



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

**INSTRUCTIONAL BULLETIN NO. 09-09**

**Regarding Turn-In Dates and Letting Schedules for 2010**

Attached to this bulletin is the 2010 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 into the Estimates and Bid Analysis Office no later than the turn-in date shown on the attached chart.

Instructional Bulletin 08-12 should be voided after the December 11, 2009 letting.

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

July 27, 2009  
JCJ:MA:ma  
Attachment

## 2010 LETTING SCHEDULE

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