

Welcome to Roadway Design Manual



Roadway Design Division

Website: www.tn.gov/tdot/roadway-design/training.html

Email: TDOT.RoadwayDesignDivisionTraining@tn.gov

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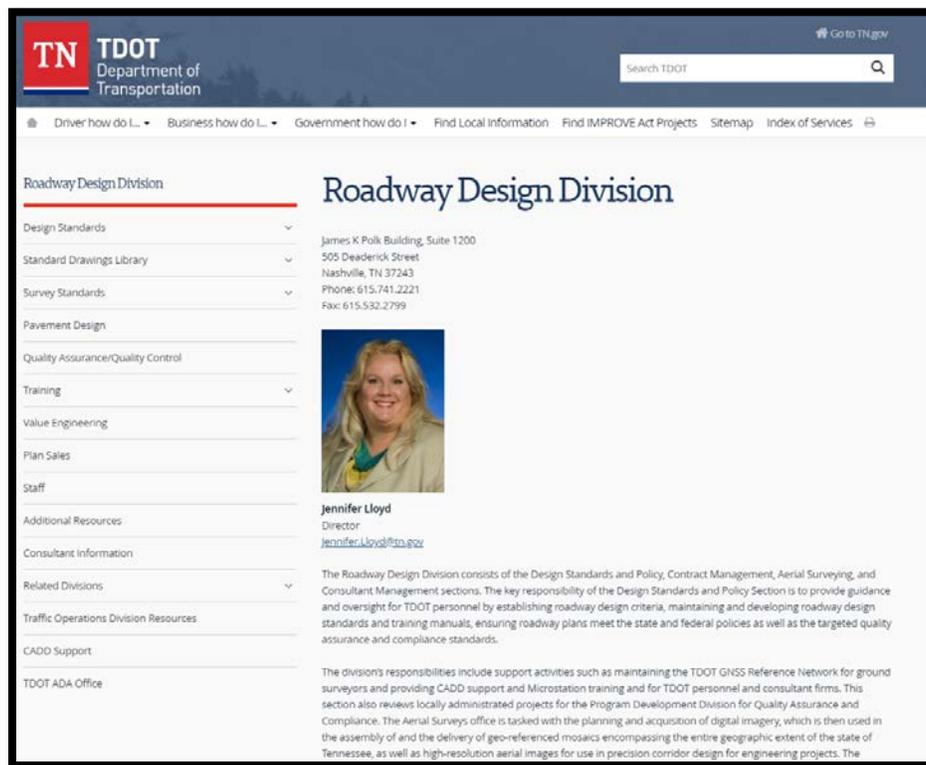
Federal-Aid Essentials 40

Introduction

This manual is designed to provide a list of useful resources including the Roadway Design Division website. For convenience, each title is a link to the corresponding page on the Design Division’s website. A brief description is right below the title, followed by a screenshot of what each page looks like.

Roadway Design Division

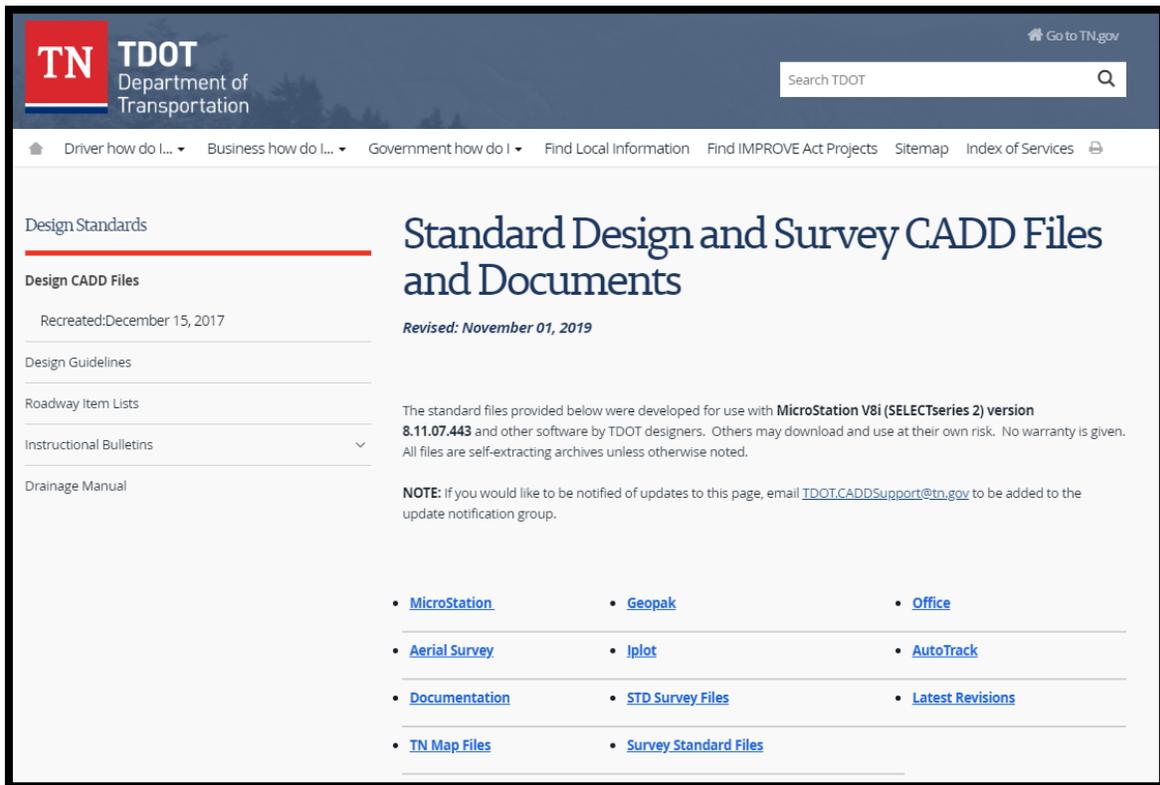
The Roadway Design Division consists of the Design Standards and Policy, Contract Management, Aerial Surveying, and Consultant Management sections. The key responsibility of the Design Standards and Policy Section is to provide guidance and oversight for the Tennessee Department of Transportation (TDOT) personnel by establishing roadway design criteria, maintaining and developing roadway design standards and training manuals, ensuring roadway plans meet the state and federal policies as well as the targeted quality assurance and compliance standards.



[Standard Design and Survey CADD Files and Documents](#)

The CADD Support group is responsible investigating new software used for Designers and for addressing issues that occurs within the design software. They also update the CADD standards and templates so that they match the most up-to-date version based from the Standard Drawings, Roadway Design Guidelines and other design guidance.

The standard files provided on this page were developed for use by Designers with MicroStation and other software. Designers should keep these files up to date on their computers. Instruction on how to download each file can be found [here](#).



The Design CADD Files page also includes a Documentation section that is beneficial to Designers to learn how certain programs work. One of the more important documents that you should review is the *CADD V8 Manual*. This is especially important in instructing you of the correct file naming conventions that should be used by everyone.

There are some general documents on this page as well. A couple of the more important documents is *How to Create a TDOT Helpdesk Ticket* and *FileNet User Guide for Design*. Most of the other files will become useful as you reach that point with a design project. If you get stuck, these documents provide step by step instructions on how to complete a task throughout the design process.

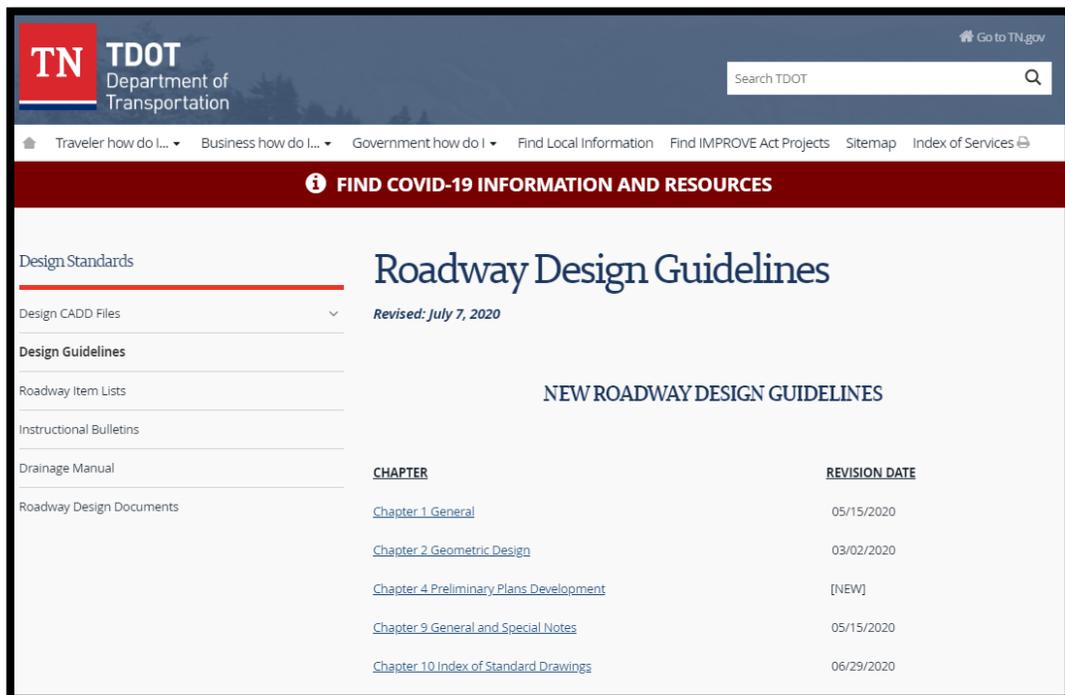
For all CADD related questions, email TDOT.CADDSupport@tn.gov.

DOCUMENTATION			
Name	Description	Size	Date
How to Create a TDOT Helpdesk Ticket.pdf	Step by step instructions on how to create a Helpdesk Ticket. Download Location: none specified	486 KB	01/25/18
Creating PDF Files from Microstation DGN Files.pdf	T.D.O.T. Design Division personnel have two methods available to them for producing PDF files from plan sheets in MicroStation. Both of these are described in this document. The recommended method is with InterPlot Organizer, which is used for batch plotting and generating PDF plan sets. They can also use MicroStation Print to produce individual sheet PDF files. Download Location: none specified	2972 KB	12/06/19
TDOT Public Hearing Plot Doc.pdf	This is for TDOT personnel only and is to be used with the HP Designjet T1300 Series Color Printer Download Location: none specified	719 KB	02/02/17
Title Sheet Preset Filters Tutorial	This tutorial is intended to assist users on learning to apply preset filters to new title sheets throughout the various phases of a TDOT roadway project. Download Location: none specified	2300 KB	08/24/18
Recommended Plotting Workflow Procedures	This document provides instructions for a new plotting workflow for full size design files when using Projectwise Interplot Organizer and IPLOT within MicroStation to match current needs and standards. Download Location: none specified	9.49 KB	07/08/16
CADDV8.pdf	Acrobat pdf document containing documentation for T.D.O.T. Roadway Design Division CADD standards. Download Location: none specified	2603 KB	05/01/14
TDOT Roadway Design Division Programs.pdf	Acrobat pdf document containing description and workflow documentation for special programs used to access cells, produce graphic displays or to perform special functions. These include Geopak 3PC and MicroStation VBA programs. All programs can be accessed from Geopak's Design & Computation Manager. When running the T.D.O.T. Roadway Design Division interface most of them can be accessed from the TDOT drop down menu. Download Location: none specified	40455 KB	05/01/14

[Roadway Design Guidelines](#)

The Roadway Design Guidelines have been created to ensure that there is consistency in TDOT projects across the state. These guidelines indicate the currently recognized design standards for new construction or reconstruction of existing highways and shall be utilized while giving due regard to topography, natural conditions, availability of road material, and prevailing traffic conditions. Designers should read the Roadway Design Guidelines before starting to design a project. This is where Designers should go if they have questions about design, creating plans, submittal process or various other topics.

For all Roadway Design Guidelines related questions, email TDOT.Design@tn.gov.



The screenshot shows the TDOT Department of Transportation website. The main heading is "Roadway Design Guidelines" with a sub-heading "NEW ROADWAY DESIGN GUIDELINES" and a revision date of "Revised: July 7, 2020". A table lists the chapters and their revision dates:

CHAPTER	REVISION DATE
Chapter 1 General	05/15/2020
Chapter 2 Geometric Design	03/02/2020
Chapter 4 Preliminary Plans Development	[NEW]
Chapter 9 General and Special Notes	05/15/2020
Chapter 10 Index of Standard Drawings	06/29/2020

[Reference Documents](#)

As a subsection of the Roadway Design Guidelines, there is the Referenced Documents. One of the more important documents here are the various versions of the Design Checklists. The Roadway Design Division has a checklist to assist the designer when turning in their plan set for each stage of design. Here you can find the Preliminary, Right-of-Way, and Construction Checklist. There are other documents that are in this subsection that can be viewed below in the figure.



