



STATE OF TENNESSEE
DEPARTMENT OF TRANSPORTATION
NASHVILLE, TENNESSEE 37243-0348

INSTRUCTIONAL BULLETIN NO. 05-06

Regarding Scheduling Construction Field Reviews

As indicated in Section 1-120.00 on the current Roadway Design Guidelines, plans for field reviews shall be complete through the appropriate stage of development in accordance with the roadway design checklist (Section 1-105.00).

Effective immediately, unless otherwise directed, for projects that construction field reviews can not be scheduled because the Design Manager has not received all deliverables listed on the Roadway Design checklist 20 weeks before the letting, the Design Manager shall revise the construction field review date shown in PPRM accordingly.

The attached memo shall be completed and distributed to document the reason for delays in the project development process.

Attached are copies of pages 1-11 & 1-12 in both the English and Metric Design Guidelines intended to replace these pages in your guidelines.

Original signed by Jeff C. Jones
Jeff C. Jones, C.E., Director
Design Division

October 1, 2004
JCJ:jjc

TDOT - ROADWAY DESIGN GUIDELINES

ENGLISH

Revised: 10/01/04

L. EROSION PREVENTION AND SEDIMENT CONTROL PLAN

- | | |
|--|--|
| <p>___ Small scale layout of project;
adequate to show erosion control
items including centerline</p> <p>___ Edges of pavement</p> <p>___ Slope lines</p> <p>___ Major drainage structures</p> <p>___ North arrow</p> <p>___ Approximate location of erosion
Control items</p> <p>___ Special notes</p> <p>___ Special details</p> | <p>___ Quantities calculated</p> <p>___ Quantities tabulated</p> <p>___ Quantities added to estimated
roadway quantities block</p> <p>___ Construction project number</p> <p>___ Ecology Report ⁽¹⁾</p> <p>___ Wetland Mitigation Plan and
Notes (If applicable) ⁽¹⁾</p> <p>___ Plans Assessment Report ⁽¹⁾</p> |
|--|--|

M. PAVEMENT MARKING PLANS (if necessary)

- | | |
|---|--|
| <p>___ Construction project number</p> <p>___ Special marking details (to scale)
to show limits of marking for
intersections___, left-turn lanes___,
and right-turn lanes___, ramp
entrances___, ramp exits___, and gore
areas___</p> | <p>___ Submit print with floppy disk or
mylars to Design Traffic Engineering
Section, Signing Office (Interstate
and control of access projects)</p> |
|---|--|

N. TRAFFIC SIGNAL PLANS (if applicable)

- | | |
|--|----------------------------------|
| <p>___ Construction project number</p> <p>___ Quantities tabulated</p> | <p>___ Quantities calculated</p> |
|--|----------------------------------|

O. LIGHTING PLANS (if applicable)

- | | |
|--|----------------------------------|
| <p>___ Construction project number</p> <p>___ Quantities tabulated</p> | <p>___ Quantities calculated</p> |
|--|----------------------------------|

P. FINAL PREPARATION OF PLANS

- | | |
|--|--|
| <p>___ Check for or add the construction
project number on all construction plan
sheets.</p> <p>___ Make sure Estimated Grading Quantity
Sheets are clearly legible for printing.
(See Activity Check List.)</p> <p>___ Compile final design records for
filing.</p> | <p>___ Recheck for any items
inadvertently left out of the plan.</p> <p>___ Place consultant engineer's seal
and signature on all sheets.</p> <p>___ Complete Activity Status Sheet,
and turn job in to Programs
Operations Office, Estimates
Section.</p> <p>___ All plans produced on reproducible
Mylar (except roadway cross-
sections).</p> |
|--|--|

(1) Deliverable to be received from others

1-111-110.00 PROJECT ACTIVITY STATUS SHEET (See 2-110.00 and 4-110.00)

Designers on all projects shall use the Project Activity Status Sheet that follows. This list is intended to help reduce plan errors. An up-to-date copy of this status sheet shall be kept in the project folder at all times.

This sheet shall be handled as follows:

1. Fill in heading information.
2. Each item is listed in the order in which it shall be accomplished and completion dates filled in as the activities are completed.
3. The heavy printed items are those normally shown in the "A&E" schedules and those dates shall be filled in under the "original" column by the TDOT supervisor and/or manager.
4. The other items shall have dates filled in by the designer and his supervisor under the "original" column, which fit within the "A&E", schedule dates.
5. If schedule problems develop so that the "A&E" dates cannot be met, the Program Development and Scheduling Office shall be notified and the new dates entered on this "Status Sheet" under the revisions column.
6. The TDOT managers and/or supervisors will be responsible for keeping this "Status Sheet" up to date and furnishing an updated copy of this form to each TDOT or Consultant Designer for their information.

