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DEPARTMENT OF TRANSPORTATION**

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**INSTRUCTIONAL BULLETIN NO. 24-02**

**Regarding Roadway Design Guidelines for PDN**

**Effective immediately**, the Roadway Design Guidelines – PDN, Chapters 1-3 and 8-10 have been updated and released for use. The following checklists, submittal templates, and reference guides have been released for use:

- Chapter 1 RDG – PDN (General)
  - Section 1-105.00 (Major Milestone FileNet Project Deliverables) was updated to more clearly define what shall be included in each major milestone submittal
    - Right-of-Way Revision was added back to this section (1-105.04)
    - OpenRoads Designer (ORD) Project Workset to be included in zip files at each submittal
    - Paragraph added regarding using email templates for submittals
  - Section 1-200.00 (Plans Production) was updated with Open Roads Designer terminology and all figures were updated to reflect this shift to ORD
  - New Traffic Design Email addresses were added
  - Removed the Internal and External Distribution List and those list are now their own standalone document
  - ID Block on the Title sheet now has the TDOT Project Manager title.
  - Updated titles and references to align with the PDN and EPIC Programs
  - Added Figure 1-1 Example Project Folder Structures per regional preconstruction's request
  - At regional preconstruction's request, simplified content into table format for Project Deliverables Types, Sealed Plans and Divisions, and Traffic Design Division's Email addresses
- Chapter 2 RDG-PDN (Geometric Design Criteria)
  - Removed contents of Section 13 – Roundabout Design and added it to the Roundabout Design Reference Guide. Link was added to easily access the Roundabout Design Reference Guide.
  - Updated titles and references to align with the PDN and EPIC Programs
  - Revised Retaining Wall Design section to be Section 9 and Structural Design section to be Section 12 to align with the PDN Process
  - Revised example in Chapter 2-601.00 - For Condition B: Deceleration from Posted speed of 45mph to speed of 30 mph

- Updated the Rumble Strips and Rumble Stripes sections with more information regarding the various types of rumble strips and rumble stripes.
- Section 2-503.01, Types of Rumble Strips was added
- Section 2-503.00, Raised Bituminous Rumble Strips has been moved into the new section 2-503.01. As a result, Rumble Strips and Rumble Stripes have been renumbered to Sections 2-503.00 and 2-504.00, respectively.
- Section 2-505.00, Mumble Stripes was added
- Added Section 2-505.00, Mumble StripesChapter 3 RDG – PDN (Multimodal Design)
  - Updated titles and references to align with the PDN and EPIC Programs
- Chapter 8 RDG – PDN (Item Numbers)
  - Updated titles and references to align with the PDN and EPIC Programs
  - Reviewed Item Numbers to ensure consistency with the current TDOT Item List
  - Reviewed and updated Work Zone Standard Drawings references
  - Updated note for 303-02 to ensure use with Region 4 resurfacing projects at HQ Construction's request.
  - Added ORD disclaimer to remind designers to verify Item Numbers in ORD
- Chapter 9 RDG – PDN (General and Special Notes)
  - Updated titles and references to align with the PDN and EPIC Programs
- Chapter 10 RDG – PDN (Index of Standard Drawings)
  - Updated titles and references to align with the PDN and EPIC Programs
- Submittal Templates
  - To streamline the submittal process, we have created email templates for submittals to replace submittal memo letters. When a project reaches a stage completion, an email template is provided for each region and stage. Follow the instructions in the blue text to complete the submittal process. A PDF of each submittal should be saved within the project folder.
  - The following Submittal Templates have been developed
    - Field Review Notification
    - Line and Grade Package Submittal
    - Functional Design Submittal
    - Right-of-Way Revision Submittal
    - Plan-in-Hand Submittal
    - PS&E Roadway Submittal
    - Final PS&E Submittal
    - Letting Revision
    - Construction Revision
- Checklists
  - Line and Grade Checklist
    - Updated titles and references to align with the PDN and EPIC Programs
    - Added Quantities sheet as Info Only
  - Functional Design Checklist
    - Updated titles and references to align with the PDN and EPIC Programs
    - Added Quantities sheet and Traffic Control Sheets as Info Only
  - Plan-in-Hand Checklist
    - Added Indexes, all Standard Drawings and General and Special Notes sheets to this checklist
    - Updated titles and references to align with the PDN and EPIC Programs
  - PS&E Checklist
    - This checklist was developed to ensure each project has all necessary documents ready for the Final PS&E submittal

- FileNet Project Deliverables Document
  - Updated submittals to match RDG Chapter 1 and the PDN
  - Added columns to reference which section in the PDN and RDG that the specific deliverable is mentioned
- Distribution List
  - Pulled tables of Internal and External Distribution List from RDG Chapter 1 and it is now a standalone document
- Roundabout Design Reference Guide
  - Pull Roundabout Design section out of RDG Chapter 2 and added that information to the Roundabout Design Reference Guide.
  - Updated titles and references to align with the PDN and EPIC Programs

For any questions about the PDN process, contact TDOT Project Management.

For any questions about the RDG, contact TDOT Engineering Production Support.

Updated Links:

[Chapter 1](#)

[Chapter 2](#)

[Chapter 3](#)

[Chapter 8](#)

[Chapter 9](#)

[Chapter 10](#)

[Line and Grade Checklist](#)

[Functional Design Checklist](#)

[Plan-in-Hand Checklist](#)

[PS&E Checklist](#)

[Submittal Templates](#)

[Distribution Lists](#)

[Project Deliverables Document](#)

[Roundabout Design Reference Guide](#)



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SMH: LHC: WKA: JSD  
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