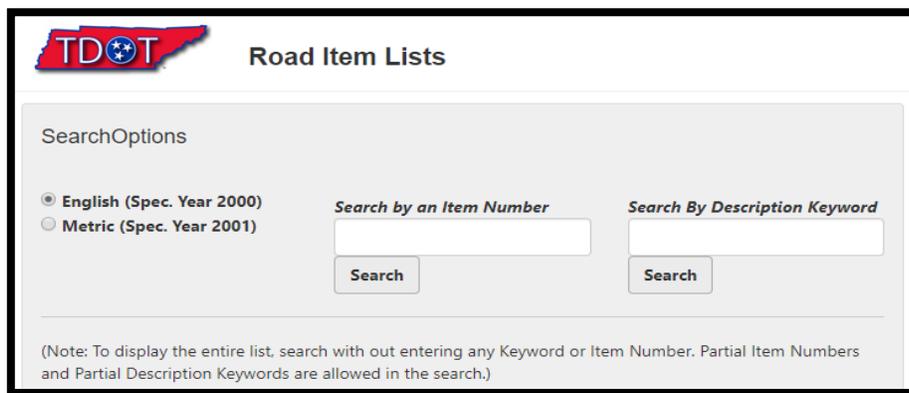
The screenshot shows the "REFERENCE DOCUMENTS" section of the website. It lists the following documents:

- [Roadway Design Guidelines Notes & Footnotes \[NEW\]](#)
- [Highway - Rail Crossing Handbook](#)
- [Railroad Safety Crossing Review](#)
- [Roadway Design Initial Studies Checklist](#)
- [Roadway Design Preliminary Checklist](#)

Road Item Lists

The Road Item Lists is used when a designer needs to look up what an item number represents. It can also be used if you need to find an item number based on a brief description. You can also use the items.dat file that is located on the CADD downloads page or within the Estimated Quantities Excel file.

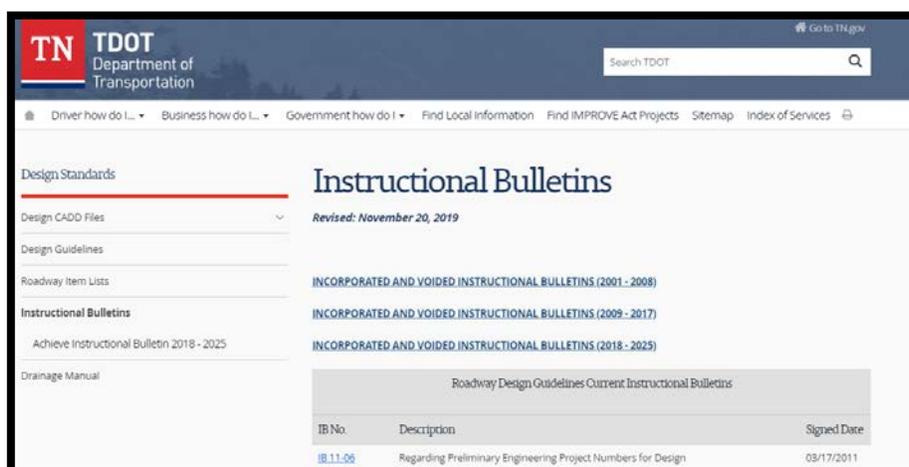
After you have determined there is a certain item you want to use, see Section 4 of the Roadway Design Guidelines. This section is useful in providing details on when to use a certain item number. It also provides calculations, necessary footnotes, and other considerations. Chapter 1-Section 400 of the Roadway Design Guidelines discusses the estimated quantities submittal procedure and things to consider when developing the estimated quantities. Designers should also refer to the appropriate standard drawings and construction specifications to ensure the correct item numbers are being used. TIP: The first 3 numbers of the item number correspond to the specification.



The screenshot shows the TDOT Road Item Lists search page. It features a search options section with two radio buttons: "English (Spec. Year 2000)" (selected) and "Metric (Spec. Year 2001)". There are two search input fields: "Search by an Item Number" and "Search By Description Keyword", each with a "Search" button below it. A note at the bottom states: "(Note: To display the entire list, search with out entering any Keyword or Item Number. Partial Item Numbers and Partial Description Keywords are allowed in the search.)"

Instructional Bulletins

Instructional Bulletins (also known as IBs) are used to let the designers know that there have been changes to the Roadway Design Guidelines, Standard Drawings, or other supporting documentation. Notification of new IBs are sent via email. If you need to refer to an IB, they can be found here on the website. The IBs from previous years can also be found there with a brief description. The information in the IBs take precedent over the information found in the manual that is being updated. Once the IB is incorporated in the manual, the IB will then be voided.



The screenshot shows the TDOT Department of Transportation website. The page title is "Instructional Bulletins" and it is revised as of November 20, 2019. There are three links for "INCORPORATED AND VOIDED INSTRUCTIONAL BULLETINS" for the periods 2001-2008, 2009-2017, and 2018-2025. A table titled "Roadway Design Guidelines Current Instructional Bulletins" is partially visible, showing columns for IB No., Description, and Signed Date. One entry is visible: IB 11.06, "Regarding Preliminary Engineering Project Numbers for Design", signed on 03/17/2011.

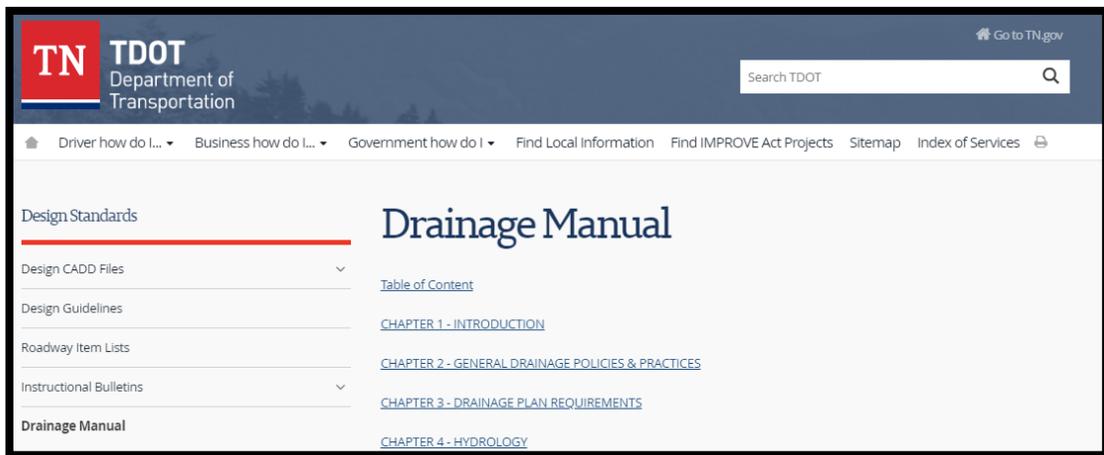
IB No.	Description	Signed Date
IB 11.06	Regarding Preliminary Engineering Project Numbers for Design	03/17/2011

[Drainage Manual](#)

The TDOT Design Division Drainage Manual discusses TDOT’s policies, practices, and procedures for performing drainage design and hydraulic analyses on projects. To assist the designer performing drainage and hydrologic design, TDOT has developed this manual to provide a collection of applicable drainage criteria, policies, and examples. All basic design elements are included such that roadway drainage design can be accomplished. All the chapters will be useful to designers but the two that will be more useful are described below:

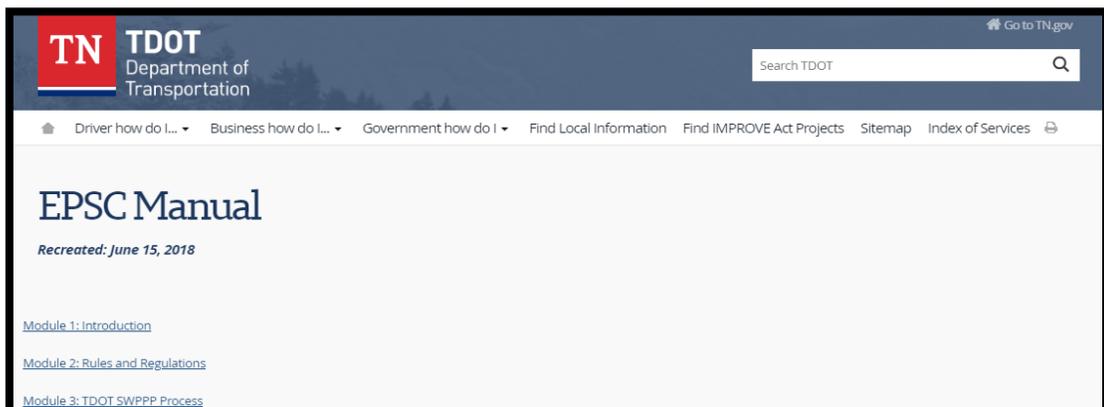
Chapter 3 guides you as to what should be shown on the plan sheets and should correspond to the MicroStation Sheet Level filters and checklists.

Chapter 10 guides you through all Erosion Prevention and Sediment Control (EPSC) devices and gives a description of each and how to calculate them in your plans. This chapter follows closely with the EPSC Manual discussed below.



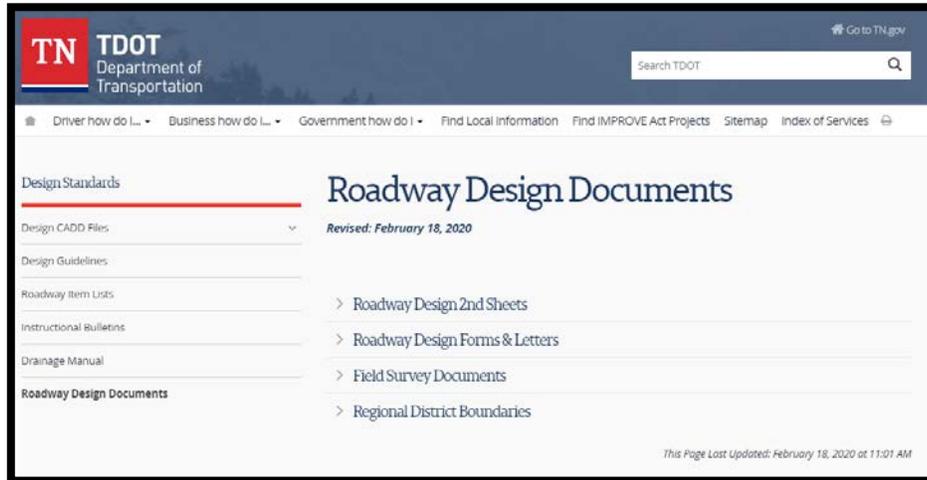
[EPSC Manual](#)

This manual presents the procedures, methods, and available measures to be used by TDOT for the proper design of an effective EPSC plan. This manual goes through various EPSC measures from the designer’s perspective so they can have a better understanding of EPSC measures in the field. If you need more information that what is discussed in this manual, see Chapter 10 of the Drainage Manual and the EPSC Standard Drawings.



