



**STATE OF TENNESSEE
DEPARTMENT OF TRANSPORTATION**

ROADWAY DESIGN DIVISION
SUITE 1300 JAMES K. POLK BUILDING
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INSTRUCTIONAL BULLETIN NO. 13-12

Regarding Distribution Lists

PURPOSE: This Instructional Bulletin is to update the distribution list for field review and revision notices due to the changes in the organizational structure of the department

Effective immediately, Table 1-2, Section 3-405.00, Section 4-140.02 and Section 4-150.00 are revised as attached.

Carolyn Stonecipher
Carolyn Stonecipher, PE
Civil Engineering Director
Roadway Design Division

5-21-13
CS:ARH:MWC
attached

TO:	E- MAIL ADDRESS / NOTES
HQ Design Office, CE Manager II over Consultants	Use Individual email address** <i>*Only projects developed by consultants</i>
Regional Director	Use Individual email address**
Regional Director of Project Development	Use Individual email address**
Regional Design Office, CE Manager I	Use Individual email address**
Its, Traffic, and Standards Section <i>*Constructability Field Review on all projects.</i>	TDOT.ITS.SignalDesign@tn.gov <i>*Preliminary and Right-of-Way Field Review only on projects included traffic signals and/or roadway lighting. (See sections 2-315.00 and 2-315.05)</i>
Pavement Design Section	TDOT.PavementDesign@tn.gov
Quality Assurance Section	TDOT.QualityAssurance@tn.gov
Structures Division	TDOT.Structures@tn.gov
HQ Right-of-Way Office HQ Utilities Office	TDOT.HQ.ROW@tn.gov
Regional ROW Offices Regional Utilities Office	TDOT.RG1.ROW@tn.gov TDOT.RG2.ROW@tn.gov TDOT.RG3.ROW@tn.gov TDOT.RG4.ROW@tn.gov
Railroad Coordinator	Use Individual email address** <i>*Only projects involving Railroads</i>
Geotechnical Engineering Section Section Manager	Use Individual email address**
Geotechnical Engineering Section Manager over Region	Use Individual email address** <i>*Only projects for their Region</i>
HQ Construction Division	TDOT.HQ.Construction@tn.gov
Regional Construction Supervisor/Assistants	Use Individual email address**
Environmental Division	TDOT.EnvironmentalDoc@tn.gov Permits.Filenet.TDOT@tn.gov Ecology.Plans@tn.gov TDOT.Historians@tn.gov
Regional Environmental Coordinator	Use Individual email address**
HQ Maintenance Office	TDOT.HQ.Maintenance@tn.gov <i>*Constructability Field Review Only</i>
Regional Maintenance Office <i>*Constructability Field Review Only</i>	TDOT.RG1.Maintenance@tn.gov TDOT.RG2.Maintenance@tn.gov TDOT.RG3.Maintenance@tn.gov TDOT.RG4.Maintenance@tn.gov
Regional Safety Coordinator	Use individual email address**
Regional Traffic Engineer	Use individual email address**
Program Development & Scheduling Office	TDOT.PDSO@tn.gov
Project Manager	Use Individual email address
Consultant	Use individual email address
FHWA Area Engineer <i>*see table 1-3 for list of required projects</i>	Use individual email address**

Table 1-2
Field Review Email Distribution List

3-405.00 RIGHT-OF-WAY REVISIONS

When a project has been submitted for right-of-way appraisals and acquisition, and a change becomes necessary anywhere on the project, a Right-of-Way Plans revision is required. All right-of-way revisions will be submitted through the Design Manager responsible for the project in an accurate and timely manner.

The Design Manager responsible for the project will upload the revised plan set to Design FileNet (See Section 1-115.00) and submit an email notification to the appropriate personnel. The email will contain the revision letter and a pdf of the revised sheets only. In the event that the pdf is larger than the 15 MB email limit, then the pdf should be broken down into smaller files and additional emails sent.

Distribution of Right-of-Way Plans Revisions

The following plans revision distribution shall be sent by email for all of right-of-way revisions regardless of whether they have been let to contract or not.

