



**STATE OF TENNESSEE
DEPARTMENT OF TRANSPORTATION**

ROADWAY DESIGN DIVISION
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INSTRUCTIONAL BULLETIN NO. 15-05

Regarding Development of Signing Plans on Roadway Design Projects

Effective August 28, 2015 letting, section 4-713.15 is renamed and revised; the existing sections 4-713.05 and 4-713.10 are deleted to reflect changes to roadway signing sheets development work flow and personnel responsible for signing design. **Signing design personnel listed below will complete signing and sign schedule sheets for all projects currently under contract that do not include signing design.**

The entirety of the Roadway Design Guidelines updated to reflect new responsibilities between a Roadway Designer and the Regional Sign Designers, Traffic Operations Division's, as well as the Regional Traffic Engineering Offices.

PURPOSE: To update procedures pertaining to developing signing plans and estimated quantities on roadway design projects.

4-713.15 ROADWAY SIGNING SHEETS DEVELOPMENT GUIDELINES

The development of signing plans and sign schedule sheets is the responsibility of the Roadway Design Office preparing the roadway plans. A designer is assigned in each regional Design Office to serve as the Signing Designer. The Signing Designer is responsible for development of all roadway signing and sign schedule sheets for projects developed in the region. In addition, the Signing Designer will provide signing, item numbers, quantities, signing details, standard drawings, and signing notes to roadway designers.

The Roadway Design Manager will be responsible for determining whether the signing designer or the roadway designer will be responsible for CADD work to place signing on plans sheets for individual projects.

Regional Roadway Design Managers and Assigned Signing Designers

Region 1	Paul Beebe Randy Plummer	Design Manager – (865) 594-2422 Signing Designer – (865) 594-2429	paul.beebe@tn.gov randy.plummer@tn.gov
Region 2	Robert Rodgers Kevin Crisp	Design Manager – (423) 510-1138 Signing Designer – (423) 634-7522	robert.rodgers@tn.gov kevin.crisp@tn.gov
Region 3	Shane Hester Rusty Boguski	Design Manager – (615) 350-4250 Signing Designer – (615) 350-4265	shane.hester@tn.gov rusty.boquski@tn.gov
Region 4	Gary Scruggs Larry Brasher	Design Manager – (731) 935-0149 Signing Designer – (731) 935-0144	gary.scruggs@tn.gov larry.brasher@tn.gov
HQ	Larry Jordan Amin Salman	Design Manager – (615) 741-6416 Signing Designer – (615) 253-4833	larry.jordan@tn.gov amin.salman@tn.gov

The Design Manager will be responsible for determining if Signing and/or Pavement Marking sheets are needed on projects other than interstate and full-access controlled highways. On all other projects, the proposed signing will normally be located on the proposed layout sheets. On projects utilizing pavement marking sheets, proposed signing should be shown on the same sheets.

Below is the work flow for preparation of roadway signing plan sheets:

At the start of construction plans preparation, the roadway designer will provide a PDF set of plans, proposed layout sheet (or signing and marking sheet files) CADD files to the regional signing designer to develop signing and sign schedule sheets.

- After developing signing and sign schedule sheets, the Signing Designer submits a PDF file to Regional Traffic Engineering Office for review.
- The Regional Traffic Engineering Office reviews the proposed signing and provides the Signing Designer with any comments.
- The Signing Designer makes any needed changes and submits a PDF file of the proposed Signing Sheets and Sign Schedule sheets to the Traffic Operations Division, Headquarters Traffic Engineering Office (TDOT.ITS.SignalDesign@tn.gov) for review.
- The Signing Designer submits the signed and stamped proposed signing and sign schedule sheets to the Roadway designer no later than 4 weeks prior to construction plans turn-in.

Interstate and full access control projects

For interstate and full access control projects Signing and Pavement Marking sheets will be developed for placement of signing and pavement markings.

The Signing Designer should coordinate with the Roadway Designer concerning any design issues that may arise during the development of the signing plans. The Signing Designer should coordinate with the Structures Division to have overhead, cantilever, or bridge mounted structures be designed and structural standard drawing numbers are received.

Consultant Projects

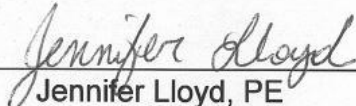
For projects developed by design consultants, signing will be developed by the consultant designer. The consultant will be responsible for furnishing PDF plans and CADD files to the Roadway Design Manager when construction plans are started. The Roadway Design Manager will forward the information to the Signing Designer to develop project signing as outlined above.

Other Projects

On projects (resurfacing, bridge replacement, etc.) requiring no more than three different types of permanent signs, the designer may use Standard Drawing T-S-20 in the Index of Standard Drawings. The designer will need to show the proposed location and designate the type of sign (R1-1, R1-2, TN-5, etc.) on the plans. These signs will be paid for per each under Item Nos. 713-16.20 through 713-16.29. Appropriate Foot Notes, General Notes, and Standard Drawings will also need to be included.

If any particular sign needed for a project is not included on Standard Drawing T-S-20, or if there are any questions, contact the Traffic Operations Division, Signing Designer for further guidance.

See Traffic Operations Division, Traffic Design Manual, Chapter 6, Signing and Pavement Marking for more guidance.



Jennifer Lloyd, PE
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Roadway Design Division