

PDN – CHAPTER 6

PLAN-IN-HAND

STAGE 3

CHAPTER 6 - PLAN-IN-HAND

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INTRODUCTION

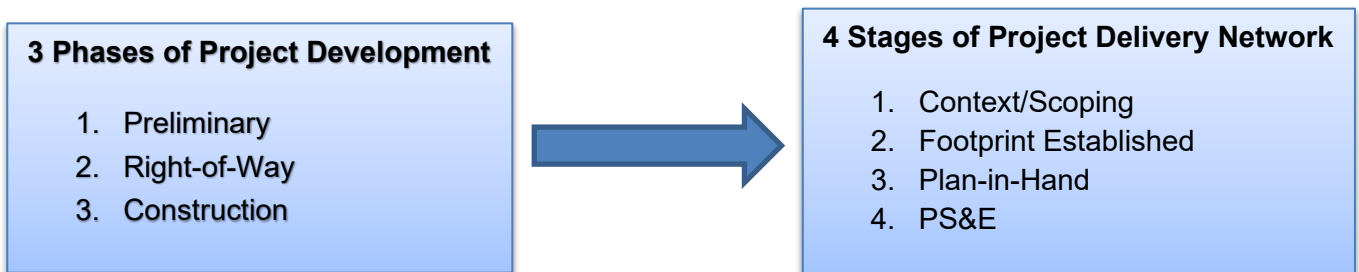
ROADWAY DESIGN GUIDELINES AND STANDARD DRAWINGS

Roadway Design Guidelines (RDG) and Standard Drawings have been created to ensure that there is consistency in TDOT projects across the state. The Roadway Design Guidelines and Standard Drawings indicate the current recognized design standards for new construction or reconstruction of existing highways and shall be utilized while giving due regard to topography, natural conditions, availability of road material, and prevailing traffic conditions.

Throughout these guidelines you will see the following terms used. To clarify the meanings intended in this guide, the following definitions apply:

- **Design Lead / Technical Lead** – Preconstruction Discipline Designer, or Consultant Discipline Designer
- **Project Manager** – assigned from Project Management division to lead Project team in delivery of project within defined scope, schedule, and budget.
- **Project Team** – Preconstruction Team consisting of a Discipline Manager, members of Roadway, Structure, Survey, Environmental, ROW, and Utilities (either TDOT staff or consulting staff), overseen by a Project Manager.
- **Concept Report** – Report developed by the Engineering Concepts Section of the Project Management Division during Stage 0 of a project.

All forms mentioned throughout this chapter can be found on the [Roadway Design -TDOT Documents](#) webpage.



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CHAPTER 6 – PLAN-IN-HAND

SECTION 1 – PREPARING PLAN-IN-HAND PLANS

6-100.00 GENERAL NOTES ON PLANS

A list of general notes frequently used on project plans is included in *Chapter 9 Section 1*. The Designer shall place these notes on the "General Notes" second sheet series of the plans. Designers shall keep the notes grouped together with the sub-headings shown. Good engineering judgment is required in the use of these notes and any other notes in the plans. Only notes that apply to the project shall be added to the plans.

These notes have been agreed upon by the various offices of the Department involved in the design, Right-of-Way acquisition, utility relocation and adjustment, construction, etc.; therefore, care shall be taken that the notes are reproduced on the plans exactly as they are shown in *Chapter 9 Section 1*.

6-101.00 SPECIAL NOTES ON PLANS

A list of special notes frequently used on project plans is included in *Chapter 9 Section 2*. Special notes also include notes written specifically for the project or notes that vary in any way from the standard list of general or special notes listed in *Chapter 9 General and Special Notes*. The Designer shall place these notes on the "Special Notes" second sheet series of the plans. The Designer should also be aware that individual notes may be required to be included on specific plans sheets as indicated in Chapter 9 General and Special Notes. Notes in the Design Guidelines and Instructional Bulletins specified to be placed in other locations in the plans should continue to be placed as directed.

