



STATE OF TENNESSEE
DEPARTMENT OF TRANSPORTATION
DESIGN DIVISION
NASHVILLE, TENNESSEE 37243-0348

INSTRUCTIONAL BULLETIN NO. 11-10

Regarding Revised Field Review Procedures

Effective immediately, section 1-120.00 Field Review Procedures located in the Section 1, Chapter 1 of the Roadway Design Guidelines is revised as shown on the attached sheets.

Carolyn Stonecipher

Carolyn Stonecipher, Civil Engineering Director
Design Division

April 14, 2011
CS:ARH

1-120.00 FIELD REVIEW PROCEDURES (See 2-330.00, 3-140.00 and 4-145.00)

All personnel will follow the following steps when arranging, conducting, and documenting field reviews:

1. Place project files on File Net (see Section 1-115.00)
2. Develop the Field Review Notification Memorandum (see Figure 1-0b)
3. Distribute Field Review Notification Memorandum electronically
4. Distribute Field Review Notification Memorandum and plans by mail
5. Develop and distribute the field review report
6. Place field review documentation in project file

The plans, when placed on File Net, shall be complete through the appropriate stage of development in accordance to the Roadway Design Checklist. Plans for Construction Field Review that involve a bridge shall include preliminary bridge layout drawings.

1-120.10 SCHEDULING FIELD REVIEWS

All field reviews shall be scheduled, plans placed on File Net, e-mail notification sent, and plans distributed **a minimum of three weeks** prior to the scheduled date of the field review. The beginning of the three weeks will start on the date the plans are e-mailed and mailed from the Design Division.

Field reviews for new and reconstruction projects on the Interstate System and projects which are part of the current FHWA Stewardship and Oversight Agreement (full federal oversight and partial federal oversight) shall be scheduled in coordination with FHWA. Appropriate project plans should be forwarded to FHWA for review. FHWA is not requiring a Field Review Notification Memorandum for any other Federal-Aid projects.

Field reviews for Demonstration Projects shall be scheduled in coordination with FHWA prior sending the Federal Highway Administration (FHWA) a Field Review Notification Memorandum.

1-120.20 FIELD REVIEW DISTRIBUTION

Field review notifications and documentation will be distributed to all departmental personnel by e-mail. Field review plans will not be provided but will be available on FileNet. For invitees without access to FileNet including FHWA, county officials and local officials, a field review notification letter along with half size plans will continue to be provided by mail or direct distribution.

1-120.21 FIELD REVIEW DISTRIBUTION BY E-MAIL

The e-mail distribution will consist of an e-mail notification (see Figure 1-0a). The e-mail notification should contain the Field Review Invitation Memorandum (see Figure 1-0b) in MS Word (*.doc) or *.pdf format included as an attachment, the file name of the plans set stored in FileNet, and the date the plans set was added to FileNet. The e-mail notification shall be sent to the recipients using e-mail addresses shown in Table 1-0a. The field review distribution by e-mail should occur on the same day as the field review distribution by mail.

