



STATE OF TENNESSEE
DEPARTMENT OF TRANSPORTATION
NASHVILLE, TENNESSEE 37243-0350

INSTRUCTIONAL BULLETIN No. 04-19

Regarding Plans Revision Distributions

Attached is the current plans revision distribution schedule. This schedule is to be used for distribution of all plans revisions. Distribution schedules are attached for letting, right-of-way, and construction plans revisions. Please note that revisions are filed and referred to by project number and revision dates, therefore, only one revision per day should be made on any project.

This bulletin voids Instructional Bulletin 01-25.

A handwritten signature in black ink, appearing to read "Jeff C. Jones", written over a horizontal line.

Jeff C. Jones, Civil Engineering Director
Design Division

JCJ:MJA:mbd
Attachment
September 3, 2004

Distribution Of Right-Of-Way Plans Revisions

The following distribution will occur for all of right-of-way revisions regardless of whether they have been let to contract or not.

Send original to the Director of the State Right-of-Way Division and copies to the appropriate Regional Right-of-Way Manager.

For Regions 1 and 4

Director, State Right-of-Way Division – W/1 set (full size) & 1 set (half size) prints
Regional Right-of-Way Manager, Region 1 – W/(See distribution of plans revisions on Right-of-Way Plans Revisions Request Form)
Regional Right-of-Way Manager, Region 2 – W/(See distribution of plans revisions on Right-of-Way Plans Revisions Request Form)
Regional Right-of-Way Manager, Region 3 – W/(See distribution of plans revisions on Right-of-Way Plans Revisions Request Form)
Regional Right-of-Way Manager, Region 4 – W/(See distribution of plans revisions on Right-of-Way Plans Revisions Request Form)

For Region 2 and 3

Director, State Right-of-Way Division – W/1 set (full size) & 2 sets (half size) prints
Regional Right-of-Way Manager, Region 1 – W/(See distribution of plans revisions on Right-of-Way Plans Revisions Request Form)
Regional Right-of-Way Manager, Region 2 – W/(See distribution of plans revisions on Right-of-Way Plans Revisions Request Form)
Regional Right-of-Way Manager, Region 3 – W/(See distribution of plans revisions on Right-of-Way Plans Revisions Request Form)
Regional Right-of-Way Manager, Region 4 – W/(See distribution of plans revisions on Right-of-Way Plans Revisions Request Form)

If the right-of-way revision is initiated by the Regional Right-of-Way Office, the initial right-of-way plans revisions will carry the same distribution as shown on the "Right-of-Way Print Plans Request Form". The "Right-of-Way Plans Revision Form" should reflect that distribution. As the right-of-way process proceeds forward towards its end the distribution of right-of-way revisions will be reduced dramatically. The reduced number of sets of revised right-of-way plans should therefore be shown on the "Right-of-Way Plans Revision Form". This situation should occur during the later stages of right-of-way acquisition and most of the time after the project has been let to contract.

If the right-of-way plans revision is initiated by the Design Division, the designer must check with the Regional Right-of-Way Office to find out the required distribution of right-of-way plans at that particular phase of the project.

Distribution Of Letting Plans Revisions

Note: Designers should check with the State Construction Office to determine if plans revision notes and letters are required. If so, please furnish the items listed under the appropriate letting date, contact the Assistant State Construction Engineer responsible for the project to see if a revision can be processed before the letting

For Regions 1, 2, 3, and 4

Letting Revision Distribution for projects with the following prefixes:

I, IM, ID, NH-I, STP-I, CM-I, MA-I, IXA-I, BR-I, and DPI

Send original to the Projects Management Engineer of the FHWA Division.

FHWA Division, Project Management Engineer W/1 set prints (half size)
& 4 copies of the letter

Construction Division Director W/2 rev. sets prints (half size), 2 copies
of the letter & 1 copy of the estimate revision request form

Design Division, C.E. Manager 2 W/1 rev set prints (half size) & 1 copy
of the letter

Quality Assurance, Manager 1 W/1 set prints (half size) & 1 copy
of the letter

Printing Services Superintendent W/4 copies of the letter

Program Operations Office, Estimates Section W/1 set rev. prints (half size),
1 copy of the letter and 1 copy of the estimate revision
request form

Letting Revision Distribution for all other project prefixes including 100 percent
state and IME.

Send original to the Director of the Construction Division.

Construction Division Director W/2 rev. sets prints (half size), 2 copies
of the letter & 1 copy of the estimate revision request form

Design Division, C.E. Manager 2 W/1 rev. set prints (half size) & 1 copy
of the letter

Quality Assurance, Manager 1 W/1 set prints (half size) & 1 copy of the letter

Printing Services Superintendent W/4 copies of the letter

Program Operations Office, Estimates Section W/1 set rev. prints (half size),
1 copy of the letter and 1 copy of the estimate revision
request form

Distribution Of Construction Plans Revisions

For Regions 1, 2, 3, and 4

Construction Revision Distribution for projects with the following prefixes:

I, IM, ID, NH-I, STP-I, CM-I, MA-I, IXA-I, BR-I, and DPI

Send original to the Projects Management Engineer of the FHWA Division and copies to the appropriate Regional Construction Manager.

FHWA Division, Projects Management Engineer W/1 set prints (half size)
& 4 copies of the letter
Regional Construction Manager, Region 1 - W/9 sets prints (full size), 6 sets
(half size) prints & 1 copy of letter
Regional Construction Manager, Region 2 - W/8 sets prints (full size), 7 sets
(half size) prints & 1 copy of letter
Regional Construction Manager, Region 3 - W/8 sets prints (full size), 7 sets
(half size) prints & 1 copy of letter
Regional Construction Manager, Region 4 - W/9 sets prints (full size), 6 sets
(half size) prints & 1 copy of letter
C.E. Manager 2, Design Division – W/1 set (half size) prints & 1 copy
of the letter
Design Transportation Manager, Quality Assurance Office – 1 set (half size)
prints & 1 copy of the letter

Construction Revision Distribution for all other project prefixes including 100 percent
state and IME.

Send original to the appropriate Regional Construction Manager.

Regional Construction Manager, Region 1 - W/9 sets prints (full size), 6 sets
(half size) prints & 1 copy of letter
Regional Construction Manager, Region 2 - W/8 sets prints (full size), 7 sets
(half size) prints & 1 copy of letter
Regional Construction Manager, Region 3 - W/8 sets prints (full size), 7 sets
(half size) prints & 1 copy of letter
Regional Construction Manager, Region 4 - W/9 sets prints (full size), 6 sets
(half size) prints & 1 copy of letter
C.E. Manager 2, Design Division – W/1 set (half size) prints & 1 copy
of the letter
Design Transportation Manager, Quality Assurance Office – 1 set (half size)
prints & 1 copy of the letter