TDOT - ROADWAY DESIGN GUIDELINES

Metric

Revised: 10/01/04

L. EROSION PREVENTION AND SEDIMENT CONTROL PLAN

- | | |
|--|--|
| <p>___ Small scale layout of project;
adequate to show erosion control
items including centerline</p> <p>___ Edges of pavement</p> <p>___ Slope lines</p> <p>___ Major drainage structures</p> <p>___ North arrow</p> <p>___ Approximate location of erosion
Control items</p> <p>___ Special notes</p> <p>___ Special details</p> | <p>___ Quantities calculated</p> <p>___ Quantities tabulated</p> <p>___ Quantities added to estimated
roadway quantities block</p> <p>___ Construction project number</p> <p>___ Ecology Report ⁽¹⁾</p> <p>___ Wetland Mitigation Plan and
Notes (If applicable) ⁽¹⁾</p> <p>___ Plans Assessment Report ⁽¹⁾</p> |
|--|--|

M. PAVEMENT MARKING PLANS (if necessary)

- | | |
|---|--|
| <p>___ Construction project number</p> <p>___ Special marking details (to scale)
to show limits of marking for
intersections___, left-turn lanes___,
and right-turn lanes___, ramp
entrances___, ramp exits___, and gore
areas___</p> | <p>___ Submit print with floppy disk or
mylars to Design Traffic Engineering
Section, Signing Office (Interstate
and control of access projects)</p> |
|---|--|

N. TRAFFIC SIGNAL PLANS (if applicable)

- | | |
|--|----------------------------------|
| <p>___ Construction project number</p> <p>___ Quantities tabulated</p> | <p>___ Quantities calculated</p> |
|--|----------------------------------|

O. LIGHTING PLANS (if applicable)

- | | |
|--|----------------------------------|
| <p>___ Construction project number</p> <p>___ Quantities tabulated</p> | <p>___ Quantities calculated</p> |
|--|----------------------------------|

P. FINAL PREPARATION OF PLANS

- | | |
|--|--|
| <p>___ Check for or add the construction
project number on all construction plan
sheets.</p> <p>___ Make sure Estimated Grading Quantity
Sheets are clearly legible for printing.
(See Activity Check List.)</p> <p>___ Compile final design records for
filing.</p> | <p>___ Recheck for any items
inadvertently left out of the plan.</p> <p>___ Place consultant engineer's seal
and signature on all sheets.</p> <p>___ Complete Activity Status Sheet,
and turn job in to Programs
Operations Office, Estimates
Section.</p> <p>___ All plans produced on reproducible
Mylar (except roadway cross-
sections).</p> |
|--|--|

(1) Deliverable to be received from others

1-111-110.00 PROJECT ACTIVITY STATUS SHEET (See 2-110.00 and 4-110.00)

Designers on all projects shall use the Project Activity Status Sheet that follows. This list is intended to help reduce plan errors. An up-to-date copy of this status sheet shall be kept in the project folder at all times.

This sheet shall be handled as follows:

1. Fill in heading information.
2. Each item is listed in the order in which it shall be accomplished and completion dates filled in as the activities are completed.
3. The heavy printed items are those normally shown in the "A&E" schedules and those dates shall be filled in under the "original" column by the TDOT supervisor and/or manager.
4. The other items shall have dates filled in by the designer and his supervisor under the "original" column, which fit within the "A&E", schedule dates.
5. If schedule problems develop so that the "A&E" dates cannot be met, the Program Development and Scheduling Office shall be notified and the new dates entered on this "Status Sheet" under the revisions column.
6. The TDOT managers and/or supervisors will be responsible for keeping this "Status Sheet" up to date and furnishing an updated copy of this form to each TDOT or Consultant Designer for their information.



**STATE OF TENNESSEE
DEPARTMENT OF TRANSPORTATION**

To: (Send to Sam Cardwell, Program Development and Scheduling Office or the Project Manager for Project Management Projects)

From:

Date:

Subject: Pin No.
Project No.

County:

The following deliverables are either incomplete or have not been furnished so that plans can be completed to the next stage of project development.

- | | |
|--|---|
| <input type="checkbox"/> Title Search | <input type="checkbox"/> Soils Report |
| <input type="checkbox"/> Preliminary Structure layouts | <input type="checkbox"/> Ecology Report |
| <input type="checkbox"/> Draft Environmental Documents | <input type="checkbox"/> Permit Assessment Letter |
| <input type="checkbox"/> Final Environmental Document | Mitigation |
| <input type="checkbox"/> Other _____ | |

Explanation: _____ (As necessary)

The Design Division is unable to complete the following activity scheduled to occur on (mm-dd-yr).

- | | |
|--|--|
| <input type="checkbox"/> Preliminary Field Review | <input type="checkbox"/> Public Meeting |
| <input type="checkbox"/> Right-of-Way Field Review | <input type="checkbox"/> Construction Field Review |
| <input type="checkbox"/> Submittal of Right-of-way Plans | <input type="checkbox"/> Submittal of Construction Plans |
| <input type="checkbox"/> Other _____ | |

PPRM will be updated to show the new forecasted date for the activity on (mm-dd-yr).

Cc: Mr. Mark Holloran
Mr. Jeff Jones
(Civil Engineering Manager 2)
(Consultant)
(Division Director from Which Information Is Needed)
File