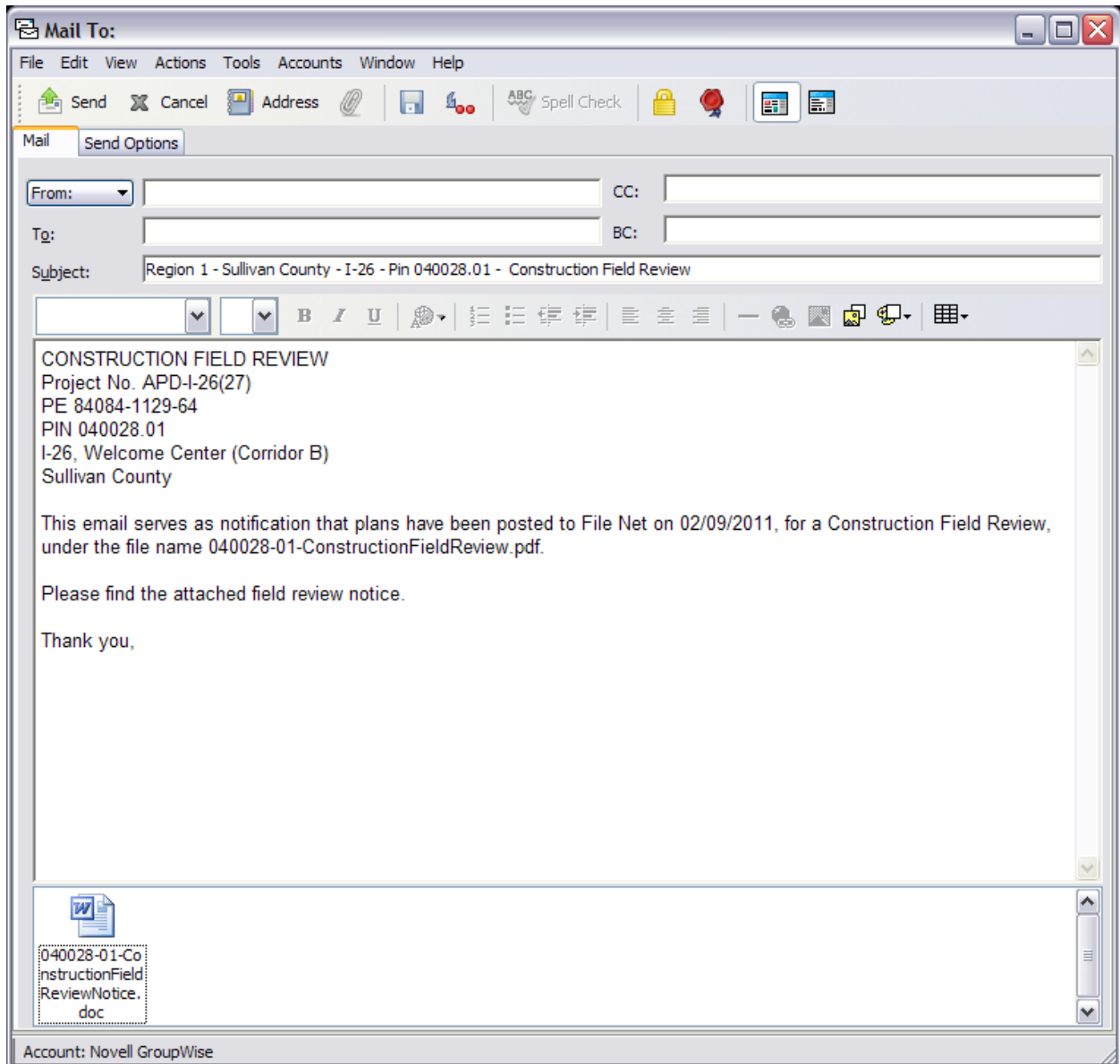


FIGURE 1-0a
Sample Email Notification



**STATE OF TENNESSEE
DEPARTMENT OF TRANSPORTATION
NASHVILLE, TENNESSEE 37243-1402**

MEMORANDUM

TO: Ms. Pam Kordenbrock, Division Administrator, FHWA (1/2 size)
Mr. Frederick Miller, Assistant Director, Consultant Management
Mr. Michael Agnew, Assistant Director, ITS, Signal Design, Signing, Lighting
Ms. Amanda Snowden, Assistant Director, Reg 1
Mr. Paul Beebe, C. E. Mgr. 1, Reg. 1, Survey and Design
Mr. David Horne, C.E Manager 1, Design
Mr. Sampson Udeh, Rd. Sp 2, Pavement Design
Mr. Don Vanhook, Rd. Sp 3, Quality Assurance Section
Mr. Ed Wasserman, C. E. Director, Structures
Mr. Jeffery Hoge, Director, Right-of-Way
Mr. Joe Shaw, Trans. Mgr. 2, Utilities
Mr. Oliver Farris, Reg. 1, Trns. Mgr. 2, Right of Way
Mr. Tom Foley, Reg. 1, Road Sp. Sv.1, Utilities
Mr. David Barker, CE Manager 1, Region 1 Geotechnical Office
Mr. Clint Bane, Reg. 1, Operation Spec. Sup. 2, Construction
Ms. S. Bishop Herron, Director, Environmental Division
Mr. Kevin Brown, Biologist, Environmental Division
Mr. Mark Dykes, Reg 1, Oper. Sp 2, Safety
Mr. John Barrett, Project Management
Mr. Steve Godsey, Sullivan County Mayor (1/2 size)
Mr. Allan Pope, Sullivan County Hwy Chief Admin Off. (1/2 size)
Mr. Dennis R. Phillips, Mayor, City of Kingsport (1/2 size)
Mr. Ryan McReynolds, Director of Public Works, City of Kingsport (1/2 size)

FROM: Aatur Rahman, C. E. Manager 2, Design

DATE: February 9, 2011

SUBJECT: CONSTRUCTION FIELD REVIEW
Project No. APD-I-26(27)/82084-3129-64, PIN 040028.01
I-26, Welcome Center (Corridor B)
Sullivan County

This will confirm arrangements made regarding a Field Review for the subject project. Persons desiring to attend this review will meet at TDOT Region 1, 2nd floor Conference Room, 7345 Region Lane, Knoxville, TN on Thursday, March 03, 2011 at 8:15 a.m. ET.

Prints of the plans are enclosed. Please review the plans and have your comments ready before the field review is made.