[Roadway Design Documents](#)

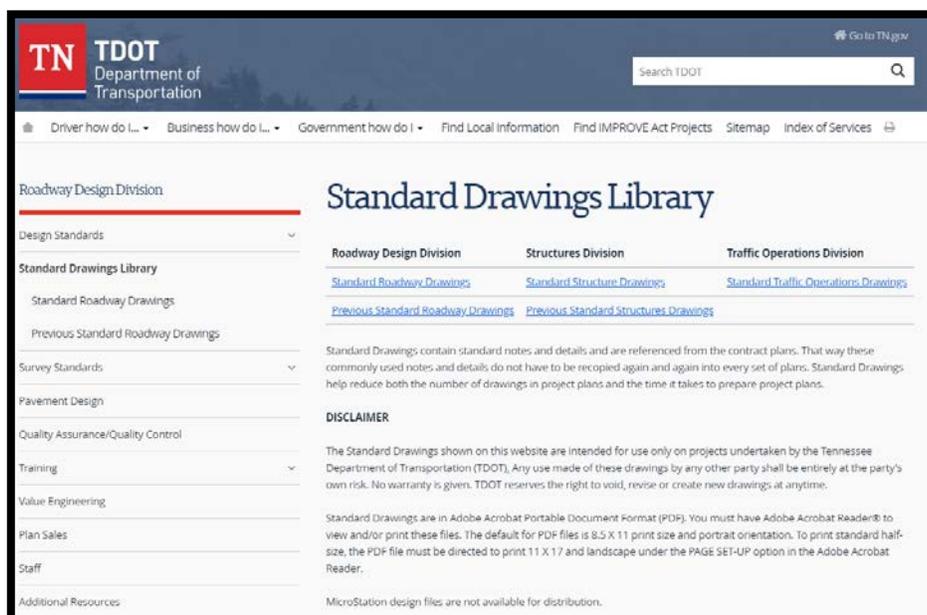
Roadway Design Documents contains all the forms for a Designer's use. The Roadway Design 2nd Sheets can be used in a roadway set of plans. The Forms and Letters are various documents that are to be sent out at different stages of your project. (i.e. Initial Studies, Pavement, Revisions, Work Zone, etc.)



[Standard Drawing Library](#)

Standard Drawings contain standard notes and details and are referenced from the contract plans. That way these commonly used notes and details do not have to be recopied repeatedly into every set of plans. Standard Drawings help reduce not only the number of special details that will be used, but also the time it takes to prepare a project's plan set. There are the 3 types of Standard Drawings and it is based off which division the drawing would be a part of. The 3 types are Roadway, Structures, and Traffic Operations.

The previous Roadway and Structure Standard Drawings can be found below the current standard drawings on this page as well.



[Standard Roadway Drawings](#)

There are 9 different sections of the Standard Roadway Drawings which can be further divided into subsections based on which type of Standard Roadway Drawing it is. One of the more important sections of the Standard Roadway Drawings is the Roadway Design Standards-RD11 Typical Sections and Design Criteria. This section is important because it contains the graphical representation of the major cross-sectional elements of a proposed roadway. It also contains the standards a designer must follow to stay compliant with the current guidelines.

As a Designer, it is important to review the standard drawings to ensure the correct item number is used and any associated standard drawings are included in the Standard Drawing lists in the plan set.

TN TDOT
Department of Transportation

Go to TN.gov

Search TDOT

Driver how do I... Business how do I... Government how do I... Find Local Information Find IMPROVE Act Projects Sitemap Index of Services

Standard Drawings Library

Standard Roadway Drawings

Previous Standard Roadway Drawings

Standard Roadway Drawings

Revised: October 11, 2019

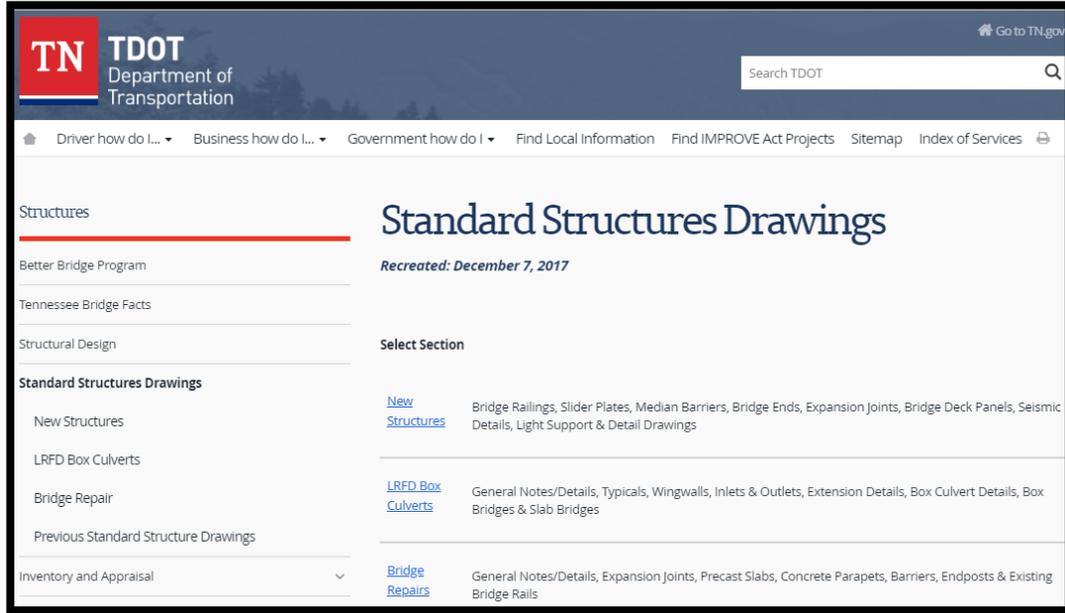
TDOT Standard Drawings Sections

Standard Drawings are divided into eight sections, which are further divided into subsections for specific drawings. Select the desired section from the list below.

Roadway Design Standards	Standard Abbreviations and Legends Typical Sections and Design Criteria RD11 Typical Sections and Design Criteria RD11 Slope Development and Runoff Lengths RD11 Intersection Sight Distance Slope Development Intersection Sight Distance Underdrains
Pipe Culverts and Endwalls	Pipe Culverts and Flume Safety Cross Drain Endwalls Safety Side Drain Endwalls Protected Endwalls
Catch Basins and Manholes	Catch Basins Junction Boxes Manholes Spring Drain Boxes Slotted and Trench Drains
Natural Stream Design	Deflectors, Vanes and Energy Dissipators
Roadway Pavement Appurtenances and Fences	Concrete Pavement Intersections Curbs Walls Fences and Right-Of-Way Markers
Multimodal	Curb Ramps Pavement Markings Safety Rail Sidewalk Typical Section
Safety Design and Guardrails	Clear Zone and Safety Plans Cable Barriers Crash Cushions Guardrail Details Guardrail Connections Guardrail (Special Cases) Guardrail Terminals Guardrail Anchors Concrete Median Barriers Guardrail Maintenance
Design - Traffic Control	Pavement Markings Work Zones
Erosion Prevention and Sediment Control	Dewatering Devices Slope Devices Ditch Devices Inlet Protection Detaining Devices In-Stream Devices

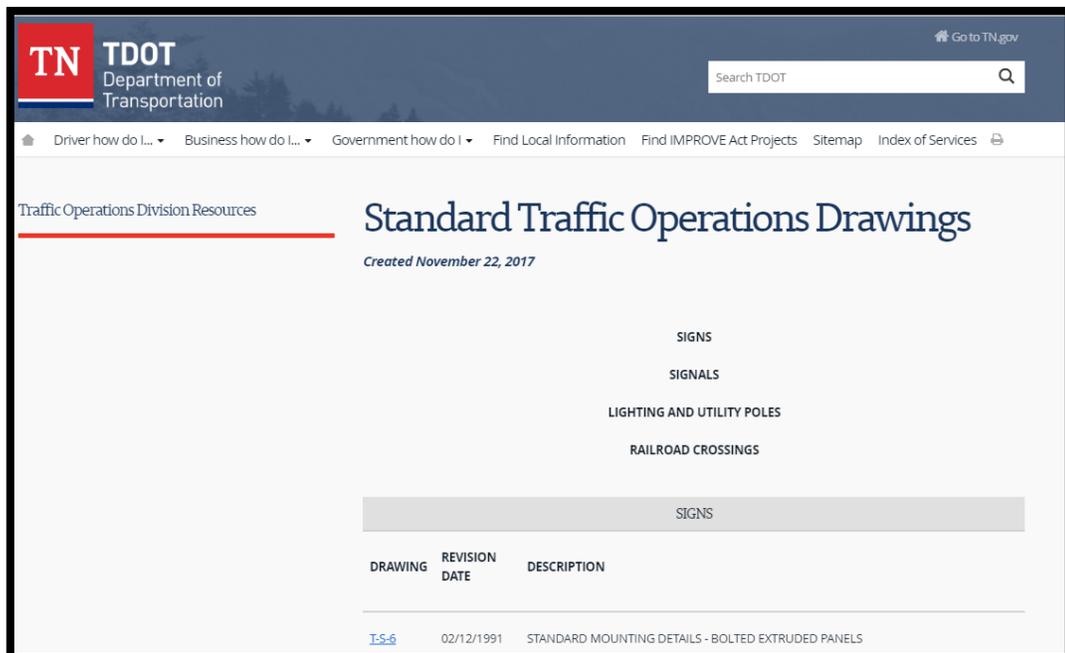
[Standard Structures Drawings](#)

These drawings are mostly used by the Structures Division; however, it may be useful for a designer to reference a structure's drawing, especially if their project requires a box culvert. Here, you can view any type of structural component such as bridge railings, expansion joints, parapets, etc.



[Standard Traffic Operations Drawings](#)

These drawings will mostly be used by the Traffic Operations Division. A designer would review these drawings if they need to view a sign or signal standard drawing. This section also includes drawings for lighting and utility poles and railroad crossings.



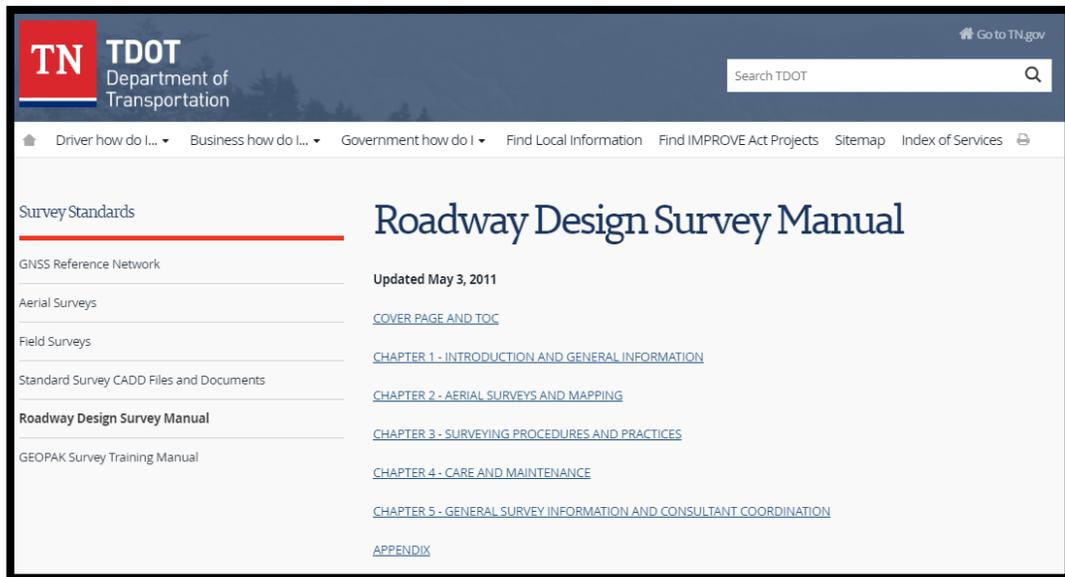
[Aerial Surveys](#)

Aerial Survey is a section of the Roadway Design Division. This Office assists: project development and scheduling, production supervision, information technology liaison, new flight requests, base mapping, corridor mapping, historical imagery and projects, and facilities. The difference between Regional Project Development Survey Group and Aerial Survey, is that the Regional Project Development Survey Group does all the surveys for projects and the Aerial Survey group does corridor mapping projects to assist the regional survey groups.



The screenshot shows the TDOT Department of Transportation website. The header includes the TDOT logo, a search bar, and navigation links. The main content area is titled "Aerial Surveys" and features a sidebar with links to "Survey Standards", "GNSS Reference Network", "Aerial Surveys", "Field Surveys", "Standard Survey CADD Files and Documents", "Roadway Design Survey Manual", and "GEOPAK Survey Training Manual". The main text provides contact information for Brandon Webb, Assistant Director, including his address (521 Olen Taylor Drive, Nashville, TN 37217), phone (615.253.1189), and email (BrandonWebb@tn.gov). A photograph of a small aircraft in flight is also visible.

One manual that is used by both the Regional Project Development Survey Group and Aerial Survey is the [Roadway Design Survey Manual](#). These guidelines shall be used as the standard for all computer-aided mapping produced by and for the Survey Office in the Design Division of the Tennessee Department of Transportation.



