sent to the following email address: TDOT.Structures.ShopDrawings@tn.gov. The as-built shop drawing file name shall include “final” either at the beginning or end of the file name.

Sincerely,

Add signature here.

(for)

Ted Kniazewycz, P.E.,F.ASCE

Civil Engineering Director, Structures

cc: Name of Regional Operations Engineer

 TDOT.Structures.ShopDrawings@tn.gov

 TDOT.Concrete.Email@tn.gov

Enclosure

Template . General - Approved and Approved as Noted Letter Template

****

**STATE OF TENNESSEE**

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**STRUCTURES DIVISION**

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**BUTCH ELEY** **BILL LEE**

DEPUTY GOVERNOR & GOVERNOR

COMMISSIONER OF TRANSPORTATION

Month Day, Year (long format)

Name of person from whom shop drawings were received

Job Title

Company name

Address line 1

Address line 2

 Pin No.

Project No.

Project name line 1

Project name line 2       County

Dear      ,

We are returning a digital copy of your give type of shop drawings shop drawings with drawing numbers       marked "APPROVED" or "APPROVED AS NOTED" and drawing numbers       marked "APPROVED" or "APPROVED AS NOTED"for the subject project. This approval is subject to the field verification of the pole lengths.

Sincerely,

Add signature here.

(for)

Ted Kniazewycz, P.E.,F.ASCE

Civil Engineering Director, Structures

cc: Name of Regional Operations Engineer

 TDOT.Structures.ShopDrawings@tn.gov

 TDOT.Concrete.Email@tn.gov

Enclosure

Template . Poles - Approved and Approved as Noted Letter Template

****

**STATE OF TENNESSEE**

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**BUTCH ELEY** **BILL LEE**

DEPUTY GOVERNOR & GOVERNOR

COMMISSIONER OF TRANSPORTATION

Month Day, Year (long format)

Name of person from whom shop drawings were received

Job Title

Company name

Address line 1

Address line 2

 Pin No.

Project No.

Project name line 1

Project name line 2       County

Dear      ,

We are returning a digital copy of your give type of shop drawings shop drawings with drawing numbers       marked "APPROVED" or "APPROVED AS NOTED" and drawing numbers       marked "APPROVED" or "APPROVED AS NOTED"for the subject project.

Sincerely,

Add signature here.

(for)

Ted Kniazewycz, P.E.,F.ASCE

Civil Engineering Director, Structures

cc: Name of Regional Operations Engineer

 TDOT.Structures.ShopDrawings@tn.gov

 TDOT.Concrete.Email@tn.gov

Enclosure

Template . Retaining Walls/Noise Walls - Approved and Approved as Noted Letter Template

****

**STATE OF TENNESSEE**

**DEPARTMENT OF TRANSPORTATION**

**STRUCTURES DIVISION**

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**BUTCH ELEY** **BILL LEE**

DEPUTY GOVERNOR & GOVERNOR

COMMISSIONER OF TRANSPORTATION

Month Day, Year (long format)

Name of person from whom shop drawings were received

Job Title

Company name

Address line 1

Address line 2

 Pin No.

Project No.

Project name line 1

Project name line 2       County

Dear      ,

We are returning a digital copy of your give type of shop drawings shop drawings with drawing numbers       marked "APPROVED" or "APPROVED AS NOTED" and drawing numbers       marked "APPROVED" or "APPROVED AS NOTED"for the subject project. Approval is based on the section properties listed on these drawings.

The fabricator shall furnish the Structures Division an electronic copy of as-built shop drawings after the structure is complete and before final payment will be made per Section 105.02 of the Standard Specifications. A \*.pdf file is the preferred format for electronic copies. Submittals shall be sent to the following email address: TDOT.Structures.ShopDrawings@tn.gov. The as-built shop drawing file name shall include “final” either at the beginning or end of the file name.

Sincerely,

Add signature here.

