



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

**INSTRUCTIONAL BULLETIN NO. 08-12**

**Regarding Turn-In Dates and Letting Schedules for 2009**

Attached to this bulletin is the 2009 letting schedule with a chart showing dates to be met for various activities.

Plans and estimates for projects assigned to a letting should be turned in to the Estimates and Bid Analysis Office no later than the turn-in date shown on the attached chart.

Instructional Bulletin 07-22 should be voided after the December 12, 2008 letting.

Original signed by Jeff C. Jones  
Jeff C. Jones, Civil Engineering Director  
Design Division

August 18, 2008  
JCJ:MJA:mja  
Attachment

**2009 LETTING SCHEDULE**

ACTIVITY	LETTING Feb 6	LETTING Mar 20	LETTING May 1	LETTING Jun 12	LETTING Aug 7	LETTING Sep 18	LETTING Oct 30	LETTING Dec 11	WEEKS BEFORE LETTING
TDOT Design Manager verifies <u>all</u> deliverables have been received to allow completion of plans in accordance with the roadway design checklist	Sep 3	Oct 15	Nov 26	Jan 7	Mar 4	Apr 15	May 27	Jul 8	22-1/2
TDOT Design Manager schedules and distributes prints for construction field review	Oct 3	Nov 14	Dec 22	Feb 6	Apr 3	May 15	Jun 26	Aug 7	18
<b>Regional Construction Office</b> furnishes information and logs to Design for development of resurfacing plans for State Routes	Oct 22	Dec 3	Jan 14	Feb 25	Apr 22	Jun 3	Jul 15	Aug 26	15-1/2
<b>Consultant</b> furnishes final roadway plans w/estimate to Design Division for review and checking	Oct 29	Dec 10	Jan 21	Mar 4	Apr 29	Jun 10	Jul 22	Sep 2	14 1/2
<b>Regional ROW Office</b> submits "removal of structures" letter to the Design Division or Regional Design Office	Nov 5	Dec 17	Jan 28	Mar 11	May 6	Jun 17	Jul 29	Sep 9	13 1/2
<b>Consultant</b> furnishes Structures Division final structure plans w/estimate for review and checking	Nov 12	Dec 22	Feb 4	Mar 18	May 13	Jun 24	Aug 5	Sep 16	12-1/2
<b>Design Division or Reg. Design Office</b> begins "in house" checking of final Roadway Plans prior to turn-in for letting	Nov 19	Dec 29	Feb 11	Mar 25	May 20	Jul 1	Aug 12	Sep 23	11-1/2
<b>Regional Utility Engineer</b> furnishes Estimating and Bid Analysis Office w/utility plans (mylar only)	Nov 19	Dec 29	Feb 11	Mar 25	May 20	Jul 1	Aug 12	Sep 23	11-1/2
<b>Design Division or Reg. Design Office</b> submits final roadway plans w/estimate to the Estimating and Bid Analysis Office	<b>Dec 3</b>	<b>Jan 14</b>	<b>Feb 25</b>	<b>Apr 8</b>	<b>Jun 3</b>	<b>Jul 15</b>	<b>Aug 26</b>	<b>Oct 7</b>	<b>9-1/2</b>
<b>Structures Division</b> submits final structure plans with estimate to the Estimating and Bid Analysis Office	Dec 3	Jan 14	Feb 25	Apr 8	Jun 3	Jul 15	Aug 26	Oct 7	9-1/2
<b>Estimating and Bid Analysis Office</b> submits final plans to the Construction Division, Contracts & Specifications Office	Dec 10	Jan 21	Mar 4	Apr 15	Jun 10	Jul 22	Sep 2	Oct 14	8-1/2