The screenshot shows the TDOT Department of Transportation website page for the "Roadway Design Survey Manual". The header is identical to the previous screenshot. The main content area is titled "Roadway Design Survey Manual" and includes the text "Updated May 3, 2011". Below this, there are several blue hyperlinks: "COVER PAGE AND TOC", "CHAPTER 1 - INTRODUCTION AND GENERAL INFORMATION", "CHAPTER 2 - AERIAL SURVEYS AND MAPPING", "CHAPTER 3 - SURVEYING PROCEDURES AND PRACTICES", "CHAPTER 4 - CARE AND MAINTENANCE", "CHAPTER 5 - GENERAL SURVEY INFORMATION AND CONSULTANT COORDINATION", and "APPENDIX". The sidebar on the left is also visible, with the "Roadway Design Survey Manual" link highlighted.

[Roadway Pavement Design](#)

The Roadway Pavement Design Office provides pavement design for interstates and state routes in the four regions of Tennessee, including Local Programs projects. The office is also responsible to ensure that the pavement design for minor road projects, including State Industrial Access (SIA) roads, are properly selected by the consultants and roadway designers. The office also performs Life Cycle Cost analysis to aid in pavement type selection. The office is an integral part of the TDOT Roadway Design Division.

For all pavement design request submittals, a pavement design request packet should be emailed to TDOT.PavementDesign@tn.gov.

The screenshot shows the TDOT Department of Transportation website. The header includes the TN logo, the text 'TDOT Department of Transportation', a search bar labeled 'Search TDOT', and a 'Go to TN.gov' link. A navigation menu contains links for 'Driver how do I...', 'Business how do I...', 'Government how do I...', 'Find Local Information', 'Find IMPROVE Act Projects', 'Sitemap', and 'Index of Services'. The main content area is titled 'Roadway Pavement Design' and features a left-hand sidebar with a red underline under 'Roadway Design Division'. The sidebar lists categories such as 'Design Standards', 'Standard Drawings Library', 'Survey Standards', 'Pavement Design', 'Quality Assurance/Quality Control', 'Training', 'Value Engineering', 'Plan Sales', 'Staff', 'Additional Resources', and 'Consultant Information'. The main content area contains a paragraph describing the office's role, a paragraph about the Mechanistic-Empirical Pavement Design Guide (MEPDG), and contact information for Sampson Udeh, Pavement Design Coordinator, including his address, phone number, and email.

[Quality Assurance/Quality Control](#)

The Roadway Design Division Quality Assurance/Quality Control group (also known as QA/QC) has the responsibility of managing the QA review process in the design of roadway plans. This group helps to ensure that all guidelines, standards, and instructional bulletins that relate to the project are followed. They also check format standards relating to the design and production of roadway plans.

This group, located at TDOT Headquarters in Nashville, reviews the plans for all regions to help ensure consistency across the state. To accomplish this, the designer submits their plans to the QA/QC group prior to all field reviews so they can start the review process. This process involves referencing the checklist against the set of plans for each phase. The plans will then be returned to the designer, by the QA/QC group, before the field review of each phase of the project. The QA/QC process is applied to all projects designed In-house and by consultants. This group also offers a review of projects that come through the TDOT Local Programs Office.

A couple useful links on this page are the links to the common issues with plans. For your convenience they are listed below:

- [Common Issues on Local Program Plans](#)
- [Common Issues on TDOT Plans](#)

For all Quality Assurance/Quality Control related questions, email TDOT.QualityAssurance@tn.gov

The screenshot shows the TDOT Department of Transportation website. The header includes the TN logo, a search bar, and navigation links. The main content area is titled "Quality Assurance/Quality Control" and provides contact information for the group, including the address: James K. Polk Bldg, Suite 1200, 505 Deaderick Street, Nashville, TN 37243. It also contains a detailed description of the group's responsibilities and a list of staff members with their contact information.

Staff	Phone	Email
Andrew Wisniewski, P.E. Transportation Project Specialist Supervisor 2	615.741.6341	Andrew.Wisniewski@tn.gov
Melissa Shull, P.E. Transportation Project Specialist Senior	615.741.3370	Melissa.Shull@tn.gov
John Portwood, P.E. Transportation Project Specialist Senior	615.532.3883	John.Portwood@tn.gov
Wanda Jordan Transportation Project Specialist Senior	615.741.4485	Wanda.Jordan@tn.gov

[Roadway Design Training](#)

The purpose of the Roadway Design Training Section is to identify and provide all employees in the Roadway Design Division and Project Development with the proper technical training to perform their job duties in a professional and expedient manner. Classes may be held in a classroom setting or they may be online and self-guided. The Training Program is facilitated by Headquarters and Regional personnel, with the oversight and support of the HR Office of Learning & Development.

Each month the Training team will send out a Newsletter. It will include any upcoming training opportunities with links on how to register for a specific class. These training opportunities may include those with TDOT, an outside source that leads the training or any free web-based training opportunity. The newsletter may also include any design updates and anything that relates back to training.

For all Training related questions, either email TDOT.RoadwayDesignTraining@tn.gov.

TN TDOT
Department of Transportation

Go to TN.gov

Search TDOT

Traveler how do I... Business how do I... Government how do I... Find Local Information Find IMPROVE Act Projects Sitemap Index of Services

FIND COVID-19 INFORMATION AND RESOURCES

Roadway Design Division

Design Standards

Standard Drawings Library

Survey Standards

Pavement Design

Quality Assurance/Quality Control

Training

Roadway Design Training Classes

Roadway Design Training – Tutorials and Training Guides

EPSC Manual

Class Registration

Value Engineering

Plan Sales

Staff

Additional Resources

Consultant Information

Related Divisions

Traffic Operations Division Resources

Roadway Design Training

Revised: July 17, 2020

The purpose of the Roadway Design Training Section is to identify and provide all employees in the Roadway Design Division and Project Development with the proper technical training to perform their job duties in a professional and expedient manner. The Training Program is facilitated by Headquarters and Regional personnel, with the oversight and support of the Office of Learning & Development.

Please refer to the Roadway Design Training Calendar below for currently scheduled training classes. If you have questions concerning the scheduled training classes please email the contact person listed on the class description. To register for an instructor-led classes provided by TDOT, follow the link in the class description, or click [here](#).

Many classes and tutorials are available online for students to work through at their own pace.

[Design Classes](#) [Tutorials and Training Guides](#)

The Welcome to Roadway Design Manual provides a list of useful resources for a new roadway designer, including the Roadway Design Division website, various manuals, and more. It has learning programs and current project development tools to assist you. For your convenience, each title is a link to the corresponding page on the Roadway Design Division's website. A brief description is right below the title, followed by a screenshot of what each page looks like.

[Welcome to Roadway Design Manual](#)

The Roadway Design Process Guide is intended to direct a new designer through the design process. It provides locations for the information needed in each phase for all submittals and field reviews. It is intended to be used by designers and their supervisors to assist in the correct development of a project. The flowchart depicted in Figure 1 displays an overview of this process and can be referenced as a general guide.

[Roadway Design Process Guide](#)

[Roadway Design Training Classes](#)

This page contains the Roadway Design Training classes offered. These classes can be downloaded and completed on your own. In the future, Open Road Design (ORD) class material will be available here and taught in the classroom.

The first manual that a Roadway Designer should work through is the *MicroStation V8i Course Manual*. The purpose of this MicroStation manual is to teach the user the basics of MicroStation and the tools that are most commonly used. This manual should be followed by the *GEOPAK Road Manual* then the *GEOPAK Drainage Manual*. Using GEOPAK will help ensure consistency and accuracy of design work and generate significant time savings in the overall effort of producing construction plans. These manuals should be used in conjunction with the CADD Downloads Documentation guides and manuals to help complete your project design in MicroStation and GEOPAK.

The *Roadway Design Manual* should be another one to work through on this page. This purpose of this manual is to serve as a general guide for the design of a roadway project. This manual provides the basic background of how to start and design a project with minimal direction and where to find design information.

This page can also be used to find and schedule other training opportunities that may be offered. These various training opportunities include: Tennessee Transportation Assistance Program (TTAP) classes taught across the state, Transportation Research Board (TRB) webinars, American Association of State Highway and Transportation Officials (AASHTO) training resources, and various National Highway Institute (NHI) training opportunities.

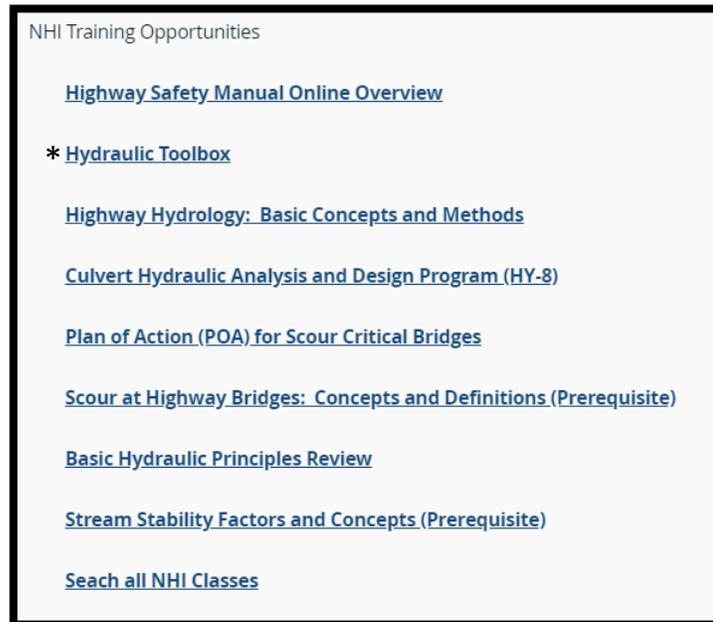
The screenshot shows the TDOT Department of Transportation website. The header includes the TN logo, the text 'TDOT Department of Transportation', and a search bar. A navigation menu lists various user groups like 'Traveler how do I...', 'Business how do I...', and 'Government how do I...'. A prominent red banner reads 'FIND COVID-19 INFORMATION AND RESOURCES'. The main content area is titled 'Roadway Design Training Classes' with a sub-header 'Revised: July 17, 2020'. On the left, a 'Training' sidebar lists 'Roadway Design Training Classes', 'Roadway Design Training - Tutorials and Training Guides', 'EPSC Manual', and 'Class Registration'. The main text under 'TDOT Training' explains that classes are now online and provides contact information. It lists several downloadable manuals with links: 'MicroStation V8i Course Manual', 'TDOT GEOPAK Road Course Guide', 'GEOPAK Drainage V8i Course Manual', 'Roadway Design Manual (Draft)', and 'TDOT Highway Contract Plans Reading'. It also mentions 'Interactive Contract Plans Reading (REVISED)'. A note states that TDOT employees can access a course through the Learning Network Roadway Design channel. At the bottom, there is a section for 'Other Training Opportunities' with links to 'TTAP Training Opportunities' and 'TRB Webinars'.

[NHI Training Opportunities](#)

Here are the most useful NHI Training Opportunities. TDOT regularly host a couple classes that are offered by NHI. Those classes are Urban Drainage, Culvert Design, and Intro to Highway Hydraulics. These classes are offered in one of two ways: instructor led, classroom style class or a web-based class that can be taken on your own.

Prerequisites for NHI Culvert Design Class are EITHER college level fluid mechanics coursework OR NHI Introduction to Highway Hydraulics Class. Participants are encouraged to take the web based NHI Basic Hydraulic Principles Review Class as well.

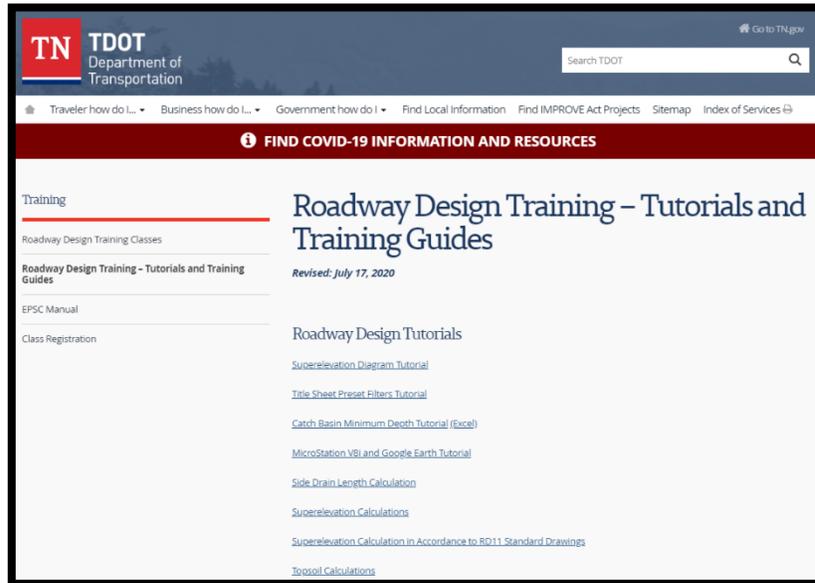
Prerequisite for NHI Urban Drainage Class is marked in the image below by the *.



