



**STATE OF TENNESSEE
DEPARTMENT OF TRANSPORTATION**

ROADWAY DESIGN DIVISION
SUITE 1200 JAMES K. POLK BUILDING
505 DEADERICK STREET
NASHVILLE, TENNESSEE 37243-3848
(615) 741-2221

CLAY BRIGHT
COMMISSIONER

BILL LEE
GOVERNOR

INSTRUCTIONAL BULLETIN NO. 21-10

Chapter 1 Update

Effective immediately, the Roadway Design Guidelines Chapter 1 has revised sections 105.09 and 105.10 to add the Contractor Letting Files:

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. Geotechnical Sheets will be placed on FileNet by the Geotechnical Engineering Section. Signal Sheets and Lighting Sheets will be placed on FileNet by the Traffic Operations Division. Roadway Design, Traffic Operations and Structures Standard Drawings are not required as part of the plans submittal.

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**

The screenshot shows the Adobe Acrobat Pro interface with a table of files. The table has three columns: Name, Modified, and Order. The files listed are:

Name	Modified	Order
123456-00-ConstructionSubmittalLetter.pdf	2/18/2021 10:54:36 AM	0
123456-00-ROWTitleSheet.pdf	2/18/2021 10:58:07 AM	1
123456-00-TMP.pdf	12/17/2018 8:05:49 AM	2
123456-00-Construction-Roadway.pdf	2/18/2021 10:54:44 AM	3
123456-00-GradingReport.pdf	2/18/2021 11:00:26 AM	4
123456-00-ConstructionChecklist.pdf	2/18/2021 10:54:46 AM	5

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

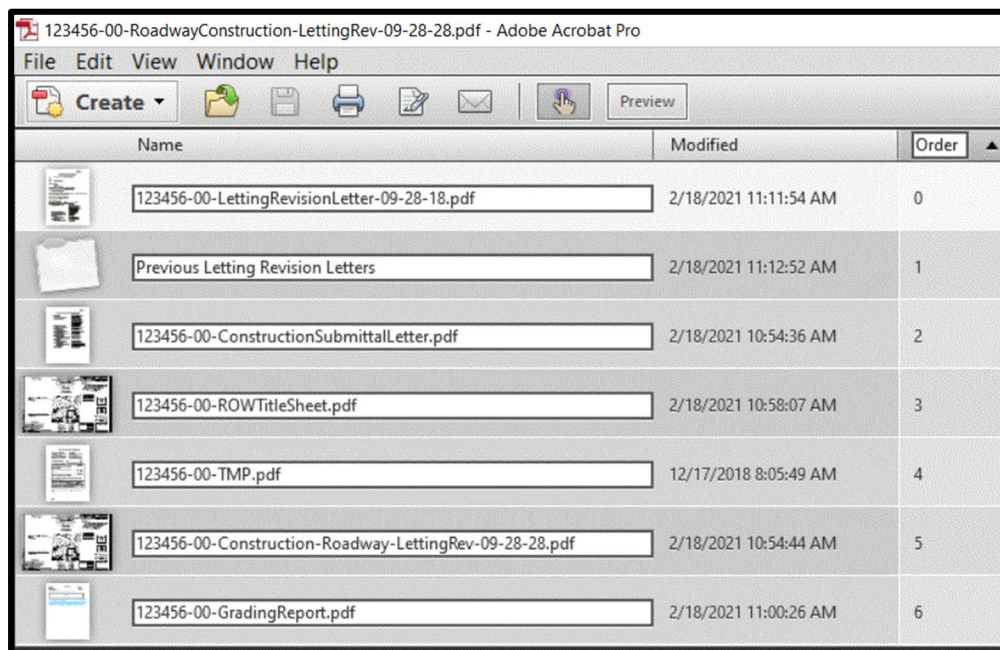
Concurrently with the upload of the Construction Submittal Package, the Contractor’s Letting Files zip file shall be uploaded to Filenet. This package will contain electronic files of the mainline and side road cross sections (*.dgn and *.sht) and the Geopak digital terrain (*.tin) files. The naming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

1-105.10 LETTING REVISION FILENET SUBMITTAL PACKAGE

Revisions made to plans between when the plans are initially submitted for construction letting and the day that projects are let to contract are called Letting Revisions. For Letting revision submittals, 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 1-10, Letting Revision Submittal Package List*. See *Figure 1-10, Letting Revision Submittal Package Example*. The naming convention for the submittal package shall be **nnnnnn-nn-RoadwayConstruction-LettingRev-mm-dd-yy.pdf**.

Portfolio Order #	Item Description	Naming Convention
0	Current Revision letter	<i>nnnnnn-nn-LettingRevisionLetter-mm-dd-yy.pdf</i>
1	Previous Letting Revision Letters Folder , if applicable (This folder contains individual pdfs of the revision letters dropped into this folder.)	Previous Letting Revision Letters
2	Original Construction Submittal letter	<i>nnnnnn-nn-ConstructionSubmittalLetter.pdf</i>
3	Original sealed R.O.W. title sheet	<i>nnnnnn-nn-ROWTitleSheet.pdf</i>
4	Signed Traffic Management Plan	<i>nnnnnn-nn-TMP.pdf</i>
5	All plan sheets as turned in for Construction with revised sheets	<i>nnnnnn-nn-Construction-Roadway-LettingRev-mm-dd-yy.pdf</i>
6	Grading Report	<i>nnnnnn-nn-GradingReport.pdf</i>

**Table 1-10
Letting Revision Submittal Package List**



**Figure 1-10
Letting Revision Submittal Package Example**

If the proposed revision impacts any cross sections and/or the proposed terrain (.tin) file of the Contractor Letting Files, an updated submittal shall be uploaded to Filenet. The naming convention for the submittal package shall be ***nnnnnn-nn-ConstructionLettingFiles-Rev.XX.XX.XX.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



Jennifer Lloyd, PE
Civil Engineering Director
Roadway Design Division

KJL:JDK:LHC:NHP
April 29, 2021