Special Notes are to be placed and identified on the plans as follows:

1. Special Notes are to be placed in sheets immediately following the General Notes sheets in the plans.
2. The Index Sheet should include "Special Notes" when applicable.
3. General Notes that are modified are to be included as Special Notes.
4. Special Notes are to be grouped together and sub-headers used. For modified general notes, the same sub-header found in the general notes should be used in the Special Notes. Special Notes specific to the project should be placed under the appropriate sub-header or an appropriate sub-header should be created.

5. Project Specific Notes requested by the Environmental Division should be included in the Environmental Notes or EPSC sheets as Environmental Special Notes except for special circumstances that require the note to be shown on the specific plan sheet for which the note applies. In these cases, a special note should be included in the Environmental or EPSC Special Notes indicating the location of the note.

6-102.00 REVIEW OF PAVEMENT DESIGN

If the Pavement Design is more than 3 years old at the time of the Plan-in-Hand Field Review, the Designer shall submit a request for Pavement Design Review before the Plan-in-Hand Field Review. The Designer shall attach the Pavement Design Review form, the original pavement design, and updated traffic report in a single PDF file and email it to: TDOT.PavementDesign@tn.gov. The Materials and Pavement Section of Materials and Test Division shall review the original recommendation and submit the updated pavement design, if applicable, to the Designer before the scheduled date of the Plan-in-Hand Field Review to ensure correct information is shown in the Plan-in-Hand Field Review.

6-104.00 LANDSCAPING PLANS

The cost of landscaping and hardscaping for the purpose of beautification should not exceed 5% of the total project estimate. **This amount should not include any landscaping or vegetation required for environmental mitigation.** In addition, items that are considered common items used in construction including, but not limited to, sodding slopes on urban projects, stamped concrete, and decorative facing on retaining walls, bridge columns, parapets, and pedestrian curb ramps should not be included in the 5% of the total project estimate.

On projects where substantial landscaping is proposed or the Design Manager estimates that the cost of landscaping items may exceed 5%, the Design Manager will request the Bid Analysis and Estimating Office to verify the percentage of landscaping as a percentage of the total project using the latest estimate available.

Projects requiring landscaping and/or hardscaping due to a prior commitment where the cost of the landscaping and/ or hardscaping cost exceeds 5%, the Design Manager should notify the Director of Project Development for guidance.

The local government may include additional landscaping plans at the local government's expense. The proposed landscaping shall be within the NEPA studied boundary and such items will be included as non-participating items in the estimated roadway quantities. In this case, the local government is responsible for notifying the Design Manager by the Functional Design Plans Field Review of this intention and for providing a landscaping plan sealed and signed by a

Registered Landscape Architect. The Designer shall only be responsible for adding “Landscaping Plan Sheet, LSC-1” to the plans index and adding a note to the appropriate proposed sheets:

NOTE: LANDSCAPING PLAN NOT SHOWN, SEE LSC SERIES SHEETS”

Landscaping shall not cause a sight distance or clear zone conflict. See the Environmental Division – Beautification Office’s [Landscape Design Guidelines](#) for roadside landscaping details available on the Landscape Design Guidelines webpage.

SECTION 2 – PLAN-IN-HAND PROCESS

6-200.00 PLAN-IN-HAND PROCESS

The focus of this stage is to facilitate a multidiscipline plan set review. Upon completion of the Plan-in-Hand Field Review, the team has completed all design work and progressed or completed the obtaining of necessary environmental permits, securing of local municipality agreements relocating of impacted utilities, and acquiring of needed right of way.

The Plan-in-Hand process consists of developing ROW acquisition exhibits, advancing the Utility Coordination Plans, coordinating the permit application design/sketches, and finalizing the TMP. The Headquarters Contracts Letting and Administrative Support Office will utilize the plans for both advertising and letting the project.

6-201.00 PLAN-IN-HAND FIELD REVIEW

See [PDN 3RD1](#) and [Chapter 1-105.06](#) for information regarding the Plan-in-Hand Field Review.

6-202.00 PLAN-IN-HAND SUBMITTAL

See [PDN 3RD1](#) and [Chapter 1-105.07](#) for information regarding the Plan-in-Hand Submittal.