[Tutorials and Training Guides](#)

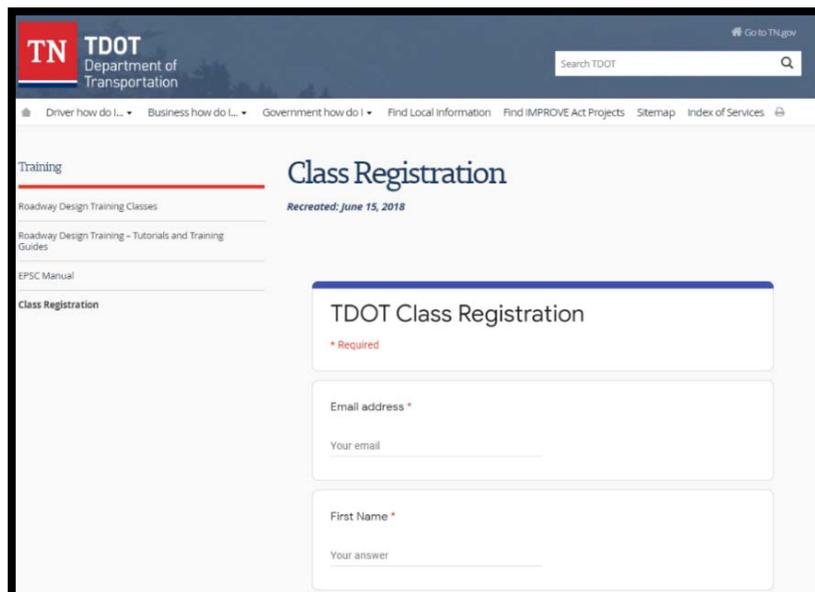
On the Tutorials and Training Guides Site, there are more tutorials and training guides that can be used for self-guided teaching. We created a PowerPoint with more information regarding these tutorials and is located on the Roadway Design Channel on the Learning Network.

The Interactive Plans Reading Tutorial is one of the more important guides on this page. It is a great tutorial for a new designer who may not know what all goes into a set of plans. This guide walks you through an entire plan set and points out everything that needs to be on a set of plans and where it needs to be located.



[Class Registration](#)

This is where you can come to register for a class. To do so, just fill out the appropriate information and submit the form and you will be signed up for whichever class you choose.



[TDOT Learning Network](#)

The TDOT Learning Network is full of videos that are very useful to all employees of TDOT. Here you will find all the introduction videos and classes that is required of you to take when you first start at TDOT.

On the Learning Network, there is a [Roadway Design Channel](#) that is beneficial to designers. Various videos discussing the basics of roadway design are located here. New designers are encouraged to take these courses to gain a better understanding of roadway design.

A couple of the more important items that you need to complete is the TDOT Highway Contract Plans Reading Class and the Roadway Design Resources. The TDOT Highway Contract Plans Reading Class will take you through an entire Construction set of Roadway Design Plans and describe everything that is shown on each sheet. It will also explain how some of the calculations are found and the basics behind the actual design of a roadway. To assist you through this training, there is an [Interactive Plans Reading Tutorial](#), that was mentioned earlier, that can be found on the Roadway Design Division website. This can be used to highlight and explain every detail that is shown on each sheet. The Roadway Design Resource class is a walkthrough of all the manuals offered online that you can use.



Roadway Design Value Engineering

Value Engineering (also known as VE) is a systematic independent multidisciplinary team review process which utilizes project functional analysis to develop recommendations that:

- Optimize the value and quality of the project.
- Provide the needed functions, considering community and environmental commitments, safety, reliability, efficiency, and overall life-cycle cost.
- Reduce the time to develop and deliver the project

While VE studies would be beneficial to every project, that is not practical. To limit the number of projects that have a VE study there are a couple rules when selecting a project:

- VE Projects that may be studied must be located on the National Highway System and be a federally funded project where:
 - Roadway Projects having an estimated cost equal to or exceeding \$50 million or
 - Bridges having an estimated cost equal to or exceeding \$40 million

For any Value Engineering questions, contact Mike Flowers at Mike.Flowers@tn.gov

The screenshot shows the TDOT website interface. At the top left is the TDOT logo with the text "TN TDOT Department of Transportation". To the right is a search bar labeled "Search TDOT". Below the header is a navigation menu with links: "Driver how do I...", "Business how do I...", "Government how do I...", "Find Local Information", "Find IMPROVE Act Projects", "Sitemap", and "Index of Services".

The main content area is titled "Roadway Design Value Engineering" with a sub-header "Revised: January 14, 2019". To the left of this content is a vertical sidebar menu with the following items: "Roadway Design Division", "Design Standards", "Standard Drawings Library", "Survey Standards", "Pavement Design", "Quality Assurance/Quality Control", "Training", "Value Engineering", "Plan Sales", "Staff", "Additional Resources", "Consultant Information", "Related Divisions", "Traffic Operations Division Resources", "CADD Support", and "TDOT ADA Office".

The main text describes Value Engineering (VE) as a systemic, independent, multidisciplinary team review process used to analyze projects and provide recommendations for improving the value and quality of the project; providing the needed functions safely, reliably, efficiently, and at the lowest overall cost; and reducing the time to complete the project. It also states that it is the responsibility of the TDOT VE Office to identify projects that meet the selection criteria and to ensure that VE analyses are conducted correctly. For more information on the VE Program, see [Instructional Bulletin Number 16-01](#).

Below the text is a section titled "Project Analysis Information" which contains a map of Tennessee divided into four regions: Region 4 (green), Region 3 (yellow), Region 2 (blue), and Region 1 (orange). The map shows the Tennessee National Highway System (NHS) with various routes and project locations marked with numbers.

At the bottom of the page, there is a link to "2019 - 2020 Tentative Project Analysis" and a section titled "Tennessee National Highway System (NHS) Maps" which states: "The Tennessee NHS was expanded by MAP-21 to include urban and rural principal arterials not previously included in the NHS."

[Roadway Plan Sales](#)

Final construction plans for TDOT roadway construction projects are maintained by the Plan Sales Office. This group works with the final sealed project plans assembled by the Regional EPlans group (Plans Assembly Team) and loads them to the FileRoom FileNet folder. The Plan Sales office is responsible for updating the plans with construction revisions. Files that are located on the FileRoom FileNet folder are our permanent records for projects. Electronic copies of final construction plan sheets in PDF format are available for purchase from the Plan Sales Office.

Requests for plan sheets must be submitted by email to Plan.Sales@tn.gov. When submitting requests, as much identifying information as possible should be provided to ensure the correct sheets are located and provided to the customer.

The screenshot shows the TDOT Department of Transportation website. The header includes the TDOT logo, a search bar, and navigation links. The main content area is titled "Roadway Plan Sales" and includes a "Revised: May 8, 2019" date. The page text explains that final construction plans are maintained by the Plan Sales Office and are available for purchase. It also provides instructions on how to request plan sheets via email to Plan.Sales@tn.gov, emphasizing the need for identifying information. A link is provided for "plans request information sheet". Contact information for the TDOT Roadway Design Plan Sales Office is listed at the bottom, including the address (James K. Polk Bldg, Suite 1200, 505 Deaderick Street, Nashville, TN 37243) and email (Plan.Sales@tn.gov).

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Roadway Design Division

Design Standards

Standard Drawings Library

Survey Standards

Pavement Design

Quality Assurance/Quality Control

Training

Value Engineering

Plan Sales

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Additional Resources

Roadway Plan Sales

Revised: May 8, 2019

Final construction plans for TDOT roadway construction projects are maintained by the Plan Sales Office. Electronic copies of final construction plan sheets in PDF format are available for purchase from the Plan Sales Office.

Requests for plan sheets must be submitted by email to Plan.Sales@tn.gov. When submitting requests, as much identifying information as possible should be provided to ensure the correct sheets are located and provided to the customer. [Click here for plans request information sheet](#)

For additional assistance or questions contact:

TDOT Roadway Design Plan Sales Office
James K. Polk Bldg, Suite 1200
505 Deaderick Street
Nashville, TN 37243
Email: Plan.Sales@tn.gov

Roadway Design Division Staff

The website includes a HQ Roadway Design Division staff directory. Should you have questions regarding any of the Standard Drawings, CADD, Design Guidelines, other manuals and processes, use this link to find the appropriate personnel to direct your question.

The screenshot shows the TDOT website interface. At the top left is the TDOT logo with the text "TN TDOT Department of Transportation". To the right is a search bar labeled "Search TDOT". Below the header is a navigation menu with items like "Driver how do I...", "Business how do I...", "Government how do I...", "Find Local Information", "Find IMPROVE Act Projects", "Sitemap", and "Index of Services".

The main content area is titled "Roadway Design Division Staff" and includes a sub-header "Revised: February 28, 2019". On the left is a sidebar menu with categories such as "Design Standards", "Standard Drawings Library", "Survey Standards", "Pavement Design", "Quality Assurance/Quality Control", "Training", "Value Engineering", "Plan Sales", "Staff", "Additional Resources", "Consultant Information", "Related Divisions", "Traffic Operations Division Resources", "CADD Support", and "TDOT ADA Office".

The main content area features contact information for the division: "James K. Polk Building, Suite 1200, 505 Deaderick Street, Nashville, TN 37243, Phone: 615.741.2221, Fax: 615.532.2799". Below this is a profile for Jennifer Lloyd, the Roadway Design Division Director, with her photo and contact details: "Phone: 615.741.2221, Email: Jennifer.Lloyd@tn.gov".

A section titled "DESIGN STANDARDS and POLICY" lists two staff members:

Ali Hangu, P.E. Assistant Director	Phone: 615.741.0840 Email: Ali.Hangu@tn.gov
Robert Braun, P.E. Civil Engineering Manager 1	Phone: 615.741.6719 Email: Robert.Braun@tn.gov

[Additional Resources](#)

The Additional Resources page is a good source of various forms, manuals, links, and other resources that may become useful during the design process.

The screenshot shows the TDOT Department of Transportation website. The header includes the TDOT logo, a search bar, and navigation links. The main content area is titled "Roadway Design Additional Resources" and is dated "Revised: February 20, 2020". It features a sidebar with a list of categories and a main section with links to various forms and manuals.

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Roadway Design Division

Roadway Design Additional Resources
Revised: February 20, 2020

Please select from the attachments and links provided below. Additional materials can be found under each subsection on the TDOT Roadway Design website.

FORMS

- [ITS Project Identification Form](#) (Word)
- [Survey & Design Manday Form Version 2.26](#) (Excel)
- [NPDES and Water Quality Permits](#)

MANUALS

- [Manual on Uniform Traffic Control Devices \(MUTCD\), 2009 Edition](#)

Design Standards

Standard Drawings Library

Survey Standards

Pavement Design

Quality Assurance/Quality Control

Training

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Consultant Information

[TDOT CADD Support](#)

The purpose of the TDOT CADD Support group is to promote respective personnel and software users in the development of roadway projects using computer aided drafting and design (CADD) in the most accurate and efficient manner available.

On this page, you can find the CADD Support FAQ's and a link to the distribution list request page. There is also information about Bentley Connection Client and what to do if you have a MicroStation or Geopak issue.

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FIND COVID-19 INFORMATION AND RESOURCES

Roadway Design Division

Design Standards

Standard Drawings Library

Survey Standards

Pavement Design

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Training

Value Engineering

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Staff

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Consultant Information

Related Divisions

Traffic Operations Division Resources

CADD Support

TDOT ORD Info

TDOT ADA Office

TDOT CADD Support

James K. Polk Bldg.
505 Deaderick Street
Suite 1200
Nashville, TN 37243
TDOT.CADDsupport@tn.gov

OFFICE OF CADD SUPPORT

It is our utmost pleasure to promote respective personnel/software users in the development of roadway projects using computer aided drafting and design (CADD) in the most accurate and efficient manner available thereby making the best possible use of time and resources.

Our goal is to support designers in accomplishing roadway projects in a timely manner so regardless of what other CADD support effort we may be working on at the time, **our software users and their projects always come first!**

Either face to face or via email or phone, it is our duty to assist the following groups with specific problems they may be encountering in getting something done on their roadway projects.

