



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

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**UPDATE TO REGIONAL SIGNING EMPLOYEES AND CONSTRUCTION/LETTING REVISION
DISTRIBUTION TABLES**

Effective immediately, Section 4 has been updated to show the following changes.

4-713.15 ROADWAY SIGNING SHEETS DEVELOPMENT GUIDELINES

The development of signing plans and sign schedule sheets is the responsibility of the Roadway Design Office preparing the roadway plans. A designer is assigned in each regional Design Office to serve as the Signing Designer. The Signing Designer is responsible for development of all roadway signing and sign schedule sheets. In addition, the Signing Designer will provide signing, item numbers, quantities, signing details, standard drawings, and signing notes to roadway designers.

The Roadway Design Manager will be responsible for determining whether the signing designer or the roadway designer will be responsible for CADD work to place signing on plans sheets for individual projects.

Regional Roadway Design Managers and Assigned Signing Designers

Region 1	Christie Brown Andrew Padgett	Design Manager – (865) 594-0742, Christie.Brown@tn.gov Signing Designer – (865) 594-0742, Andrew.Padgett@tn.gov
Region 2	Robert Rodgers Kevin Crisp	Design Manager – (423) 510-1138, Robert.Rodgers@tn.gov Signing Designer – (423) 634-7522, Kevin.Crisp@tn.gov
Region 3	Sharon Schutz Scott Johnson	Design Manager – (615) 350-4208, Sharon.Schutz@tn.gov Signing Designer – (615) 350-4263, Scott.Johnson@tn.gov
Region 4	Gary Scruggs Larry Brasher	Design Manager – (731) 935-0149, Gary.Scruggs@tn.gov Signing Designer – (731) 935-0144, Larry.Brasher@tn.gov

The Design Manager will be responsible for determining if Signing and/or Pavement Marking sheets are needed on projects other than interstate and full-access controlled highways. On all other projects, the proposed signing will normally be located on the proposed layout sheets. On projects utilizing pavement marking sheets, proposed signing should be shown on the same sheets.

Below is the work flow for preparation of roadway signing plan sheets:

At the start of construction plans preparation, the roadway designer will provide a PDF set of plans, proposed layout sheet (or signing and marking sheet files) CADD files to the regional signing designer to develop signing and sign schedule sheets.

- After developing signing and sign schedule sheets, the Signing Designer submits a PDF file to Regional Traffic Engineering Office for review.
- The Regional Traffic Engineering Office reviews the proposed signing and provides the Signing Designer with any comments.
- The Signing Designer makes any needed changes and submits a PDF file of the proposed Signing Sheets and Sign Schedule sheets to the Traffic Operations Division, Headquarters Traffic Engineering Office for review.
TDOT.TrafficOps.Sign-Reviews@tn.gov
- The Signing Designer submits the signed and stamped proposed signing and sign schedule sheets to the Roadway designer no later than 4 weeks prior to construction plans turn-in.

4-140.02 LETTING REVISIONS

The determination of a letting revision will be made by the Headquarters Construction Office. An estimate revision may or may not require a Letting Revision. The designer should check with the Printing Services Office to see if the plans have been printed. If the plans have not been printed the revised sheets may be swapped out without formal revision.

The Design Manager responsible for the project will upload the revised plan set to Design FileNet (See Roadway Design Guidelines Chapter 1-105.10 – Letting Revision FileNet Submittal Package) and submit an email notification to the appropriate personnel (See Roadway Design Guidelines Chapter 1-502.01-Internal Distribution Table 1-12). The email will contain the Revision Letter, the Estimate Revision Request (.xltx) form (Figure 4-9) and a pdf of the revised sheets only. In the event that the pdf is larger than the email limit, then the pdf should be broken down into smaller files and additional emails sent. In the body of the email add the following note:

ATTENTION PRINT SHOP: 1 set of 11” x 17” prints of the revised sheets only is requested for the HQ Construction Office. Please contact their office when the prints are ready to be picked up.

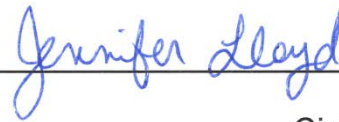
4-150.00 CONSTRUCTION REVISIONS

When a project has been awarded to construction, and a change becomes necessary anywhere on the project, a Construction Plans revision is required. The Design Manager responsible for the project will upload the revised plan set to Design FileNet (See Roadway Design Guidelines Chapter 1-105.11 – Construction Revision FileNet Submittal) and submit an email notification to the appropriate personnel (See Roadway Design Guidelines Chapter 1-502.01- Internal Distribution Table 1-12). The email will contain the revision letter and a pdf of the revised sheets only. In the event that the pdf is larger than the email limit, then the pdf should be broken down into smaller files and additional emails sent. The contract number for the project shall be noted in the revision letter, added to the email subject and included in the appropriate space on FileNet. Note: A ROW Revision may also be required.

Construction Revision Distribution for projects with the following prefixes: **I, IM, ID, NH-1, STP-1, CM-1, MA-1, IXA-1, BR-1 and DPI**; also must send the following:

- FHWA Division, Projects Management Engineer W/1 set prints (half size) & 4 copies of the letter

The email subject line shall include the Region, County, State Route Number or Route Name, PIN, "Construction-Revision"



Jennifer Lloyd, PE
Civil Engineering Director

KJL:JDK:ADP:LHC:NHP
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