

## Guidance for Additional Survey Requests and Survey Deliverable File Sharing

As of 04/30/2025, internal TDOT additional survey requests on a project should be submitted through the **TDOT Survey Request App** located on the TDOT Geodetics SharePoint site ([Engineering - Geodetics - Home \(sharepoint.com\)](https://sharepoint.com)). The latest working **SUR-Model.dgn**, **SUR-Terrain.dgn**, **SUR-Alignment.dgn**, and **SUR-Utility.dgn** files from the project's Roadway Design Lead should be attached, at a minimum, to the additional survey request. The additional survey request should also indicate the ORD versions of the attached survey deliverable files and of any attached roadway design files. External TDOT additional survey requests on a project should be coordinated and documented similarly as above, noting the referenced TDOT Survey Request App is only internal to TDOT.

- **For Additional Survey Requests in ORD:**
  - Geodetics will update the latest working survey deliverable files with all additional survey information.
  - Roadway Design will not be able to work on the above referenced latest working survey deliverable files' information while they are being updated by Geodetics.
  - The project's Geodetics Lead will continuously coordinate with the project's Roadway Design Lead on the project schedule, since the survey deliverable files will be unavailable for additional edits by Roadway Design during this time of additional survey information incorporation by Geodetics.
  - Additional survey information will be reviewed in the same manner as the original surveys, unless otherwise directed by the Regional Geodetics Manager.
  - Upon completion and incorporation of the additional survey information, the project's Geodetics Lead will return the updated survey deliverable files to the project's Roadway Design Lead.
  - Below are a few examples of additional survey updates, but not limited to, that Geodetics may revise in the latest working survey deliverable files.
    - **SUR-Model.dgn:** Geodetics can preprocess and review additional survey data information in a documentation .dgn file named **SUR-Model\_Add 20250318**, if the survey data request was made on 03/18/2025. The documentation .dgn file will only contain the information field collected to match the 03/18/2025 survey data request. The respective field book can be named **Add 20250318**. Then Geodetics can export the Add 20250318 field book to the Bentley Survey Format and import the respective **.sqlite** into the

**SUR-Model.dgn's** comprehensive field book. Overall review and incorporation into the **SUR-Model.dgn** can then occur on the file.

When the comprehensive point and linear features are finalized, the updated terrain model can be created from the field book or the field book selection set. The newly created survey existing ground terrain model will then be exported from the **SUR-Model.dgn** file to overwrite the previously used **Survey Existing Ground.tin** and deleted from the SUR-Model.dgn file.

- **SUR-Terrain.dgn:** Update from source the survey existing ground terrain model to incorporate the overwritten/updated Survey Existing Ground.tin produced from the **SUR-Model.dgn** file updates. Do not delete the terrain graphics and reimport the Survey Existing Ground.tin to avoid losing associated dependencies to the survey existing ground terrain graphics.
- **SUR-Alignment.dgn:** Modify the survey existing centerlines if the project limits change. Add any additional property and/or existing right-of-way information. Alter bridge sketches, flood plain sections, stream profiles, and/or railroad profiles, if required by additional survey request.
- **SUR-Utility.dgn:** Add any additional nodes and/or conduits into the existing drainage and utilities model (including survey control information) and create/update any profile runs from the additional survey request.

In all .dgn file exchanges, please remember that ORD versioning is very important and must always be taken into consideration. The ORD software version should be documented for all Geodetics and Roadway Design .dgn files in the **Comments** section of the **Survey Deliverable Checklists** (by the project's Geodetics Lead) and in the **Project Notebook** (by the project's Roadway Design Lead), respectively.

Please note references to Geodetics and Roadway Design in this guidance is also extended similarly to Geodetics Consultants and Roadway Design Consultants, external to TDOT.