- Headquarters - Since our office resides at headquarters, this where most of our one on one or face to face support is provided.
- Regional and Survey Offices - This help is usually conducted via email or by phone but occasionally does involve going to these remote locations for face to face assistance.
- Other TDOT Divisions - Most TDOT Divisions do not have personnel directly assigned for support of CADD. Since Design is ultimately the place where all groups come together on project data, many have adopted and use our

[TDOT Email Distribution List Request for Roadway Design](#)

The purpose of this distribution list is for designers and consultants to receive updates for the Design CADD Standards, Design Division Training Information and Roadway Design Related Documents such as: Design Guidelines, Instructional Bulletins, Standard Drawings and Drainage Manual Etc. Also, from the Traffic Operations Division, the Traffic Operations Memorandum's "TOM."

On this page, you can be added to, make changes, or remove yourself from the Distribution List that CADD Support delivers.

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TDOT Email Distribution List Request for Roadway Design

Created: February 27, 2019

TDOT Email Distribution List Request

The purpose of this distribution list is for designers and consultants to receive updates for the Design CADD Standards, Design Division Training Information and Roadway Design Related Documents such as: Design Guidelines, Instructional Bulletins, Standard Drawings and Drainage Manual Etc. Also from the Traffic Operations Division, the Traffic Operations Memorandum's "TOM."

* Required

Please choose one: *

Be added to the TDOT email list

Edit your information

Have your information deleted from the list

Page 1 of 5

NEXT

[TDOT OpenRoads Designer](#)

This page contains any and all information regarding OpenRoads Designer (ORD). If you would like to register for a live webinar or watch an on-demand webinar, they can be found through the links on this page.

For all ORD related questions, contact the TDOT ORD Team by emailing TDOT.ORD@tn.gov.

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FIND COVID-19 INFORMATION AND RESOURCES

CADD Support

TDOT ORD Info

TDOT OpenRoads Designer

Revised: May 1, 2020

OpenRoads Designer Training Education Webinars

[WEBINAR - LIVE](#)

Scheduled live OpenRoad Designer webinar classes covering various topics. You will have to register for the class prior to the webinar.

[ON-DEMAND WEBINAR](#)

On demand webinar classes covering various topics of OpenRoad Designer. You will have to register in order to view webinar.

ORD Tutorial Videos (Available Soon)

Short OpenRoad Designer tutorial videos covering more in-depth tools. Users might have to sign-in to view videos.

[TDOT ADA Office](#)

TDOT ADA Section provides accessibility for users of our services, programs and facilities, support for the design of accessible facilities and policy direction on how to implement the Americans with Disabilities Act (ADA).

For more information about ADA, [follow this link](#).

For all ADA related questions, contact TDOT's ADA/504 Coordinator, Margaret Mahler, or email TDOT.ADA@tn.gov

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Roadway Design Division

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CADD Support

TDOT ADA Office

Created: May 13, 2019

TDOT ADA Unit provides accessibility for users of our services, programs and facilities, support for the design of accessible facilities and policy direction on how to implement the Americans with Disabilities Act (ADA). Our goal is to improve existing pedestrian facilities so that accessibility for those with disabilities can be ensured. TDOT ADA Office is the primary contact for individuals who need accommodations or have concerns or are encountering accessibility barriers. Our desire is to do more than just comply with the ADA.

Key Link

- [TDOT ADA Office](#)

For questions contact:

Margaret Zeman Mahler
ADA/504 Coordinator
ADA Office
Tennessee Department of Transportation
505 Deaderick St., Suite 1200
Nashville, TN 37243

Phone: 615.741.4984
TTY: 615.253.8311
TDOT.ADA@tn.gov

[Resurfacing Projects](#)

The Pavement Office is responsible for managing TDOT's Standard Operating Guidelines for Highway Resurfacing. These guidelines ensure appropriate selection of paving treatment type and timing to optimize the Department's return on investment. This is a very useful page when working with resurfacing projects.

The 2018 Standard Operating Guidelines for Resurfacing intends to serve as guidelines for the selection of routes to be resurfaced and how resurfacing projects can be developed. It also shows differences in types of pavements.

The screenshot shows the TDOT Department of Transportation website. The header includes the TDOT logo, a search bar, and navigation links. The main content area is titled "Project Selection and Development" and contains a detailed paragraph about the Pavement Office's role and a list of links to various documents and forms.

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Pavement Office

Pavement Management

Project Selection and Development

Future Paving Projects

Open-Graded Friction Course (OGFC)

Frequently Asked Pavement Questions

Project Selection and Development

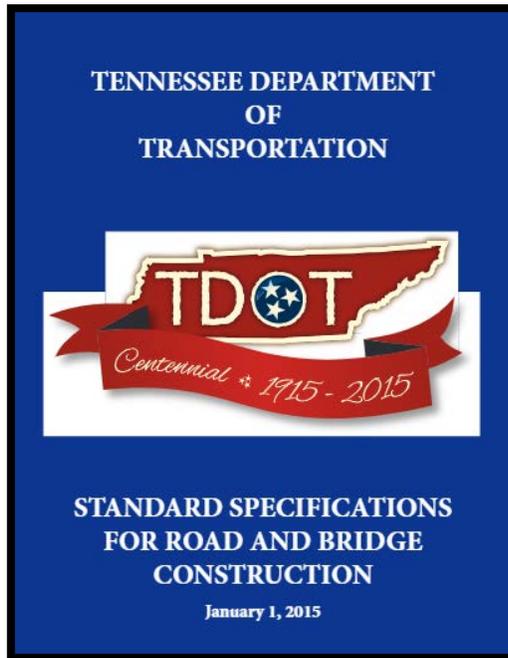
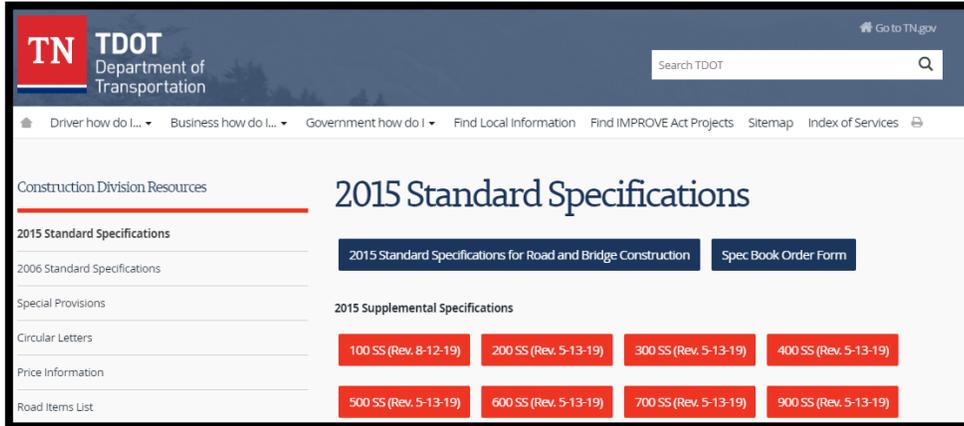
The Pavement Office is responsible for managing TDOT's Standard Operating Guidelines for highway resurfacing. These guidelines ensure appropriate selection of paving treatment type and timing to optimize the Department's return on investment. TDOT utilizes a long list of pavement resurfacing treatments, ranging from low-cost fog seals to total milling and replacement of asphalt. Resurfacing projects are selected based on existing pavement conditions such as distress, roughness, traffic level, and pavement age. Historical experience has proven that, when properly implemented, diverse pavement programs maintain highway networks at a much higher quality level than programs which only pave "poor" roads first. This diverse program type is referred to as a "pavement preservation" program, in which select roads with fair conditions are preserved with lower cost treatments before they have the opportunity to deteriorate. The Pavement office utilizes historical pavement data to continuously verify that all project selections are cost-effective, and pavement preservation has repeatedly proven to be a highly cost-effective approach. More information on Pavement Preservation can be found at <https://www.pavementpreservation.org/>

- [2018 Standard Operating Guidelines for Resurfacing](#)
- [Appendix A – Resurfacing Delivery Schedule](#) (updated August 2019)
- [Appendix B – Blank Resurfacing List](#)
- [Appendix C – PS&E Form](#)
- [Appendix D – Sample Set of Resurfacing Plans](#)
- [Appendix E – Additional Information](#)

[2015 Standard Specifications](#)

The Standard Specification for Road and Bridge Construction (also known as the Spec Book) is a specification book that is mostly used by contractors.

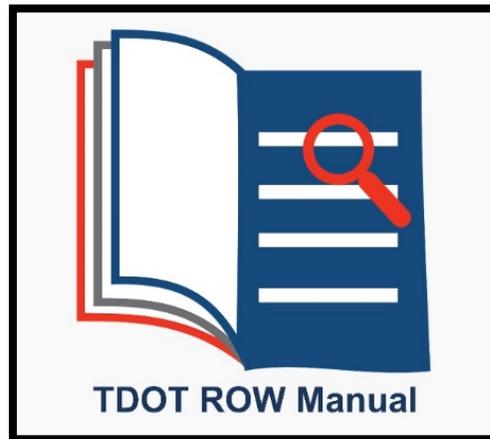
It is important to inform yourself of the Specifications because any portion of the plans that contradict the specifications, the plans will take precedence (see Spec Subsection 105.04).



[TDOT Right of Way Manual](#)

This manual describes the organization of the Right-of-Way Division and outlines the policies, procedures and practices to be followed in carrying out the responsibilities of each office. The manual incorporates the major functions performed by the Division of Right-of-Way.

It also includes a description of operational procedures and provides a detailed discussion of the process by which all major right-of-way functions are to be accomplished.



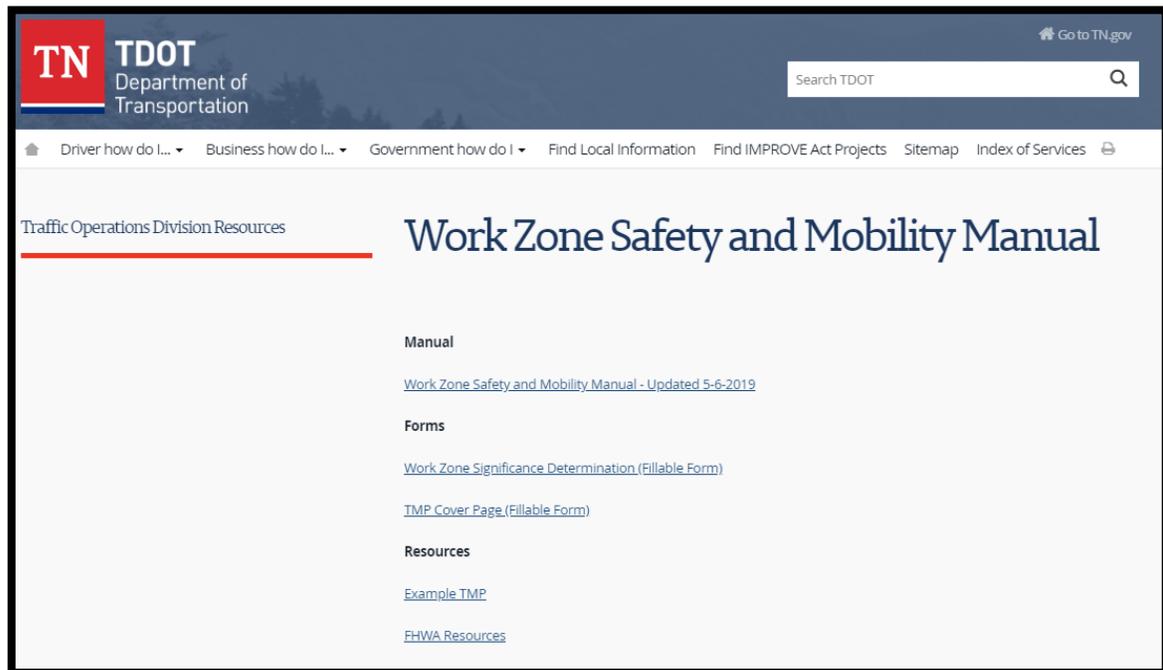
[TDOT Utility Manual](#)

The purpose of the Utility Manual is to establish the procedure governing the adjustment, installation and relocation for utilities involved in State right-of-way acquisition. This publication is for the use of Department personnel as well as public and private Agencies affected by highway construction. This publication cannot cover every circumstance that may occur during utility relocations. It is intended to provide general policies and guidelines for resolving special circumstances that are encountered. Each special circumstance will be evaluated on a case-by-case basis.