AR/AR

Enclosure

cc:	Steve Borden	American Electric Power (1/2 size)	Centurylink (1/2 size)
	Len Oliver	Spectra- Energy (1/2 size)	Jason Elliott, C&C, Inc.
	Rick Pack	Atmos (2-1/2 size)	File
	Ronnie Porter	Charter Communications (1/2 size)	
	Alan Durham	City of Kingsport Municipal Bldg. (1/2 size)	

**FIGURE 1-0b
Sample Field Review Notification Memorandum**

TO:	E- MAIL ADDRESS / NOTES
HQ Design Office, CE Manager II Over Region	Use Individual email address
HQ Design Office, CE Manager II Over Consultants	Use Individual email address <i>*Only projects developed by consultants</i>
HQ Design Office, CE Manager II Over ITS, Traffic, and Standards	Use Individual email address <i>*Only projects with ITS, traffic signals, and roadway lighting</i>
Regional Director	Use Individual email address
Regional Design Office, CE Manager I ITS, Traffic, and Standards Section	Use Individual email address TDOT.HQ.SignalDesign@tn.gov <i>*Preliminary and Right-of-Way Field Review only on projects included traffic signals and/or roadway lighting. (See sections 2-315.00 and 2-315.05)</i> <i>*Construction Field Review on all projects.</i>
Pavement Design Section	TDOT.PavementDesign@tn.gov
Quality Assurance Section	TDOT.QualityAssurance@tn.gov
Structures Division	TDOT.Structures@tn.gov
HQ Right-of-Way Office HQ Utilities Office	TDOT.HQ.ROW@tn.gov
Regional ROW Offices Regional Utilities Office	TDOT.RG1.ROW@tn.gov TDOT.RG2.ROW@tn.gov TDOT.RG3.ROW@tn.gov TDOT.RG4.ROW@tn.gov
Railroad Coordinator	Use Individual email address <i>*Only projects involving Railroads</i>
Geotechnical Engineering Section Section Manager	Use Individual email address
Geotechnical Engineering Section Manager over Region	Use Individual email address <i>*Only projects in for their Region</i>
HQ Construction Division	TDOT.HQ.Construction@tn.gov
Regional Construction Office	Use Individual email address
Environmental Division	TDOT.EnvironmentalDoc@tn.gov Permits.Filenet.TDOT@tn.gov Ecology.Plans@tn.gov
Regional Environmental Coordinator	Use Individual email address
HQ Maintenance Office	TDOT.HQ.Maintenance@tn.gov <i>*Construction Field Review Only</i>
Regional Maintenance Office	TDOT.RG1.Maintenance@tn.gov TDOT.RG2.Maintenance@tn.gov TDOT.RG3.Maintenance@tn.gov TDOT.RG4.Maintenance@tn.gov <i>*Construction Field Review Only</i>
Regional Safety Coordinator	Use individual email address
Regional Traffic Engineer	Use individual email address
Program Development & Scheduling Office	TDOT.PDSO@tn.gov
Project Manager	Use Individual email address
Consultant	Use individual email address <i>*Only projects consultant developed</i>
Others as directed by Design Manager	Use Individual email address

TABLE 1-0a
Field Review Email Distribution List

1-120.22 FIELD REVIEW PLANS DISTRIBUTION OUTSIDE THE DEPARTMENT

Due to Filenet availability, plan file sizes, and printing considerations, it will be necessary to continue to provide paper copies of the plans to field review invitees outside the department. The distribution should consist of the Field Review Notification Memorandum (see Figure 1-0b) and a half size set of plans. The mailing shall be sent to the recipients in accordance to Table 1-0b. Field review distribution by mail should occur on the same day as the field review distribution by email.

Design Managers shall also have the option to e-mail field review notifications and provide electronic plans as an attachment or on other electronic media provided the individual has the capability to print the plans and has agreed to the electronic distribution.

TO:	NOTES
FHWA	Letter and ½ size set of plans * <i>Interstate System Projects, Stewardship and Oversight Agreement Projects, and Demonstration Projects</i>
Local Utility Offices Electric Gas Water/Sewer Cable Phone	Letter and ½ size set of plans
City and/or County Mayor	Letter and ½ size set of plans
Director of Public Works	Letter and ½ size set of plans
Highway Chief Administration Officer	Letter and ½ size set of plans
Others as directed by Design Manager	Letter and ½ size set of plans

TABLE 1-0b
Field Review Mailed Distribution List

1-120.30 FIELD REVIEW REPORT

A complete field review report shall be distributed **within two weeks** of the review to all attendees, individuals providing comments, and personnel sent a Field Review Notification Memorandum. Field review reports should be distributed by e-mail except to those outside the department whose e-mail address is not available. Field review reports should be in MS Word (*.doc) or *.pdf format. FHWA has requested the field review reports not be sent for projects which were not attended by a representative of the FHWA.

The Design Manager should review all field review reports prepared by consultants and then prepare a cover letter to attach to the report for distribution. The cover letter should indicate that the report has been reviewed and is acceptable for distribution.

The Right-of-Way Field Review report shall include at a minimum, a list of comments received during the field review, a statement to the Structures Division if the proposed roadway horizontal and vertical geometry is adequate to continue bridge design, and the number of sets of final right-of-way distribution prints requested by the Regional Right-of-Way Office.

All comments received during the field review should be evaluated and changes shall be included in the plans prior to submission for right-of-way or construction for authorization.

1-120.40 FIELD REVIEW DOCUMENTATION

The following documentation shall be included in the project file:

1. Email Notification
2. Field Review Notification Memorandum
3. Field Review Report (including the Design Manager's cover letter)