TO	EMAIL ADDRESS
Director, State Right-of-Way Division	TDOT.HQ.ROW@tn.gov
Appropriate Regional Right-of-Way Manager	TDOT.RG1.ROW@tn.gov TDOT.RG2.ROW@tn.gov TDOT.RG3.ROW@tn.gov TDOT.RG4.ROW@tn.gov
Regional Director of Project Development	Use individual email address*
Environmental Division	TDOT.EnvironmentalDoc@tn.gov Permits.FileNet.TDOT@tn.gov Ecology.Plans@tn.gov TDOT.Historians@tn.gov
Roadway Design Division, Quality Assurance Office	TDOT.QualityAssurance@tn.gov
Railroad Coordinator (if railroad involvement)	Use individual email address*
Project Manager (if applicable)	Use individual email address

* See Contact List at:
http://www.tdot.state.tn.us/Chief_Engineer/assistant_engineer_design/design/DesGuide.htm

The email subject line shall include the Region, County, State Route Number or Route Name, PIN, "ROW-Revision"

It will be the responsibility of the Right-of-Way office to print and distribute copies of the plans as needed.

4-140.02 LETTING REVISIONS

The determination of a letting revision will be made by the Headquarters Construction Office. An estimate revision may or may not require a Letting Revision. The designer should check with the Printing Services Office to see if the plans have been printed. If the plans have not been printed the revised sheets may be swapped out without formal revision.

The Design Manager responsible for the project will upload the revised plan set to Design FileNet (See Section 1-115.00) and submit an email notification to the appropriate personnel. The email will contain the Revision Letter, the Estimate Revision Request form (Figure 4-9) and a pdf of the revised sheets only. In the event that the pdf is larger than the 15 MB email limit, then the pdf should be broken down into smaller files and additional emails sent. In the body of the email add the following note:

ATTENTION PRINT SHOP: 2 sets of 11” x 17” prints of the revised sheets only is requested for the HQ Construction Office. Please contact their office when the prints are ready to be picked up.

Distribution of Letting Plans Revisions

TO:	EMAIL ADDRESS
Construction Division Director	TDOT.HQ.Construction@tn.gov
Roadway Design Division – Plans Assembly	Eplans.turnin.TDOT@tn.gov
Regional Director of Project Development	Use individual email address*
Railroad Coordinator (if railroad involvement)	Use individual email address*
Environmental Division	TDOT.EnvironmentalDoc@tn.gov Permits.Filenet.TDOT@tn.gov Ecology.Plans@tn.gov TDOT.Historians@tn.gov
Printing Services Superintendent	TDOT.CopyCenter@tn.gov
Estimating and Bid Analysis Office	TDOT.EstimatingOffice@tn.gov TDOT.Construction.Estimates@tn.gov
Project Manager (If applicable)	Use individual email address
Project Development and Scheduling Division	TDOT.PDSO@tn.gov

* See Contact List at:

http://www.tdot.state.tn.us/Chief_Engineer/assistant_engineer_design/design/DesGuide.htm

Letting Revision Distribution for projects with the following prefixes: **I, IM, ID, NH-1, STP-1, CM-1, MA-1, IXA-1, BR-1 and DPI**; also must send the following:

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

The email subject line shall include the Region, County, State Route Number or Route Name, PIN, "Letting-Revision"

4-150.00 CONSTRUCTION REVISIONS

When a project has been awarded to construction, and a change becomes necessary anywhere on the project, a Construction Plans revision is required. The Design Manager responsible for the project will upload the revised plan set to Design FileNet (See Section 1-115.00) and submit an email notification to the appropriate personnel. The email will contain the revision letter and a pdf of the revised sheets only. In the event that the pdf is larger than the 15 MB email limit, then the pdf should be broken down into smaller files and additional emails sent.

Distribution of Construction Plans Revisions

Note: A Right-of-Way Revision may also be required.

TO:	EMAIL ADDRESS
Appropriate Regional Construction Supervisor	Use individual email address*
Regional Director of Project Development	Use individual email address*
Environmental Division	TDOT.EnvironmentalDoc@tn.gov Permits.Filenet.TDOT@tn.gov Ecology.Plans@tn.gov TDOT.Historians@tn.gov
Railroad Coordinator (if railroad involvement)	Use individual email address*
Roadway Design Division, File Room	TDOT.DesignFileRoom@tn.gov
Project Manager (if applicable)	Use individual email address

* See Contact List at:

http://www.tdot.state.tn.us/Chief_Engineer/assistant_engineer_design/design/DesGuide.htm

Construction Revision Distribution for projects with the following prefixes: **I, IM, ID, NH-1, STP-1, CM-1, MA-1, IXA-1, BR-1 and DPI**; also must send the following:

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

The email subject line shall include the Region, County, State Route Number or Route Name, PIN, "Construction-Revision"