[Work Zone Safety and Mobility Manual](#)

TDOT will systematically consider and manage work zone impacts, and it will develop, implement, and maintain work zone assessment and management procedures. Consideration and management of work zone impacts begin at project inception and continue through all phases of design. A designer can use this Work Zone Safety and Mobility (also known as WZSM) manual for guidance on significance determination that must be done for each project.



Some additional information regarding Work Zone safety and Traffic Control can be found on the website at the following links:

[Manual on Uniform Traffic Control Devices \(MUTCD\), 2009 Edition](#)

[Tennessee Supplement to the Standard Highway Signs Book, 2018 Edition](#)

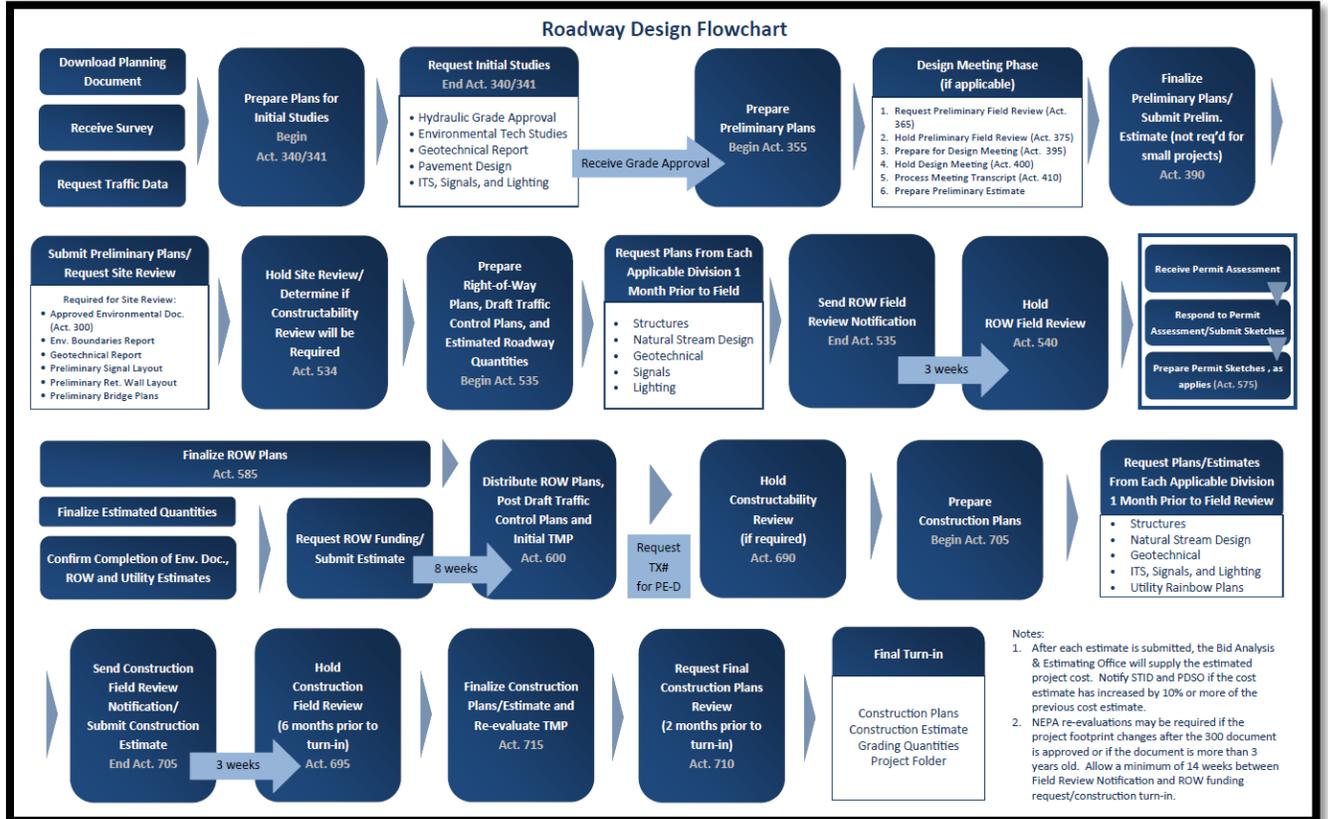
[TDOT Traffic Design Manual](#)

[QuickZone - Work Zone and Traffic Analysis Tool](#)

[FHWA Work Zone Training](#)

Roadway Design Flowchart

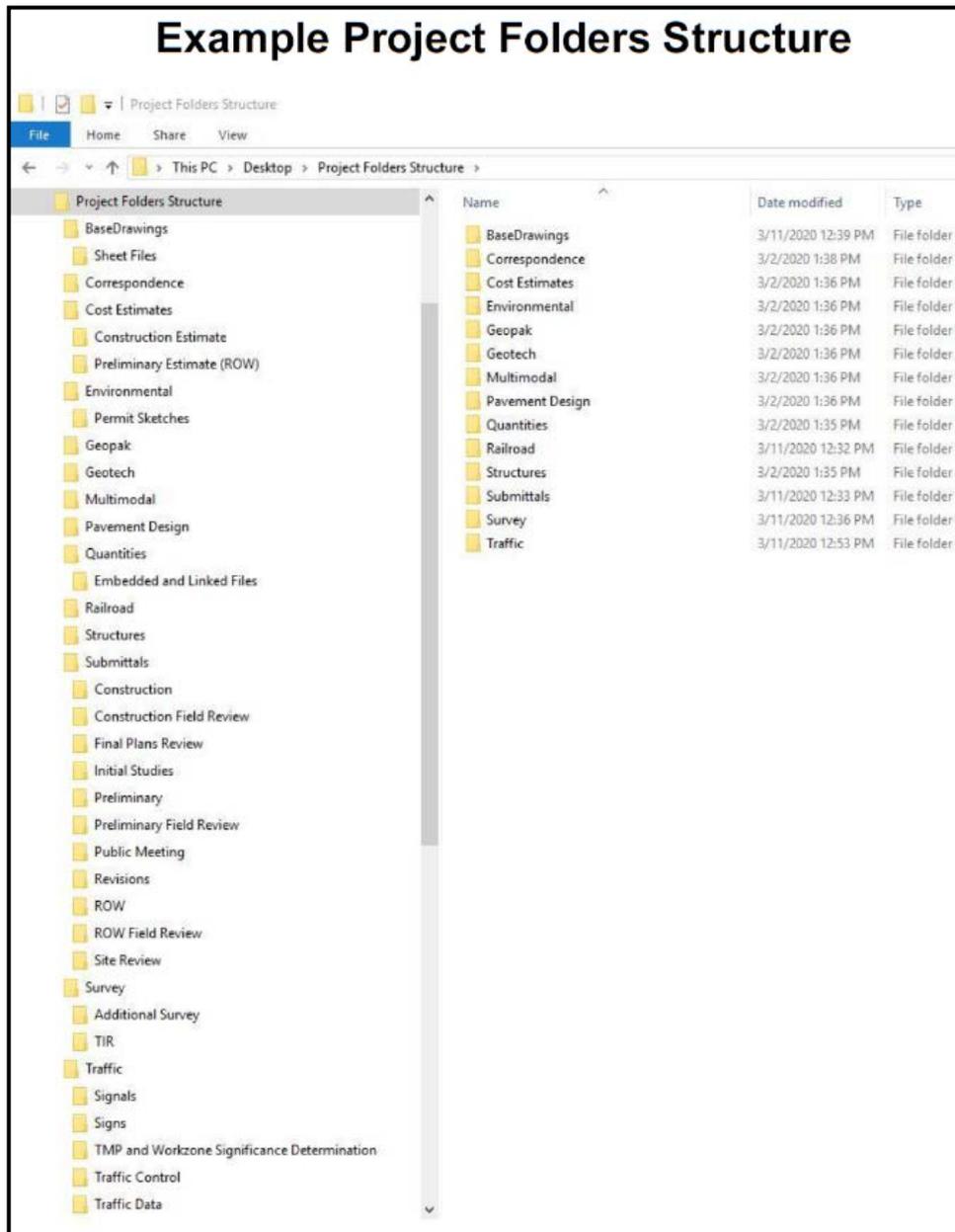
The Roadway Design Flowchart shown below was created by Region 4 Project Development. This walks you through each phase of a roadway project. This diagram shows you how long each step will take, the PPRM number correlating to the project step, some details pertaining to each step, and what is required for some steps. This is a good reference for when you are at one step in the design process and do not know what to do or what you need to move on to the next step.



Project Folders Structure

It is important that you place the appropriate files into their correct folders. Here is an example of how your project folder should be structured for your project. Each folder will include various files and documents regarding your project.

This Project Folder Layout information can also be found in the CADDV8 document located in the [CADD Files](#) on the TDOT website.



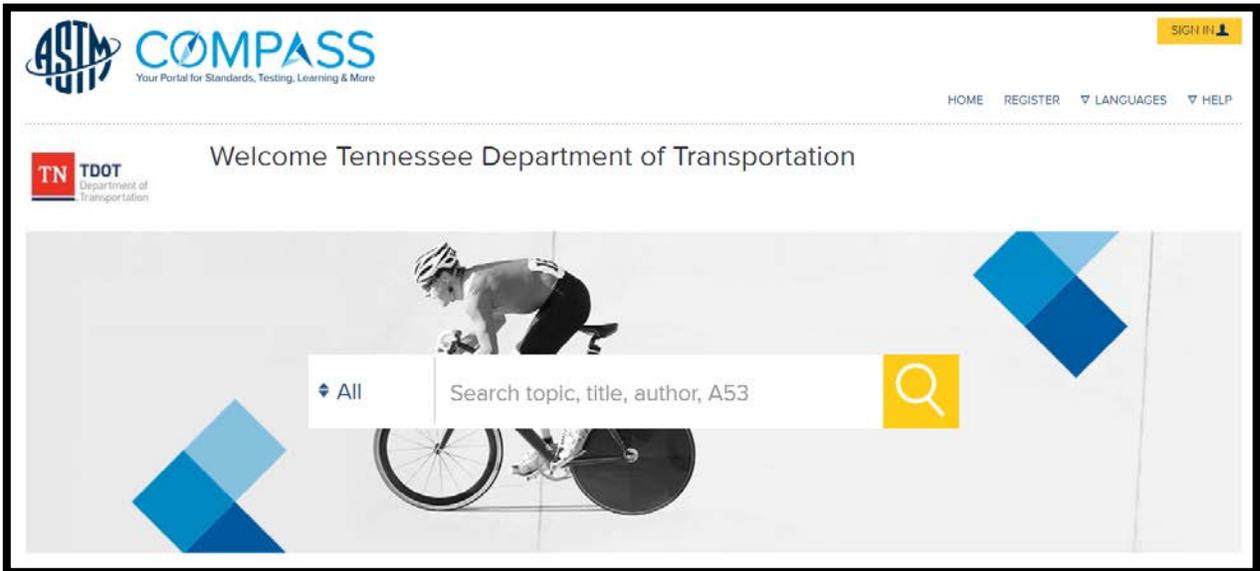
Here is a brief description of each folder and what should be included.

Base Drawings:	All DGN files and sheet files
Correspondence:	All correspondence including emails, letters, memos, or documented meeting notes that should be broken down into subject matter so that it is easy to find. This would not include your official submittal packet information (i.e. Field reviews, turn-ins)
Cost Estimate:	Contains monetary estimates received from the Bid and Estimates Office.
Environmental:	Includes all environmental documentation and calculations, EX: EBR, NEPA, Mitigation, ...
Geopak:	Contains all files from Geopak design, including: Proposed tins, Criteria Files, Earthwork files, .inp files, etc.
Geotech:	Contains all Geotech information
Multimodal:	Contains all Multimodal information
Pavement Design:	Includes all pavement design iterations and relevant information
Quantities:	Contains Preliminary Estimate, ROW Estimate, and Construction Estimate. These are item quantities. Also includes sub-folder labeled Embedded and Linked Files. This sub-folder will include any files that are linked or embedded into your DGN or SHT files.
Structures:	This includes all Structure documents and relevant information (add subfolder about retaining walls)
Submittals:	This would include the items in Deliverable Request and Reports folder. Subfolders should include Initial Studies, Preliminary Field Review, Preliminary, Site Review, ROW Field Review, ROW, Construction Field Review, Final Plans Review, Construction, and Revisions. QA/QC, Sign in sheet, Field review report. (these will be stored in each file.)
Survey:	Contains all Survey material and calculations. Save both the 2D file and 3D file to this location. All original survey files, including the TIR, will be saved here as well.
Traffic:	Contains all traffic material and calculations

[ASTM Compass](#)

This is a free resource that is available for TDOT employees. This site allows you to download various AASHTO documents, such as the Green Book, Roadside Design Guide, etc. You will need to register and use your login credentials to access the documents.

