



**STATE OF TENNESSEE  
DEPARTMENT OF TRANSPORTATION**

**DESIGN DIVISION**  
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**HOWARD H. ELEY**  
COMMISSIONER

**BILL LEE**  
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**INSTRUCTIONAL BULLETIN NO. 23-06**

**Regarding Turn-In Dates and Letting Schedule**

Attached to this bulletin is the updated 2024 letting schedule with a chart showing dates to be met for various activities. IB 23-01 showed an incorrect future letting day for March 2024. This date has been updated to reflect the correct date.

Plans and estimates for projects assigned to a letting should be turned into the Plans Assembly Group, [Eplans.Turnins@tn.gov](mailto:Eplans.Turnins@tn.gov), no later than the turn in date shown on the attached chart.

Instructional Bulletin 23-01 is voided with the release of this IB.

  
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Jennifer Lloyd, PE  
Civil Engineering Director  
Roadway Design Division

KJL:LHC  
May 3, 2023

### 2023 LETTING SCHEDULE

Activity	LETTING Feb 10	LETTING Mar 31	LETTING May 12	LETTING June 23	LETTING Aug 18	LETTING Oct 6	LETTING *Nov 3 Mowing/litter Removal	LETTING Dec 8	WEEKS BEFORE LETTING
TDOT Design Manager schedules and distributes prints for construction field review	June 1, 2022	July 20, 2022	August 31, 2022	October 12, 2022	December 7, 2022	January 25	February 22	March 29	36 -1/2
TDOT Design Manager verifies all deliverables have been received to allow completion of plans in accordance with the roadway design checklist.	September 7, 2022	October 26, 2022	December 7, 2022	January 18	March 15	May 3	May 31	July 5	22 -1/2
Regional Resurfacing Coordinator furnishes PS&E report to Regional Project Development for development of resurfacing plans	September 23, 2022	November 10, 2022	December 22, 2022	February 3	March 31	May 19	June 16	July 21	20
Design Division or Regional Project Development begins "in house" checking of final Roadway Plans prior to turn-in for letting	October 5, 2022	November 23, 2022	January 4, 2023	February 15	April 12	May 31	June 28	August 2	18 -1/2
Regional Project Development to submit Preliminary Resurfacing Plans for review	October 19, 2022	December 7, 2022	January 18	March 1	April 26	June 14	July 12	August 16	16 -1/2
Consultant furnishes final roadway plans w/ estimate to TDOT Design Manager for review	November 2, 2022	December 21, 2022	February 1	March 15	May 10	June 28	July 26	August 30	14 -1/2
Regional ROW Office submits "removal of structures" letter to the Design Division or Regional Project Development	November 9, 2022	December 28, 2022	February 8	March 22	May 17	July 5	August 2	September 6	13 -1/2
Consultant furnishes Structures Division final structure plans w/ estimate for review	November 16, 2022	January 4, 2023	February 15	March 29	May 24	July 12	August 9	September 13	12 -1/2
Regional Utility Engineer furnishes utility plans to the Plans Assembly Section	November 23, 2022	January 11	February 22	April 5	May 31	July 19	August 16	September 20	11 -1/2
Design Division or Regional Project Development, Structures Division, Traffic Operations Division, Environmental Division, and Geotechnical Engineering Office submits final plans w/ estimate to the Plans Assembly Section	November 30, 2022	January 18	March 1	April 12	June 7	July 26	August 23	September 27	10 -1/2
Plans Assembly Section submits final plans to the Construction Division, Contracts & Specifications Office	December 21, 2022	February 8	March 22	May 3	June 28	August 16	September 13	October 18	7 -1/2

## 2024 LETTING SCHEDULE

Activity	LETTING Feb 9	LETTING Mar 22	LETTING May 10	LETTING June 21	LETTING Aug 16	LETTING Oct 4	LETTING *Nov 1 Mowing/litter Removal	LETTING Dec 6	WEEKS BEFORE LETTING
TDOT Design Manager schedules and distributes printes for construction field review	May 31, 2023	July 12, 2023	August 30, 2023	October 11, 2023	December 6, 2023	January 24	February 21	March 27	36 -1/2
TDOT Design Manager verifies <u>all</u> deliverables have been received to allow completion of plans in accordance with the roadway design checklist.	September 6, 2023	October 18, 2023	December 6, 2023	January 17	March 13	May 1	May 29	July 3	22 -1/2
Regional Resurfacing Coordinator furnishes PS&E report to Regional Project Development for development of resurfacing plans	September 22, 2023	November 2, 2023	December 21, 2023	February 2	March 28	May 17	June 14	July 19	20
Design Division or Regional Project Development begins "in house" checking of final Roadway Plans prior to turn-in for letting	October 4, 2023	November 15, 2023	January 3, 2024	February 14	April 10	May 29	June 26	July 31	18 -1/2
Regional Project Development to submit Preliminary Resurfacing Plans for review	October 18, 2023	November 29, 2023	January 17	February 28	April 24	June 12	July 10	August 14	16 -1/2
Consultant furnishes final roadway plans w/ estimate to TDOT Design Manager for review	November 1, 2023	December 13, 2023	January 31	March 13	May 8	June 26	July 24	August 28	14 -1/2
Regional ROW Office submits "removal of structures" letter to the Design Division or Regional Project Development	November 8, 2023	December 20, 2023	February 7	March 20	May 15	July 3	July 31	September 4	13 -1/2
Consultant furnishes Structures Division final structure plans w/ estimate for review	November 15, 2023	December 27, 2023	February 14	March 27	May 22	July 10	August 7	September 11	12 -1/2
Regional Utility Engineer furnishes utility plans to the Plans Assembly Section	November 22, 2023	January 03	February 21	April 3	May 29	July 17	August 14	September 18	11 -1/2
Design Division or Regional Project Development submits final roadway plans w/ estimate to the Plans Assembly Section	November 29, 2023	January 10	February 28	April 10	June 5	July 24	August 21	September 25	10 -1/2
Structures Division submits final structure plans with estimate to the Plans Assembly Section	November 29, 2023	January 10	February 28	April 10	June 5	July 24	August 21	September 25	10 -1/2
Plans Assembly Section submits final plans to the Construction Division, Contracts & Specifications Office	December 20, 2023	January 31	March 20	May 1	June 26	August 14	September 11	October 16	7 -1/2