



**STATE OF TENNESSEE
DEPARTMENT OF TRANSPORTATION
NASHVILLE, TENNESSEE 37243**

MEMORANDUM

TO: All Consultants

**FROM: Mr. Paul R. Morrison, C. E. Director
Survey and Design Division**

DATE: January 2, 1997

SUBJECT: Submittal of Design Files

We are implementing a new procedure by which design project cadd files will be submitted at the end of a design project. The purpose of this action is to provide a means whereby the project can be stored in an electronic format for future retrieval and for inclusion in the Department's Global Information System. The following requirements are being implemented at this time.

- 1: All files shall to be submitted in ~~MicroStation™~~ ^{Geopak™} format.
- 2: All file level structures and element parameters shall be in accordance with the Department's latest standard.
- 3: Submission of files will be on a 11.8 cm standard compact disc. It shall be the consultant's sole responsibility to insure that the data is recoverable and not corrupted.
- 4: All survey data shall be contained in a separate file or files.
- 5: All proposed permanent roadway design features shall be contained in a separate file.
- 6: All detail sheets (quantities, typical sections, signing, signals, bridges, culvert sheets, etc.) shall be in individual files.
- 7: Cross-sections for each route, street, road, highway, detour, side road, etc. shall be in separate files.

- 8: All temporary features (erosion control, temporary traffic control, etc.) shall be in separate files.
- 9: Only the Department's standard fonts and font symbols shall be used.
- 10: Only the Department's standard seed files shall be used for creating design files.

These requirements shall be effective for all consultant contracts negotiated after this date. Additional requirements and changes may be implemented at a later date as identification of our needs and development of our GIS occurs.

PRM/DD

cc: All Civil Engineer Managers'
File