



**STATE OF TENNESSEE
DEPARTMENT OF TRANSPORTATION
NASHVILLE, TENNESSEE 37243-0350**

INSTRUCTIONAL BULLETIN NO. 04-08

Regarding Addition of Utility Sheets to Construction Plans

The Commissioner is authorized to reimburse utilities for the cost of relocation as established by Tennessee Code Annotated, Title 54, Chapter 5, Part 8. As a result of this legislation, utilities will have the option of including their relocations in the Department's plans for certain projects. Construction plans for local controlled projects may include utility relocation plans if requested by the local government.

The Regional Utilities Office will submit the Utility Sheets, Utility Relocation Plans, and a Utilities Index Sheet directly to the Program Operations Office for letting just as roadway and structure plans are submitted. If utilities are to be included in the construction contract, the Utilities Office will also submit estimated utility quantities to the Design Manager. The roadway designer will be responsible for developing the "Estimated Utility Quantities Sheet" to be included in the roadway plans.

In order to establish a uniform procedure for adding utility estimated quantities and sheets to the plans the following guidelines will be used:

1. The Design Manager shall contact the Regional Utilities Office approximately fourteen (14) weeks prior to the letting date to determine if utilities will be included as part of the construction contract. (Responsible Office: Design)
2. The Utilities Office will submit estimated utility quantities (in excel .xls format) with **assigned item numbers, units of measurement, and descriptions** to the Design Manager a minimum of twelve (12) weeks prior to the letting. (Responsible Office: Utilities)
3. Sheet No. 2B will be used for the "Estimated Utilities Quantities" sheet. If additional sheets are needed, sheet numbers 2B1, 2B2, etc. should to be used. The following footnote should be added to sheet 2B. "See Sheet U1-1 for index of utility sheets. Applicable footnotes for Estimated Utilities Quantities will be on the utility tabulation blocks." (Responsible Office: Design)
4. The Utilities Office will be responsible for the Utility Estimate. The Utilities Office will supply the Estimates Section with the estimate file and unit prices for all utility items included in the plans. (Responsible Office: Utilities)

5. Sheet No. U1-1, "Utilities Index, Utility Owners, and Utility Sheets" will be shown in the "Roadway Index" after the Cross Sections. (Responsible Office: Design)
6. All utility sheets (including utility relocation sheets) and utility owners shall be listed on Sheet U1-1, "Utilities Index, Utility Owners, and Utility Sheets". This sheet may include the first utility sheet or it may follow as Sheet U1-2. See Attachment A. (Responsible Office: Utilities)
7. All utility sheets (including utility relocation sheets) will use the standard TDOT box in the upper right corner to identify the sheet. See Attachment B. (Responsible Office: Utilities)
8. All sheets shall be 36" X 22" (914mm X 559mm) and plotted on 4 mil mylar. (Responsible Office: Utilities)
9. An engineer licensed in the State of Tennessee shall seal utility relocation sheets. (Responsible Office: Utilities)
10. Revisions to utility sheets will be forwarded to the Design Manager to insure the "Estimated Utility Quantities" are updated and included in the revision distribution. (Responsible Office: Design and Utilities)
11. Utility quantities and item numbers will be consistent with the units of measurement used for the roadway plans. (Responsible Office: Utilities)

Effective immediately, Section 4-133.00 on pages 4-3 and 4-4 and Section 4-140.05 on pages 4-11 and 4-12 of the English and Metric Design Guidelines shall be modified. This bulletin voids Instructional Bulletin 03-15.

Original signed by Jeff C. Jones

Jeff C. Jones, C. E. Director
Design Division

December 30, 2003

MA:ma
Attachments

UTILITIES INDEX (Example)

SHEET NAME

SHEET NUMBER

Utilities Index, Utility Owners, and Utility Sheets	U1-1 - U1-xx
Electrical Relocation Sheets	U2-1 - U2-xx
Water Relocation Sheets	U3-1 - U3-xx
Sewer Relocation Sheets	U4-1 - U4-xx
Gas Relocation Sheets	U5-1 - U5-xx
Cable TV Relocation Sheets	U6-1 - U6-xx
TVA Relocation Sheets	U7-1 - U7-xx

UTILITY OWNERS AND CONTACTS

Water:

Metro Water and Sewer
P.O. Box 123
Nashville, TN 37243
Contact: John Smith
Telephone: 615-555-1212
Fax: (if available)
E-mail: (if available)

Electrical:

Nashville Electric
1000 Church Street
Nashville, TN 37219
Contact: Mike Jones
Telephone: 615-555-1234
Fax: (if available)
E-mail: (if available)

Sewer:

Metro Water and Sewer
P.O. Box 123
Nashville, TN 37243
Contact: Bill Williams
Telephone: 615-555-1213
Fax: (if available)
E-mail: (if available)

Instructional Bulletin 04-08
Attachment B

UPPER RIGHT HAND CORNER BOX (EXAMPLE)

TYPE	YEAR	PROJECT NO.	SHEET NO.
CONST.	2003	NH-I-40-7(157)359	U1-1

1. USE "**CONST.**" FOR THE TYPE PROJECT. THE DESIGNATION "ROW" SHOULD NOT BE ADDED SINCE UTILITY SHEETS ARE NOT INCLUDED IN THE RIGHT-OF-WAY PLANS.
2. USE YEAR PROJECT IS LET.
3. INSERT FEDERAL CONSTRUCTION PROJECT NUMBER. IF NOT A FEDERAL PROJECT, USE THE STATE CONSTRUCTION PROJECT NUMBER.