# ORD Conversion Decision-Making Form

Beginning in **July 2021**, TDOT migrated to ORD meaning all **new projects** from that point forward would be surveyed in ORD. Existing projects (PPRM system) will continue to be analyzed on a project-by-project basis to determine if a project should be converted to ORD. The decision-making flow charts and this form are intended to assist the Department during the continued transition from the old software platform and standards to the new one. The goal of the process is to support the decision making for any project that has been designed (at some level) in MicroStation SS2 which exhibits merit of transitioning to ORD. Furthermore, this form is intended to document the aforementioned process.

TDOT’s [**Requirements for Model-Centric Design**](https://www.tn.gov/content/dam/tn/tdot/roadway-design/documents/tdot-ord-workspace/requirements/Requirements%20for%20Model-Centric%20Design.pdf)document has two (2) conversion graphics which have been developed for design managers and decision-makers. These flow chart graphics should be reviewed and used while completing this form. As outlined in Appendix A.2 (**ORD Conversion Decision-Making Flow Chart**), if a project is in the Preliminary design phase, then there may be added value to convert it from SS2 to ORD. Conversely if a project has been funded for construction, it is best suited to progress forward as-is in SS2. Appendix A.3 (**ROW ORD Conversion Decision-Making Flow Chart**)should be referenced if a project falls within the ROW phase. This area of project design development tends to have more variables and elements to consider with regards to conversion.

The TDOT **Design Manager** is responsible for filling out this form. Consultants should work directly with their applicable Design Manager to determine if a form should be completed and submitted. Questions or inquiries should be directed to the TDOT.ORD@tn.gov email. Once complete, this form should be saved as a pdf (with the following naming convention) and placed in the project’s FileNet Design folder.

nnnnnn-nn-ORDConvDec.pdf

*(where nnnnnn-nn is the project’s PIN number)*

## Project Information

|  |  |
| --- | --- |
| **County:** | Choose an item. |
| **Federal Project No.:** | Click or tap here to enter text. |
| **PIN:** | Click or tap here to enter text. |
| **Description:** | Click or tap here to enter text. |
| **Submitted by TDOT Design Manager:** | Click or tap here to enter text. |
| **Submission Date:** | Click or tap here to enter text. |
| **Comments**: |

### Reference the ORD Conversion Decision-Making Chart

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Has the project been surveyed?** | [ ]  Yes | [ ]  No\* |  |  |
| **What development phase is the project in?** | [ ]  Preliminary  | [ ]  ROW | [ ]  Construction | [ ]  N/A |
| **Does the project have a confirmed grade approval and finalized horizontal and vertical alignments?** | [ ]  Yes | [ ]  No | [ ]  N/A |  |
| **Does the project contain ROW acquisitions?** | [ ]  Yes | [ ]  No\*\* | [ ]  N/A |  |

*\*If the project* ***has not*** *been surveyed, then the project should begin with survey in ORD. The Design Manager should select “N/A” for the remaining questions in this section and on p.4 and proceed forward to the “Overall Decision” section on p.5.*

*\*\*If the project* ***does not*** *contain ROW acquisitions, the Design Manager should select “N/A” for the next section on p.4 then proceed forward to the “Overall Decision” section on p.5.*

### Reference the ROW ORD Conversion Decision-Making Chart

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1** | **Have ROW plans been submitted?** | [ ]  Yes | [ ]  No | [ ]  N/A |
| **2** | **Is the project of significant size with elements where 3D visuals could assist with utility relocations, constructability, and/or have 25% or less of acquisitions been acquired?** | [ ]  Yes | [ ]  No\* | [ ]  N/A |
| **3\*\*** | **Does the project have 3 or less consecutive plan sheets?** | [ ]  Yes | [ ]  No | [ ]  N/A |
| **4** | **Is the proposed drainage model less than 80% complete?** | [ ]  Yes | [ ]  No | [ ]  N/A |
| **5** | **Does the project contain box culverts, slab bridges, or roadway bridges?** | [ ]  Yes | [ ]  No | [ ]  N/A |
| **6** | **Does the project contain retaining walls?** | [ ]  Yes | [ ]  No | [ ]  N/A |
| **7** | **Is it anticipated that haul roads will be utilized during construction?** | [ ]  Yes | [ ]  No | [ ]  N/A |
| **8** | **Is it anticipated that the traffic control plan will require temporary roadways?** | [ ]  Yes | [ ]  No | [ ]  N/A |

*\*The project files should remain in SS2. The Design Manager should select “N/A” for the remaining questions in this section and proceed forward to the “Overall Decision” section on p.5.*

*\*\*If the Design Manager answers “Yes” to any of questions 3-8, then he/she should consider the next level of criteria, as shown on the Flow Chart.*

## Overall Decision

|  |  |  |
| --- | --- | --- |
| **Based on the Flow Chart(s) and questions noted in the sections above, should the project be converted to ORD?** | [ ]  Yes\* | [ ]  No |

*\*If Yes, provide a brief description as to why:*

Click or tap here to enter text.