(for)

Ted Kniazewycz, P.E.,F.ASCE

Civil Engineering Director, Structures

cc: Name of Regional Operations Engineer

 TDOT.Structures.ShopDrawings@tn.gov

 TDOT.Concrete.Email@tn.gov

Enclosure

Template . SIP Metal Deck Forms - Approved and Approved as Noted Letter Template

****

**STATE OF TENNESSEE**

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**STRUCTURES DIVISION**

SUITE 1100, JAMES K. POLK BUILDING

505 dEADERICK STREET

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(615) 741-3351

**BUTCH ELEY** **BILL LEE**

DEPUTY GOVERNOR & GOVERNOR

COMMISSIONER OF TRANSPORTATION

Month Day, Year (long format)

Name of person from whom shop drawings were received

Job Title

Company name

Address line 1

Address line 2

 Pin No.

Project No.

Project name line 1

Project name line 2       County

Dear      ,

We are returning a digital copy of your structural steel shop drawings with drawing numbers       marked "APPROVED" or "APPROVED AS NOTED" and drawing numbers       marked "APPROVED" or "APPROVED AS NOTED"for the subject project.

Please note that TDOT did not execute a comprehensive check of the dimensions on these shop drawings. TDOT performed a cursory dimensional review that was sufficient in scope to confirm that the shop drawings conform to the general girder geometry described by the plans. The Fabricator is responsible for ensuring all dimensions included on these shop drawings are correct.

The fabricator shall furnish the Structures Division an electronic copy of as-built shop drawings after the structure is complete and before final payment will be made per Section 105.02 of the Standard Specifications. A \*.pdf file is the preferred format for electronic copies. Submittals shall be sent to the following email address: TDOT.Structures.ShopDrawings@tn.gov. The as-built shop drawing file name shall include “final” either at the beginning or end of the file name.

You may proceed with fabrication pertaining to these drawings provided the materials involved have been approved by our Inspectors. The contractor will be responsible for coordinating details for all other items of fabrication to insure compatibility with the structural steel.

Sincerely,

Add signature here.

(for)

Ted Kniazewycz, P.E.,F.ASCE

Civil Engineering Director, Structures

cc: Mr. Tom Quinn, P.E.

 Name of Regional Operations Engineer

 TDOT.Structures.ShopDrawings@tn.gov

 TDOT.Concrete.Email@tn.gov

Enclosure

Template . Steel Girders - Approved and Approved as Noted Letter Template

****

**STATE OF TENNESSEE**

**DEPARTMENT OF TRANSPORTATION**

**STRUCTURES DIVISION**

SUITE 1100, JAMES K. POLK BUILDING

505 dEADERICK STREET

NASHVILLE, TENNESSEE 37243-1402

(615) 741-3351

**BUTCH ELEY** **BILL LEE**

DEPUTY GOVERNOR & GOVERNOR

COMMISSIONER OF TRANSPORTATION

Month Day, Year (long format)

Name of person from whom NCR Report was received

Job Title

Company name

Address line 1

Address line 2

 Pin No.

Project No.

Project name line 1

Project name line 2       County

Dear      ,

We are returning a digital copy of company name's Nonconformance Report No.      . Nonconformance Report No.       is marked “APPROVED”, "APPROVED AS NOTED", or "TO BE CORRECTED". The details are given on each page. The TDOT Structures Division expresses both its disappointment in the QA/QC failures and shop errors and its confidence that company name has taken the necessary measures to prevent a recurrence.

Sincerely,

Add signature here.

(for)

Ted Kniazewycz, P.E.,F.ASCE

Civil Engineering Director, Structures

cc: Mr. Tom Quinn, P.E.

 Name of C.E. Manager 2 of Structures

 Name of Regional Operations Engineer

 TDOT.Structures.ShopDrawings@tn.gov

 TDOT.Concrete.Email@tn.gov

Enclosure

Template . Nonconformance Report Response Letter Template