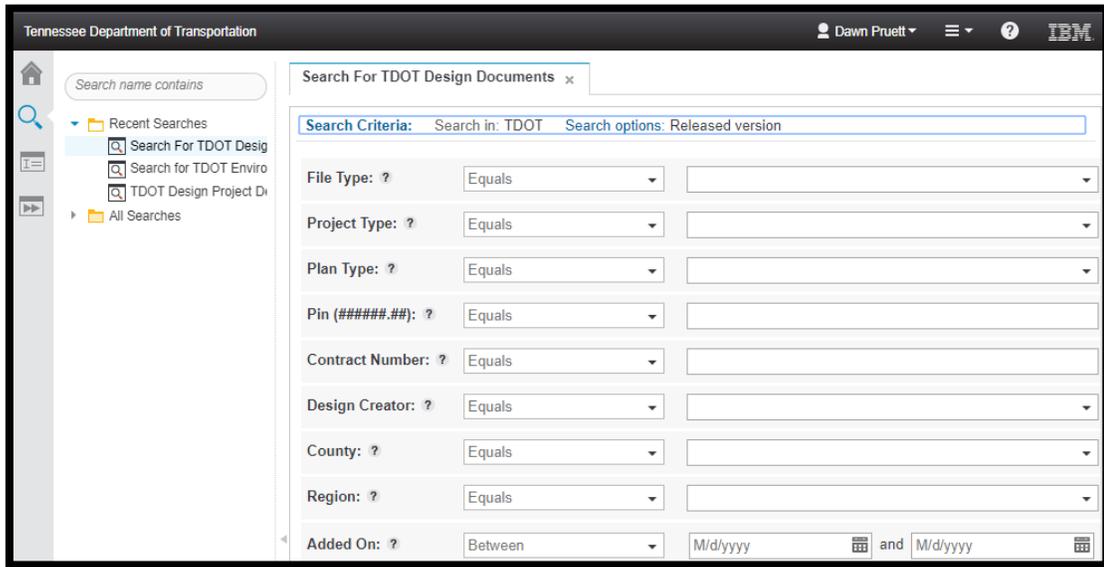
This link can also be found on the TDOT website on the [Additional Resource page](#).



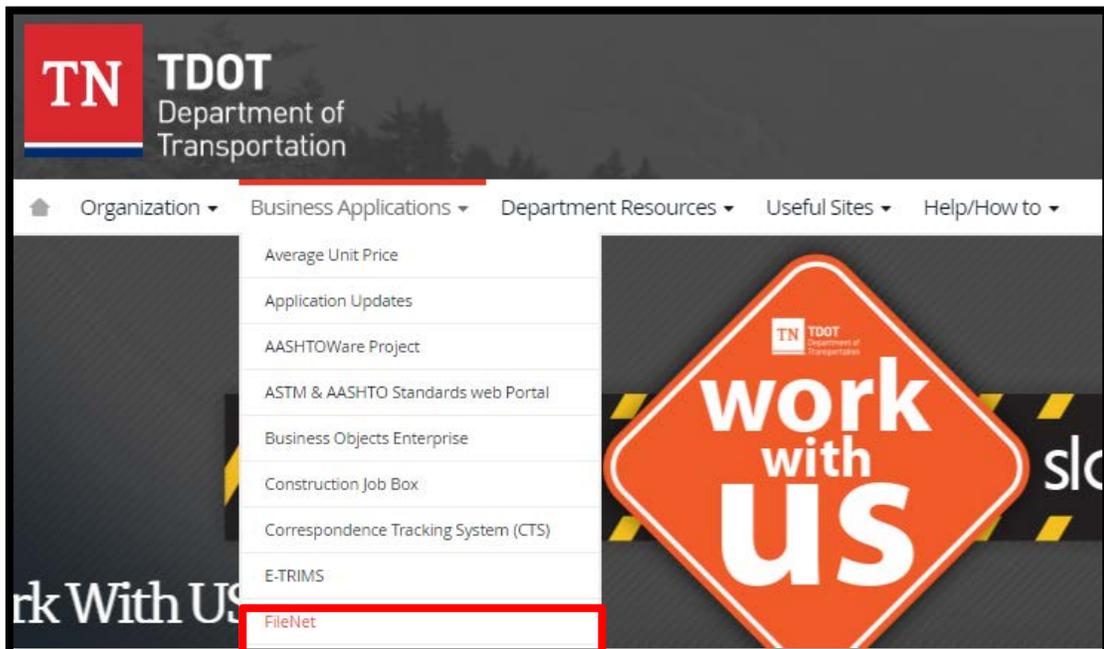
[FileNet](#)

Designers and Design Managers are responsible for archiving project development records for all new construction, reconstruction, and resurfacing projects on the Design folder on the FileNet server utilized by the Department.

FileNet is also used by each designer for uploading their submittal packages at the completion of each phase of a project. This is useful because all your design files are in one common place, so other divisions have access to your files. More information on what is included in each submittal package can be found in Chapter 1 of the Roadway Design Guidelines and in the [FileNet Project Deliverables](#) document.



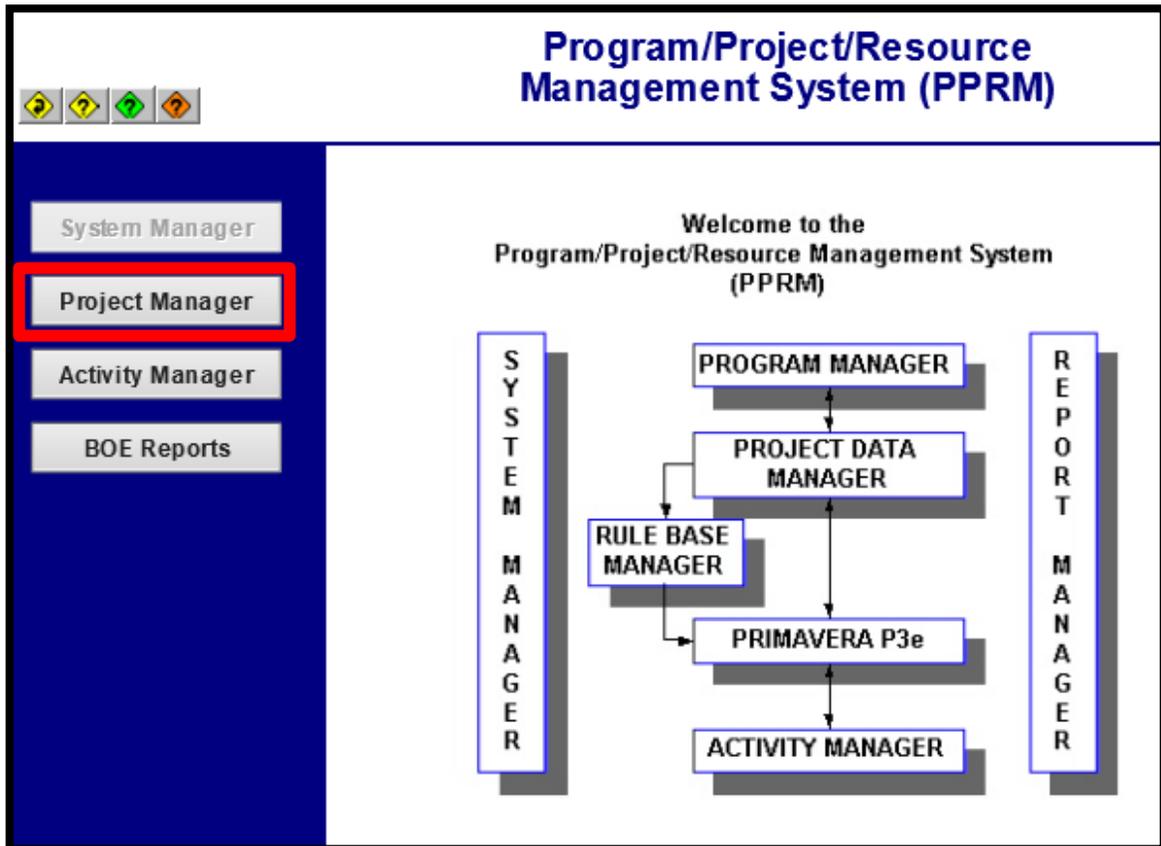
Shown in the image below, is another way to get to FileNet through [TeamTN](#).



[Program/Project/Resource/Management System \(PPRM\)](#)

The Program/Project/Resource/Management system is a database where designers can find information about any project. To access PPRM, there should be a shortcut on your desktop screen, if not it is on the TeamTN website right below FileNet.

TIP: Open the link in Internet Explorer, it will not work in any other browser. Once you are on that page select Project Manager.



Once there, you will be able to see each project in the Project Data Manger window. You may have to change the filter (marked by the red arrow) to go to a specific project. On the Main tab, you can look up where a project is, the length of it, what the name of it is, its schedule, and various other details about the project. The Activities tab is an important one because that is where you can find the schedule of your project. The Project Commitments tab is also important. Designers should review the information shown on this tab before each submittal phase to ensure that no additions/modifications have been made.

Project Data Manager

rod

- Filter Applied 1
- 107646.00
 - Main
 - Comments
 - APR
 - Activities**
 - Attributes
 - Characteristics
 - Contracts LP
 - Let With
 - Letting Data
 - Multiple Char
 - Program OPS
 - Project Commitments
 - Public Involvement
 - Route ID
 - SPN OPS
 - Serv Contracts
 - Summary OPS
 - Tasks APR

Main Header

County	Region	Earliest Letting	Turn-In Date	PIN
Benton	4	CY 2021	2/24/2021	107646.00

Route	US Route	Program Type	Project Type of Work	Project Status
		Bridge	Bridge Replacement	Active

Termini
 Fern Avenue, Bridge over Cane Creek, LM 1.26 in Camden (IA)

Scope of Work

Planning Doc	Beg. LM	End. LM	Project Length	APR Distribution	Public Involvement	Environmental Doc Type
	1.26	1.27	0.01	3/26/2013	0	

Information:

- Tracts/FR/BR/NPR**
- F-44 Received
 - APR Received
 - Qualify for Federal Aid
 - Local Participation
 - MAP

Funding:

	Budgeted	Budget Year
Location	<input type="checkbox"/>	
PE	<input type="checkbox"/>	
ROW	<input type="checkbox"/>	
Construction	<input type="checkbox"/>	
Paving	<input type="checkbox"/>	

Responsibility:

Survey	TDOT
Design	TDOT
ROW	State Acquire
Utilities	
Bridge Design	TDOT
Construction	State Let

Project Personnel:

Point of Accountability	Project Manager	Schedule Manager	
Scruggs, Gary		Allen, Cynthia	
CEManager 2	Design Manager	Designer	Design Location
Scruggs, Gary (CE)	Hendren, Seth (DM)		Jackson

Phase	Federal Project#	State Project#	Authorization Date	Bridge Number	Suff. Rating
PE-N		03951-0514-04	08/14/2017	030A4390003	23.3
PE-D		03455-1527-04			
ROW		03455-2527-04			
Const		03455-3527-04			

Federal-Aid Essentials

This is a website with videos explaining details of the Federal-Aid Process. Watching these videos will help you gain a broader understanding of the processes that must be completed to have a project built.

FEDERAL-AID PROGRAM OVERVIEW

GENERAL INFORMATION

- [Stewardship and Oversight](#)
- [Risk-Based Stewardship and Oversight \(RBSO\)](#)
- ✓ [A Process from "Cradle to Grave"](#)
- ✓ [Key Actions in the Cradle to Grave Process](#)
- [Avoiding Waste and Abuse, and Detecting Fraud](#)
- ✓ [Funding Basics and Eligibility](#)
- ✓ [Project Requirements](#)

PROJECT DEVELOPMENT

REQUIRED APPROVALS

- [Projects and Statewide Planning Requirements](#)
- ✓ [Cost-Effectiveness Determinations and Public-Interest Findings](#)
- ✓ [Selecting the Method of Construction: Contract or Force Account](#)
- ✓ [Project Advertisement, Bid Review, and Request for Concurrence in Award](#)

DESIGN

- ✓ [Pedestrian Accessible Design Requirements](#)
- [Bike and Pedestrian Accommodation](#)