



**STATE OF TENNESSEE
DEPARTMENT OF TRANSPORTATION**

ROADWAY DESIGN DIVISION
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INSTRUCTIONAL BULLETIN NO. 21-11

Chapter 1 Update

Effective immediately, the Roadway Design Guidelines Chapter 1 has revised section 105.09 to update the Geotechnical and Traffic Operations submittal requirements:

1-105.09 CONSTRUCTION FILENET SUBMITTAL PACKAGE

Final Construction plans shall include all items listed in the Roadway Design Checklist for Construction. Utility plans will be placed on FileNet by the Regional Utility Offices. Sealed Structures plans will be placed on FileNet by the Structures Division personnel, including all bridge sheets and all retaining wall sheets. Natural stream design and SWPPP plans will be placed on FileNet by the Environmental Division personnel or Regional Environmental Tech groups. **Signal and Lighting plans shall be placed on FileNet by the TDOT Division managing the signal and lighting portion of the project, including all signal sheets and lighting sheets.** Roadway Design, Traffic Operations and Structures Standard Drawings are not required as part of the plans submittal.

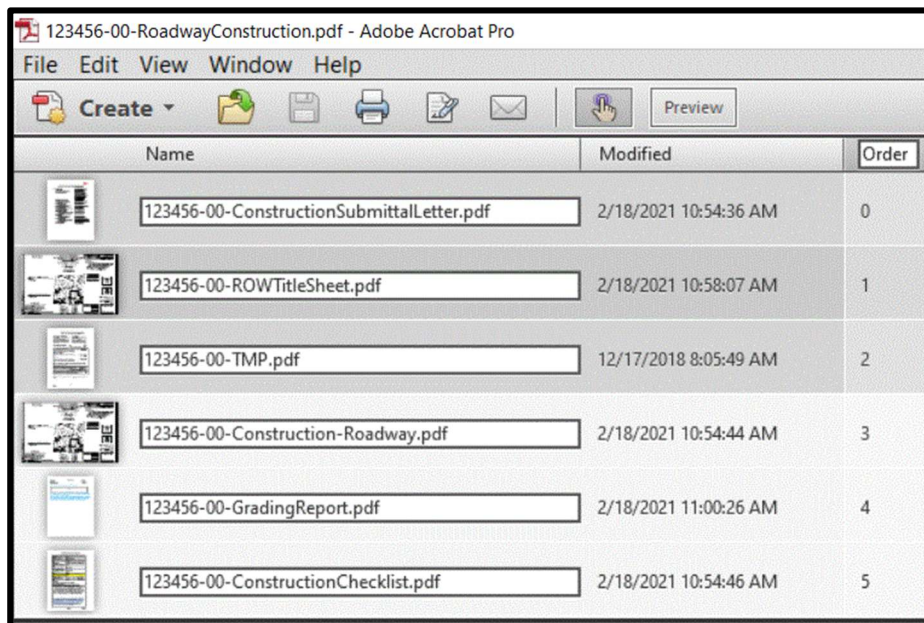
Sealed Geotechnical plans will be placed on FileNet by the Geotechnical Engineering Section.

Resurfacing plans are not a traditional roadway project design. Their submittal will not require a R.O.W. title sheet or a checklist, as these do not apply to this project type.

For final Construction submittal, the complete package submittal shall be added to FileNet. This is in the form of an Adobe Portfolio PDF with individual files added. The order structure and naming convention is shown in *Table 1-9, Construction Submittal Package List*. See *Figure 1-9, Construction Submittal Package Example*. The naming convention for the submittal package shall be **nnnnnn-nn-RoadwayConstruction.pdf**.

Portfolio Order #	Item Description	Naming Convention
0	Construction Submittal letter	<i>nnnnnn-nn-ConstructionSubmittalLetter.pdf</i>
1	Original sealed R.O.W. title sheet	<i>nnnnnn-nn-ROWTitleSheet.pdf</i>
2	Signed Traffic Management Plan	<i>nnnnnn-nn-TMP.pdf</i>
3	Complete sealed set of Roadway Plans as turned in for final Construction	<i>nnnnnn-nn-Construction-Roadway.pdf</i>
4	Grading Report	<i>nnnnnn-nn-GradingReport.pdf</i>
5	Signed Construction checklist PDF	<i>nnnnnn-nn-ConstructionChecklist.pdf</i>

**Table 1-9
Construction Submittal Package List**

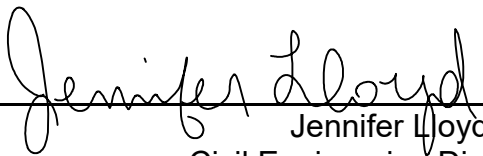


**Figure 1-9
Construction Submittal Package Example**

Concurrently with the upload of the Construction Submittal Package, the Contractor’s Letting Files zip file shall be uploaded to Filenet. This package will contain electronic files of the mainline and side road cross sections (*.dgn and *.sht) and the Geopak digital terrain (*.tin) files. The naming convention for the submittal package shall be **nnnnnn-nn-ConstructionLettingFiles.zip**.

Chapter 1 has been updated on the website at this link:

https://www.tn.gov/content/dam/tn/tdot/roadway-design/documents/design_guidelines/DG-C1.pdf


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KJL:JDK:LHC
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