



**STATE OF TENNESSEE  
DEPARTMENT OF TRANSPORTATION**

**DESIGN DIVISION**  
SUITE 1300 JAMES K. POLK BUILDING  
505 DEADERICK STREET  
NASHVILLE, TENNESSEE 37243-3848  
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**JOHN C. SCHROER**  
COMMISSIONER

**BILL HASLAM**  
GOVERNOR

**INSTRUCTIONAL BULLETIN NO. 13-4**

**Regarding Resurfacing Plans Scope of Work and Seal and Signatures**

**Effective for the May 2013 letting (March 13, 2013 Turn-in), Section 1-200.11 and Section 1-200.17.**

**1-200.11 RESURFACING PLANS SCOPE OF WORK CERTIFICATION**


A certification memo (See Figure 1-6A) will be submitted in lieu of plans to the Environmental Division for resurfacing projects limited to paving and/or installation of safety related items. The Design Manager shall request the memo from the Regional Resurfacing Coordinator at the beginning of the project development and review and sign the memo prior to forwarding it to Environmental Division.

This section **does not apply** to projects involving work on drainage or grading. Projects involving grading, drainage or otherwise expanded scopes of work will follow the normal plans submittal process to Environmental Division.

In the event a scope of work is modified during plans development, it will be the responsibility of the Design Manager to submit an addendum memo (See Figure 1-6B) to the Regional Resurfacing Coordinator for certification and then submit the memo to the Environmental Division.

**1-200.17 PLANS FOR RESURFACING PROJECTS**

Resurfacing projects that do not include grading or drainage work, only require a title sheet, estimate and notes sheets. An Engineer's stamp and signature is required.

  
Carolyn Stonecipher, P.E.,  
Civil Engineering Director  
Design Division

CS:ARH:MWC  
Attached:

# CERTIFICATION OF SCOPE OF WORK FOR RESURFACING PLANS

PROJECT NO:  
PIN:  
DESCRIPTION:  
COUNTY:

Project Length (Mi):

Disturbed Acreage:      \_\_\_ Less Than 1 Acre      \_\_\_ Greater Than 1 Acre

Row or Easements Required:      \_\_\_ Yes      \_\_\_ No

**The subject resurfacing is limited to the following items:**

- \_\_\_ Cold Planning Existing Asphalt
- \_\_\_ Resurfacing
- \_\_\_ Installation of Skid Resistant Surfaces
- \_\_\_ Installation of Rumble Strips / Stripes
- \_\_\_ Guardrail and End Terminal Removal / Installation / Repair
- \_\_\_ Sign Replacement or Upgrades
- \_\_\_ Pavement Markings
- \_\_\_ Addition of Handicap Ramps
- \_\_\_ Superelevation Correction (No Grading or Pavement Reconstruction)
- \_\_\_ Traffic Control
- \_\_\_ Other: \_\_\_\_\_
- \_\_\_ Other: \_\_\_\_\_

**I certify that the scope of the subject resurfacing and safety project is limited to the items listed above.**

\_\_\_\_\_  
Regional Resurfacing Coordinator

\_\_\_\_\_  
Date

**I have reviewed the information above. In the event that additional items are added to the scope of work during plans development, an addendum to this certification will be submitted to the Environmental Office.**

\_\_\_\_\_  
Civil Engineering Manager 1

\_\_\_\_\_  
Date

